

**ROCKY MOUNTAIN CHAPTER
FAMILY MOTOR COACH ASSOCIATION**

**STANDING RULES AND
OPERATING PROCEDURES**

Adopted April 2006

Standing rules do not relate to parliamentary procedures, as do by-laws, but refer to operating procedures. Standing rules are adopted by a majority vote and amended by a two-thirds vote without previous notice or by majority vote with such notice. This action may be done at any regular meeting by a vote of those present. Standing rules may be temporarily suspended for the duration of a meeting by majority vote. While standing rules are not the same as by-laws, and should not be used to circumvent by-laws, and they are easily changed and should be used with discretion to insure that a rule is really needed. (*From FMCA*)

GENERAL

1. The chapter should not use its funds for benevolent purposes, but for its own purposes, however, if the chapter desires it may raise funds (i.e. raffles, donations, etc.) and distribute these funds and/or donations to a charity of choice.

CHAPTER FINANCES*****

1. The treasurer will issue receipts for all monies received.
2. All requests for reimbursement to members for expenses incurred on behalf of the chapter must be accompanied with a receipt received at the time of purchase.
3. Reimbursement requests without receipts must be approved by the Executive Board before authorized payment may be made.
4. The travel allowance for the voting delegate will be 58 cents per mile, round trip, up to a maximum of \$1500.00 as approved by the executive board.

MEMBERS (Bylaws Article III)

CLASSES OF RMC MEMBERSHIP

Membership in the Rocky Mountain Chapter requires good standing in FMCA.

1. Full membership (F) - Good standing in both the FMCA and RMC. (No person may continue as a member of the RMC after forfeiting his or her good standing in FMCA.)
2. Life membership (L) - RMC may confer life membership to any life member of FMCA. No RMC dues are required of a life member, but they will receive club benefits (newsletters).

3. Honorary membership (H) - Any RMC member who, in the opinion of the Executive Board, has earned such recognition may be granted an honorary membership. Ownership of a coach is not necessary and no ordinary Chapter dues are required of an honorary member, but they will receive club benefits (newsletters).

4. Family Associate (A) - A former member who no longer owns a qualifying coach, and wishes to continue association with the chapter may choose to become a Family Associate. They shall no longer be eligible to display the official emblem, hold office or vote in the chapter. They will receive chapter newsletters and may attend chapter meetings.

5. Nominations for conferring Chapter life or honorary memberships may be made by any RMC member. It shall require the majority vote of the members present at any general meeting of RMC to bestow such memberships.

INITIATION FEE*****

1. Fee shall be \$45.00 per coach which shall include chapter dues for the current year, a copy of chapter by-laws, and chapter name badges. (maximum of two badges per coach) Members joining in the months of April, May, & June will have dues apply to the next year.

ANNUAL DUES*****

1. The budget committee shall review and present the proposed annual dues to the membership each year for approval.

2. Annual dues shall be \$25.00 per year (payable 1 July and delinquent on 1 Oct.)

3. Delinquent member names shall be removed from the chapter membership listing on December first (1) of each year.

4. Reinstatement fees for delinquent members will be determined by the Executive Board as to pro-ration or full fee.

5. Life, Honorary and Associate family members receive club benefits (newsletter) but do not pay club dues.

RALLY FEES***

1. Fees shall be \$5.00 for each person in the coach over 8 years of age.

2. Rally Hosts should determine, set, and collect additional rally fees when and if required for planned activities. (Rally fees normally do not include campground utilities and parking charges (fees) which are usually paid to the campground by each individual member.)

3. The hosts may request up to \$250.00 of club funds to supplement the cost of food and entertainment for each rally. The hosts may request this money up to 30 days in advance of the rally. Requests for over \$250 MUST be approved by the Executive Board.

4. Rally Hosts must complete rally forms and present them to the treasurer for reimbursement or deposit of fees collected and not used. Designated forms must also be sent to the 1st vice president.

EXECUTIVE BOARD

1. A majority of the Board shall constitute a quorum to hold a meeting on any specific question
2. The immediate Past President shall serve as Parliamentarian as a non-voting member at Executive Board meetings (except as a tie breaker voting to break a tie). At all Chapter membership meetings, he/she shall serve as Parliamentarian.

CHAPTER ADMINISTRATION (Bylaws Article VI)

ANNUAL MEETING

1. The annual election will be held at the Annual Business meeting usually held in September. Installation of elected officers will immediately follow the election.

2. ELECTION SCHEDULE**

To provide continuity of office, election of chapter officers shall be accomplished by the following schedule. If an officer is replaced for any reason, the replacement officer may run for election to the position on the scheduled year. EVEN YEAR -- President, First Vice President, Second Vice President, National Director, Nominating Committee ODD YEAR -- Secretary, Treasurer, Alt National Director

MONTHLY RALLIES

1. Rallies will be held the third Friday, Saturday, and Sunday weekend for the months of April through October.
2. A Christmas party may be held. This is NOT classified as a regular rally but MAY receive an \$800 chapter allowance.
3. An annual audit of the Chapter's financial books and records shall be undertaken and reported to the membership by an audit committee which the President appoints no later than one (1) month prior to the Annual Business Meeting/Chapter Election (usually held in September). They shall meet no later than two weeks prior to the Business Meeting, they shall examine all records of the Treasurer; and shall complete the audit and return the records to the Treasurer before the Annual Business Meeting.

CHAPTER STATUS - STATE OF COLORADO

1. The current officers shall be named as "Directors" on the biennial report required by the Colorado Secretary of State to maintain the Chapter's non-profit status. The registered agent will be the chapter's current secretary.

COMMITTEES (Bylaws ARTICLE V)

NOMINATING COMMITTEE:

1. In accordance with the Election Schedule, shall present a slate of candidates for election to chapter office, to the membership at the August Meeting. The slate of candidates should also be accompanied by a written profile from each candidate (not to exceed 200 words). The slate will also note those offices for which a candidate has not been obtained and nominations must come from the floor at the Annual meeting. It shall be noted that nominations from the floor for any office may be accepted as long as the individual is a member in good standing in RMC and agrees to serve in the position if elected.
2. Nominating Committee Chairperson will serve as the presiding officer in conducting the election.
3. The nominating committee shall tabulate ballots for each office and report the results to the presiding officer.
4. Nomination for members of the Nominating Committee MUST come from the floor as this committee is directly responsible to the membership.

HOSPITALITY COMMITTEE: (Sunshine Lady) (Appointed by the President)

1. Shall observe birthdays, anniversaries, family or personal illness or death, and extend congratulations or condolences to Chapter members
 - a. Cards should be sent to members incurring illness or loss of an immediate family member.
 - b. In the event of a member's death, a \$25 donation will be sent to the families' charity of choice.

HISTORICAL COMMITTEE: (Appointed by the President)

1. Shall maintain a Chapter scrapbook.

NEWSLETTER COMMITTEE: (Appointed by the President)

1. Shall publish and distribute a Chapter Newsletter to be known as "COACH TRAILS". The VOLUME number shall be the year the edition is published. The ISSUE number shall be the consecutive number of annual issues published. In lieu of a mailed hardcopy, the newsletter may be published and made available on the chapter website.
2. Shall mail a hardcopy newsletter to prospective members in Chapter area preferably not later than fourteen (14) days prior to the next scheduled meeting, rally or other membership function (only two (2) hardcopy issues should be sent to prospective members)
3. Shall mail a hardcopy of the newsletter to the Senior Vice President of RMMA, National Vice President Rocky Mountain Area and Region 1 Vice President. (Area Chapter newsletter exchange is encouraged)
4. Shall have all production costs redeemed by the Chapter Treasurer
5. Shall send copy of chapter newsletter to chapter webmaster

BUDGET COMMITTEE: (appointed by the president)

1. Be composed of three (3) or more Chapter members
2. Shall determine a probable yearly Chapter revenue
3. Shall prepare a fiscal year budget for membership approval at the Annual Business Meeting/Election.

AUDIT COMMITTEE: (appointed by the president)

1. Shall be composed of three (3) or more Chapter members.
2. Shall meet no later than two weeks prior to the Business Meeting, and shall conduct an audit of the chapter financial records (manual or computerized). It is suggested the following documents be examined and reviewed.
 - a. Checking Account Register
 - b. Checking Account Bank Statements
 - c. Savings Account Bank Statements
 - d. Deposit Slips
 - e. Income and expense Statements
3. Compose a formal Audit Report.
 - a. Report should note findings and inconsistencies within the records.
 - b. Report should also include conclusions and recommendations (when warranted)
 - c. Report should be signed by all members of the Audit Committee.
 - d. Return the records to the Treasurer before the chapter business meeting.
 - e. Forward two copies of the Audit report to the Executive Board before the meeting convenes.
4. SPECIAL AUDITS
 - a. Treasurer is replaced at a time other than expiration of term of office
 - b. Conduct all items noted above in chapter audit.

DUTIES OF CHAPTER OFFICERS

PRESIDENT

1. The President is the leader of the Chapter and presides at meetings of the Chapter membership.
2. Serves as Chairperson of the Chapter's Executive Board.
3. Appoints the members of all Chapter committees, except the Chapter Nominating Committee, and is an ex-officio voting member of all appointive committees.
4. Welcomes and introduces new members.

5. Knows and coordinates the duties and activities of all officers and committees and is responsible to see that all function in their respective duties.

6. Shall maintain a back-up file of the chapter transactions as sent by the Treasurer.

FIRST VICE-PRESIDENT**

1. The First Vice-President assists the President and serves as presiding officer in the absence of the President from any duly called meeting.

2. Upon a vacancy occurring in the office of President, or upon inability or refusal to preside, the First Vice-President performs all the duties of the President. When so acting, the First Vice-President exercises the authority and is subject to the same limitations as apply to the President.

3. Shall serve as the Chapter's Head Wagonmaster.

a. Be the official host - welcomes members and guests

b. In the absence of the Treasurer, collects rally fees, dues and other monies. These funds shall be forwarded to the Treasurer within one week following the date of collection.

c. He/she shall assist rally hosts in locating a desirable site for holding a rally, if needed, and shall recruit members to act as hosts in a timely manner.

SECOND VICE-PRESIDENT**

1. In the absence of the President and First Vice-President assumes the duties of the president.

2. Serves as Sergeant-at-Arms, and as such, is in charge of Chapter Security, Law and Order. He/she shall take whatever appropriate measures necessary to protect all persons attending a rally or meeting of the Chapter. He/she shall have the authority to appoint, on the scene, assistants, as the situation may require. He/she shall keep the President informed of any safety hazards, violations of law and order, and of FMCA Code of Conduct.

3. Maintain an inventory of all Chapter property and be the "holder" of these properties during the year.

4. Assure that every member has a name tag. Name tags are not required to be worn at our Christmas Party, regional and International FMCA Conventions.

5. Contact non attending members and try to determine their interest in the Chapter.

SECRETARY

1. Shall record and maintain a record of the proceedings of all meetings of the membership and Executive Board.
2. Preside at Chapter meetings in the absence of the President and Vice-Presidents.
3. Send a calendar of events (rally schedule) to FMCA magazine before deadline. FMCA requires ninety (90) days advance notice to publish.
4. Keeps an accurate and up-to-date record of the Chapter's membership and forwards a list of the membership, including their FMCA "F" number to the FMCA National Office, along with a list of incumbent Chapter officers, and certification that the Chapter held the required number of meetings in the Chapter's previous fiscal period. These reports are to be sent to the National office no later than the last week of December. (NOTE: failure to annually forward a membership list and certification of meetings shall result in the suspension of the right to vote by the Chapter's National or Alternate National Director at conventions).
5. Promptly report in writing to the national FMCA office, the results of any election or change in status of Chapter officers. This report shall include addresses and telephone numbers of each person so elected.
6. Promptly report in writing to the Rocky Mountain Area secretary of any change in status of the National Director or Alternate National Director. This report shall include addresses and telephone numbers of each person changed.
7. Conduct all general Chapter correspondence.

TREASURER

1. The Chapter Treasurer receives, safeguards, and holds all Chapter funds in the name of the Chapter as its trustee and fiscal agent.
2. Keeps an accurate account of all Chapter funds and renders reports on same at each business meeting of the Chapter's membership as may be required by the Chapter's Executive Board. This report may be published in the Chapter's hardcopy of the Newsletter; however, it will not be published in the electronic copy on the web.
3. Maintains a current list of Chapter members indicating date through which dues are paid.
4. Disburses Chapter funds only for authorized Chapter purposes. All disbursements must be made by check. Before issuing a check, obtain an invoice/paid receipt to include in the Treasurer's records.
5. Keeps accounting records showing all cash receipts and disbursements.
6. Submits Treasurer's accounting records to the Auditing Committee for audit prior to the annual business meeting.

7. Send a hardcopy (may send an electronic copy) of monthly chapter transactions to the Chapter President.

NATIONAL DIRECTOR - ALTERNATE NATIONAL DIRECTOR

1. The National Director represents the chapter as he/she serves on the Governing Board of FMCA and the Rocky Mountain Area Governing Board. An Alternate National Director shall serve whenever the National Director is unable to attend meetings of the Governing Boards or be otherwise unable to serve. The National Director is expected to attend the FMCA International Conventions, especially the summer convention when National Officers are elected.

2. The National Director shall report to the membership the business actions of FMCA and the Rocky Mountain Area that may be of concern to the Chapter.

3. The term of office of a newly-elected National Director or Alternate National Director begins fourteen (14) days after receipt by the National Office of notice of said election, and the term extends until his or her successor is duly elected and qualified.

4. When a vacancy occurs in the office of National Director, the Alternate National Director shall immediately assume this office.

END OF OPERATING PROCEDURES - ADOPTED -April 2006

- REVISED - Sept 2006
- REVISED - Sept 2007 **
- REVISED - May 2008 ***
- REVISED - June 2008****
- REVISED - Sept 2008*****
- REVISED - Sept 2010*****