

Fiat Club America (FCA) Chapter Guidelines

Background: Fiat Club America (FCA) is a national non-profit organization to enhance the ownership of Fiat and Fiat-family automobiles that include Fiat, Lancia, Bertone, Pininfarina, Yugo and certain other Italian marques--hereafter referred to collectively as "Fiat". Individual FCA Chapters are an essential part of FCA membership. This document defines a FCA Chapter, outlines its operation and discusses the relation between a Chapter and FCA-National.

Organization: Chapters are composed of FCA members who reside in a distinct geographical area—such as a metropolitan area, region, state, collection of states or provinces. As part of the chapter approval process, proposers of a new chapter must specifically delineate the service area of their chapter which must not overlap with any existing Chapter. A FCA Chapter is a subset of the national FCA membership and provides the individual FCA member with the benefits of a local organization supported by the national level club. Chapters bring together Fiat enthusiasts for local activities, supported by FCA for promotion, insurance, and FCA's networking tools of RICAMBI magazine and its Internet website.

Spin-Off Chapters: Sometimes a smaller Chapter area can more effectively serve the FCA members. If an existing Chapter covers a large area, such as more than one state, and a subset of the Chapter membership would like to establish a new chapter to serve a portion of the existing chapter's service area, the FCA Board of Directors (BOD) will consider such proposal, provided that the spin-off chapter otherwise meets all of the Chapter Guidelines and the existing Chapter supports the establishment of a spin-off Chapter. In that case, the service area of the existing Chapter, or "Parent Chapter," will be reduced so as not to overlap with the proposed spin-off Chapter. If the existing Chapter objects to the proposed spin-off Chapter, the FCA-BOD will carefully consider the proposal with the primary criteria being what is in the best interest of FCA and its members.

Chapter Name: A Chapter's title or subtitle must contain "Fiat Club America" and should describe its local area (e.g. Fiat Club America-Western New York/Southern Ontario, Fiat Club America-Carolina, and Fiat Club America-Northeast Coast Chapter). Chapters that were established before the Club's name change from "Fiat Lancia Unlimited" are encouraged, but not required, to remove "FLU" or "Fiat Lancia Unlimited" from their established name. However, all Chapter names must indicate their affiliation with "Fiat Club America" such as "Chi-FLU – a Chapter of Fiat Club America." The Chapter's affiliation with FCA must be evident, with the FCA logo displayed on any Chapter publication and a direct link to FCA on any Internet website or social media presence. Proposed Chapter names are subject to approval of the FCA Board of Directors (FCA-BOD) as part of the Chapter recognition process. Similarly, Chapter name changes are subject to FCA-BOD approval.

Structure: FCA Chapters should have designated officer positions to include, at a minimum, a President, and a Treasurer/Secretary. These officer positions must be elected by the members subsequent to approval of the Chapter by the BOD. Each of these positions must be filled by a separate individual. Since local Chapters emphasize local events, additional positions such as activities coordinators and publicity specialists may be created according to the Chapter's size, range, and specialized needs. An individual member may occupy more than one office but the Chapter President cannot also serve as Treasurer. A core group of dedicated enthusiasts with a strong desire to build and maintain a successful Chapter should take precedent over a long roster.

At the time of approval, a FCA Chapter **must have at least four people who reside in the chapter service area and are active, dues-paying members of FCA.** For purposes of meeting the 'minimum number of members' requirement referenced above, a family membership in a Chapter is counted as one individual member.

Minimum Activity: Chapters must annually hold at least one meeting, car show, drive, tech session or other activity.

Requirement for FCA Membership: It is a goal of Fiat Club America that all participants in regional chapters will also be members of FCA-National. However, national **FCA membership is required to participate in any FCA event that is solely sponsored by FCA or a Chapter of FCA.** The primary basis for this requirement is the availability of FCA liability insurance coverage of Chapter events—a potential benefit that most independent clubs could not afford, nor justify financially. FCA membership of all Chapter event participants extends the FCA-National insurance benefit to protect both chapter leaders and event organizers from many forms of potential litigation arising from FCA Chapter events and activities.

To support membership recruitment and compliance with the members-only requirement at the Chapter level, FCA-national shall make available to the Chapter, upon request, periodic listings of current FCA members residing in the Chapter's geographic area. This information is for the exclusive purpose of contacting members and inform them of upcoming events and to verify membership. It is not to be used for any commercial or solicitation purposes.

In order to be a member of a FCA Chapter, an individual is required to be current, dues-paying member of FCA-National in order to participate in any identified driving event, car show or technical session that is solely sponsored by FCA or a Chapter of FCA. Other Chapter meetings may include non-FCA members, prospective members, family members or others, provided the meeting does not include any specifically posted or advertised FCA driving event, FCA car show, or FCA technical session. The following are examples of activities that are not considered to be "solely sponsored by a chapter:"

- A Cars and Coffee or drive, jointly sponsored by a Fiat Studio,
- A Tech Session held at a Studio or private repair shop and jointly sponsored,
- A gathering of Fiats at a car show that is coordinated by a third party and/or where admission is controlled by a third party, such as the Carlisle Show.

- A drive that is jointly sponsored by a FCA Chapter and another car club, such as the Alfa Romeo Owners Club.

Chapters that elect to offer independent membership to individuals within their local Chapters and participation in Chapter driving events, car shows and tech sessions without membership in FCA-National are not covered by FCA liability insurance. Chapter leaders who permit such practices are subject to personal liability arising from any incidents which may occur. FCA-National and its current membership in good standing are not responsible in such circumstances.

Chapter Activities: FCA Chapters should have regularly scheduled meetings, events, local drives or technical sessions occurring at intervals such that its members can adequately support these desired activities. Activities may take the form of any gathering of Chapter members, ranging from social events to technical sessions to extended road-trips.

The Chapter should produce and distribute some form of publication/newsletter (either hardcopy or online/electronic) which provides articles and photos of past events, forecasts the Chapter's upcoming schedule, and offers a forum for discussion, snapshots and advice from other members. A Chapter Internet website and/or Facebook Page is the most effective method of connecting to its members.

Publication of the Chapter's schedule facilitates planning, publicity and organization of the events, reservation of meeting or event venues, and permits members to arrange their personal, family, work and vacation schedules accordingly. By announcing the dates for a range of events early in the calendar year, the Chapter will benefit from a larger participation by its members. Chapter events should also be published in FCA's website and magazine.

Chapter Publicity: FCA's website and its RICAMBI magazine are rich sources of ideas for Chapter activities, and FCA resources are another source of publicity for the Chapter's events. Chapters are encouraged to support each other and learn from other Chapters' experiences.

Chapters not only provide a venue to link between Fiat Club America and its local membership, but Chapters also can attract other Fiat owners and make them aware of our Club. Therefore, each Chapter should use publicity tools to ensure maximum local awareness of Chapter activities. These tools include:

- An active Internet website and/or Facebook Page supported by links from FCA and other car-associated sites, with reciprocal links as appropriate;
- A newsletter - either electronic or hardcopy - containing planned Chapter and regional events of interest;
- Chapter business cards or flyers to be used by the Membership to attract potential new members when encountered;

- Promotional materials/advertisements displayed at local car shows, foreign parts store bulletin boards, or other appropriate venues;
- Newspaper or television coverage of events. Many newspapers publish club and weekend-activity sections for which the Chapter should submit its events.

Revenue and Record Keeping: FCA Chapters may require funding beyond the activity-only level -- for newsletters, promotional materials, publicity, maintenance of an Internet website, and other expenses. *Chapter officers should consider the expected costs of running their Chapter and should decide if Chapter dues are warranted or justified. The Chapter's policy regarding dues and fees should be made clear to its members. FCA will not collect chapter dues nor sanction any chapter member who fails to pay chapter dues.*

Other funding for Chapter events can be obtained through admission or entry fees for a given event. Chapters can sponsor raffles, auctions and other fundraising methods.

Chapter revenue records must be accurately maintained and available to Chapter members. A bank account is advised. A record for all Chapter events should include an accounting of income and expenses, the number of attendees and a short summary of the event. The Chapter Treasurer will post an expenditure and revenue report to the Chapter President within 30 days of any event involving use or collection of Chapter funds.

Sponsorship: Foreign car parts dealers, specialty machine shops, racetracks, and other local auto-enthusiast businesses recognize the value of establishing and maintaining relationships with local car clubs and may be willing to sponsor an event, provide door prizes, or offer discounts to Chapter members. Establishing connections to these local businesses is an important part of publicizing and strengthening a FCA Chapter, and can be mutually beneficial to both parties.

Support: FCA exists to support its members and FCA Chapters. Questions regarding formation of a local Chapter or other Chapter activity should be addressed to the FCA President or the Chairman of the Chapter Development. Any new Chapter receiving FCA-BOD recognition must be in full compliance with the Guidelines at the time of recognition, subject to a subsequent election of officers. Should a Chapter fail to meet these standards, the FCA-BOD shall take such remedial action it deems appropriate, including revocation of Chapter's affiliation with FCA and being prohibited from representing itself as a FCA Chapter.

Appendix A

FCA Chapter Establishment and Structure Requirements - Summary

1. A FCA Chapter must have at least four FCA members residing in its area.
2. The Chapter must have at least a President and a Secretary/Treasurer.
3. The Chapter must have at least one meeting/event per year.
4. "Fiat Club America" or the acronym "FCA" must be part of in the Chapter title or sub-title. Chapter documents and publicity must display the FCA logo.

5. The Chapter will provide FCA-National with a Chapter contact name, phone number and email address for publication in RICAMBI magazine and on the FCA Internet website.
6. If Chapter dues are collected or funds are raised, the Chapter should maintain a bank account.
7. FCA-National is not responsible for the collection of Chapter dues nor the financial obligations of Chapters. Conversely, the Chapter is not responsible for collection of FCA-National dues.
8. FCA membership is required for participation in any events that are solely sponsored by FCA or a FCA Chapter.
9. Chapter events should be publicized locally and in FCA's website and RICAMBI magazine.
10. Should a FCA Chapter not meet the Chapter requirements stated above, it is not eligible for FCA Chapter status. The FCA Board of Directors may revoke the Chapter designation of a non-compliant chapter.

Appendix B – Day Membership Policy

FCA defines its membership per the bylaws. All FCA members currently pay annual dues for membership privileges which include the Ricambi subscription, plus group and individual general liability insurance. FCA is required to provide a current membership list of members should an accident occur. That is why it is FCA's strict policy to require membership for participation in official FCA events. The FCA policy covers national events like Fiat FreakOut (FFO) and an unlimited number of Chapter events, such as car shows, tech sessions and driving events. FCA's insurance carrier is J.C. Taylor, an underwriter of some of the largest car clubs in the USA. FCA has a \$3 Million General Liability policy.

Extensive research and lengthy dialog with J. C. Taylor has provided a solution to accommodate those who wish to participate with a "Day Membership" provision. "Walk-ons" to FCA events must become members to participate.

SINGLE DAY CHAPTER EVENT FCA MEMBERSHIP:

1. Walk on participant (not FCA member) fills out a FCA National membership form.
2. Walk on participant pays \$5 fee.
3. FCA Chapter collects forms and money before the event begins.
4. FCA Chapter indicates chapter affiliation on the membership form.
5. Newly signed-up and paid "Walk-on" participants are considered Club members for the day. The Chapter Event is covered by FCA insurance.
6. The Chapter retains the \$5 fee to help fund Chapter expenses.
7. Immediately after the event, the Chapter Treasurer mails the completed Day Membership forms to FCA membership director.
8. Two-day Chapter events require double the base fee, \$10. Three-day events, \$15.
9. This policy does not preclude Chapters from charging Active Members and Day Members a separate fee for participation in any given activity. The Day Membership is not available for Fiat FreakOut.

Note: Upon request to the FCA Membership Director, Chapter organizers are provided with a membership list (Name and home state) to qualify FCA Members vs. “Walk On” participants prior to events. This list will be in Excel format.

Here is a summary of the new provisions:

- The Chapter requests the FCA Membership Director to provide a current membership list for the Chapter jurisdiction prior to the event.
- Permits FCA Chapters to invite non-member participants for driving events.
- Gives the Club and its Chapter Event Organizers protection with a \$3 million liability policy.
- Built-in potential revenue stream for FCA Chapters.
- Satisfies insurance policy mandate to keep an accurate membership list.
- Membership form captures participant address & email for Chapter and Club.
- FCA still preserves incentive for full membership benefits.
- One Day Membership does not violate Chapter Guidelines.

-Single Day Member \$5 Fee

-Year Membership \$45 Fee includes:

4 Issues Ricambi plus Calendar via 1st class mail

\$3 Million Club general liability policy.

Year-round participation in any FCA Event (local fees may be added)

Full FFO Participation

Voting Rights and volunteer opportunities

FCA Membership form:

Name _____ Spouse _____

Address _____

City _____ State _____ Zip _____ Country _____

E-Mail address: _____@_____

Italian Autos Owned? _____

How did you hear about FCA? _____

_____ Single Day FCA Membership Date: ___/___/___ Chapter: _____

_____ FCA 12 Month Membership - \$45. Make checks payable to “Fiat Club America”

Chapter Affiliation: _____

NOTE: The FCA membership runs for 12 months from date of joining the club.