

Chapter/Special Interest Group/Region Registration Renewal

1. Purpose. The purpose of this section is to provide guidelines for the annual renewal of MAFCA Chapter registrations. For the purposes of this policy, the term "Chapters" includes MAFCA US and International Chapters, MAFCA Special Interest Groups and MAFCA Regions.

Annual Chapter registration enables MAFCA to have up-to-date Chapter information. It will also facilitate communications to the Chapters, provide accurate information for potential Chapter members, and reduce mailing and administrative costs. MAFCA has instituted a mandatory fee to be determined each year for the provision of General Liability and Directors' & Officers insurance. Payment of this fee is required for Chapter registration.

2. Period. Annual Chapter registration runs from January 1 to December 31.
3. Registration Form (Addendum A). The Chapter registration form will require the following information as a minimum:
 - A. Chapter Name
 - B. Names, addresses and phone numbers of all members comprising the directors and officers of the Chapter.
 - C. Permanent Chapter mailing address (P.O. Box is recommended).
 - D. Most recent Membership Roster
 - E. Other national club affiliations
4. Renewal Notices. Chapter registration renewal form shall be sent during the fourth quarter of each year to all currently registered Chapters/Special Interest Group/Regions.
5. Delinquency. Chapters which were registered during the prior year, but which have not submitted a Chapter registration form by February 28th for the current year will be considered delinquent and will be charged a delinquent fee (see 11 below).
6. Reminders. Chapters which have not submitted their Chapter Registration Renewal by February 28, will be sent a letter advising them of their delinquency, enclosing another form for submission, and advising them failure to submit the Renewal form by May 1 will result in Chapter Charter being revoked.
7. A Chapter Charter will be considered revoked if registration for the current year has not been received by May 1 and will not receive any of the benefits of being a MAFCA Chapter. After May 1, the Chapter will be sent a certified, return receipt letter advising of the Chapter Charter Revocation. A Chapter must be currently registered by MAFCA to be eligible for insurance provided by MAFCA's carrier. A Chapter whose Charter is revoked will lose their longevity status with MAFCA and will not be listed in *The Restorer* or on the MAFCA website. Chapters desiring reactivation will need to submit a New Chapter Charter Petition application.

8. **The Restorer Listing.** All currently registered Chapters will be listed in **The Restorer's** July/August issue along with each Chapter's current mailing address.
9. **Roster.** For purposes of roster printing, the completed Chapter registration form must be received by the MAFCA office by February 28 to be included in the MAFCA Roster.
10. **Restorer Issues/President's Pin.** Six (6) issues of **The Restorer** and a President's pin will be provided as a benefit, if requested by checking the items by the Chapter on the current year's registration renewal form and assuming that the submitted form is in accordance with this policy.
11. **Fees.** The Board of Directors has established a Chapter Registration Fee of \$10 for those chapters that are delinquent in returning their Chapter Registration Form.

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Addendum A - Chapter/Special Interest Group/Region Registration Renewal Application

Annual Registration Renewal Application is due by January 15 to keep your Chapter/SIG or Region in good standing with MAFCA. A Late Fee of \$10 will be charged for chapters failing to return their Chapter Registration Renewal Application by February 28th.

All requested Information **must** be accurately and completely filled out. Incomplete or illegible forms will be returned to the Chapter for completion or clarification.

Make necessary changes to the address shown on the mailing label at left. We suggest you use a club P.O. Box for continuity instead of a member's address.

Designated Contact: _____ Phone: _____

Contact Person's Email: _____

Newsletter Editor: _____

Newsletter Editor Email: _____ Newsletter Name _____

Webmaster (N/A if not applicable): _____

Webmaster's Email: _____ Website URL _____

Total number of members in your club _____

Does your club require MAFCA membership of its members? Yes No

Number of MAFCA members in your club? _____

Is the club a member of another car club? Yes No Name of Club _____

Note, this must be accompanied with a copy of the Chapter's most recent roster of members

Permission to publish Contact Phone on MAFCA website: Yes No

Instructions: All Officers and governing body of the Chapter shall be MAFCA members. Chapters with less than five MAFCA members as Officers and/or Directors must list other MAFCA members to complete the 5 MAFCA member requirements.

Note: If there are not 5 current MAFCA members (not part of the same family membership) listed below, this Application will be returned to you for completion. MAFCA Regions and Special Interest Groups with no officers may list 5 or more MAFCA members (not part of the same family membership). **It is strongly recommended that Chapters, Special Interest Groups and MAFCA Regions encourage all their members to join MAFCA.**

PART III
Section 20

Revised 05/12/2017
Supersedes 09/26/2015

- 1 President: _____ Email: _____
Membership #: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
- 2 Secretary: Name: _____
Membership #: _____ Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____
- 3 Treasurer: Name: _____
Membership #: _____ Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____
- 4 Title: _____ Name: _____
Membership #: _____ Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____
- 5 Title: _____ Name: _____
Membership #: _____ Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____

Please select the items you desire:

____ Please send a complimentary copy of *The Restorer* to our Chapter. **Note:** If the MAFCA office receives this completed form **after January 15th**, you must request and include payment of \$5.00 to cover postage and handling for the missed issues of the current year. Canada and International must call MAFCA office for exact postage rates.

____ Please send a complimentary President's Pin to our President listed above. (One pin for President serving multiple terms please).

Submitting this form is required to keep your Chapter in good standing with MAFCA.

There is no fee if renewed before February 28th.

Renewal forms postmarked after February 28 must include a Late Fee of \$10.00.

Return this form to: MAFCA, 250 South Cypress Street, La Habra, CA 90631-5515.
Questions? Call (562) 697-2712 (10 AM to 4 PM Pacific) or e-mail: info@mafca.com