

# **FAMILY MOTOR COACH ASSOCIATION CHAPTER**

## **Cat RV Club**

### **STANDING RULES**

Standing Rules do not relate to parliamentary procedures, as do By-Laws. Standing Rules are adopted by a majority vote and amended by a two-thirds (2/3) vote without previous notice or by a majority vote with such notice. The 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 a majority vote. While Standing Rules are not the same as By-Laws and should not be used to circumvent By-Laws, they are easily changed and should be used with discretion to insure that a rule is really needed.

#### *Article I – Members (By-Laws Article III)*

### **CLASSES OF MEMBERSHIP**

Membership in the CAT RV Club requires good standing in FMCA.

1. Full Membership (F) – Good standing in both the FMCA and CAT RV Club. (No person may continue as a member of the CAT RV Club after forfeiting his or her good standing in FMCA.)
2. Life Membership (L) – CAT RV Club may confer Life membership to any life member of FMCA. No CAT RV Club dues are required of a life member, but they may receive club benefits (newsletters).
3. Honorary Membership (H) – Any CAT RV Club 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 Associates (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. Annual dues shall be the same as a full membership and they will receive chapter newsletters and may attend chapter meetings.
5. Nominations for conferring Chapter Life or Honorary Memberships may be made by any CAT RV Club member. It shall require the majority vote of the members present at any general meeting of the CAT RV Club to bestow such memberships.

### **MEMBERSHIP RIGHTS AND RESPONSIBILITIES**

Members have the following rights and responsibilities:

1. Every member has agreed to abide by the rules of this Chapter and the Constitution, By-laws and Members and Volunteer Handbook of FMCA.

2. Every member shall acknowledge every other member and endeavor to maintain the traditional friendliness and fellowship of the chapter towards all other members and members of FMCA.
3. No member shall use his or her position in the Chapter for personal gain or personal prestige.
4. Each member in good standing has the right to attend all Chapter meetings. Non Board Members may attend and participate in Board Meetings but may not make motions or vote.
5. All members have the right to make motions and vote during General Business and Annual Meetings.
6. The Chapter has established that voting will be one vote per family membership.
7. Receive a copy of the Chapter Newsletter when published.
8. Receive a copy of the Chapter By-laws, Standing Rules and Roster upon joining the Chapter and any annual updates thereafter.
9. No member shall become vested of any right or title to or interest in any Chapter property or materials except as provided by law.
10. In cases when equipment is loaned to the Chapter custody receipt shall be signed and rendered to the lender of such property.
11. Pay annual dues in the amount of \$15.00 (fifteen dollars) as established by this chapter.
12. Any member whose dues remain unpaid for more than one (1) month after becoming due shall be considered delinquent; after six (6) months membership is cancelled. There is a \$5.00 (five dollars) reinstatement fee.

## ***Article II – Officer’s Duties and Responsibilities (By-laws Article IV)***

### **EXECUTIVE BOARD**

The elected Chapter Officers: the President, Senior Vice President, Vice President Membership, Vice President Rally Coordinator, Vice President Inventory, Secretary, Treasurer, National Director, Alternate National Director and the immediate Past President, shall constitute the 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 a non-voting member at Executive Board meetings (except as a tie-breaker voting to break a tie).
3. The terms of office are to be staggered to insure continuity of club stewardship. President, VP Membership, VP Rally Coordinator, Secretary, National Director are elected at the summer FMCA Convention Club Business Meeting EVEN NUMBERED YEARS. Senior VP, VP Inventory, Treasurer, Alternate National Director are elected at the summer FMCA Convention Club Business Meeting ODD NUMBERED YEARS.
4. The position of Parliamentarian is appointed by the President and is a non-voting board position.

## **OFFICERS**

### **1. President**

- a. A President's Handbook is provided by FMCA to each chapter and is to be handed down to each succeeding President to use as a guideline during his or her term.
- b. The Chapter President shall lead the Chapter and preside over Chapter and Board meetings.
- c. Chapter meetings shall be conducted in an orderly manner and be in accordance with the FMCA Constitution, By-laws, and Member Code of Ethics.
- d. The Chapter President is responsible for seeing that all the duties and responsibilities of all of the other Chapter officers are performed in a timely manner in accordance with FMCA's requirements. The President may assign other Chapter officers to duties as the President sees fit.
- e. The Chapter President receives all Governing Board mailings to help keep the Chapter informed on National FMCA activities.
- f. The Chapter President shall see that all needed committees are duly elected or appointed.
- g. The Chapter President requests the annual chapter prizes at least six (6) weeks and no more than twelve (12) weeks in advance of chapters rally.

### **2. SENIOR VICE PRESIDENT**

- a. The Chapter Senior Vice President assists the President and serves as the presiding officer in the absence of the President at any duly called meeting.
- b. Upon a vacancy occurring in the office of President, or upon the President's inability or refusal to preside, the most senior Vice President available performs the duties of the President.
- c. When so acting, the Senior Vice President exercises the authority and is subject to the same limitations as apply to the President.

### **3. VICE PRESIDENT MEMBERSHIP**

- a. Membership – To oversee that membership records for active, past due and archived members are being entered in the database. To oversee verification of member eligibility as stated in the By-Laws and Standing Rules. To oversee FMCA notification of new chapter members, archived, non-members or change archived members to active status upon payment of dues.
- b. Duties – To act as a liaison between the Board of Directors and general members regarding club membership.
- c. Membership Maintenance – To maintain membership and answer questions a member might have pertaining to club membership. To address corrections and information as received from members. To supervise renewal notices sent to the membership for the year.
- d. Rally Duties – To receive a rally listing of attendees from the Rallymaster for all rallies. To verify the status of all attendees by verifying they are members in "good standing" with FMCA and Cat RV Club. If the attendee is delinquent, notify the attendee regarding

their membership status with FMCA and Cat RV Club and explain the rules for belonging to the club. If dues are owed, insure that they are collected.

- e. To work with the Secretary on FMCA Certification by making sure all membership database changes have been made.
- f. To represent Cat RV Club at the FMCA Chapter Fair during FMCA Conventions.

#### 4. VICE PRESIDENT RALLY COORDINATOR

- a. The Vice President Rally Coordinator is responsible for determining CAT RV Club rally dates, securing facilities for each rally, setting rally budget and appointing a Rallymaster or team of Rallymasters for each rally.
- b. The Vice President Rally Coordinator will work with each Rallymaster(s) to set an appropriate agenda and assist in securing services needed during the rally.

#### 5. VICE PRESIDENT INVENTORY

- a. The Vice President Inventory is responsible for managing storage, transportation and distribution of Club assets such as, but not limited to, coffee pots, flags, logo shirts, name badges, and coach plates.
- b. Transportation of these assets will normally be within the Vice President Inventory's personal coach or tow car. If, however, the Vice President Inventory will not be attending an event where assets are required, the Vice President Inventory is responsible for arranging transportation of the required goods to and from the specified destination.
- c. Shipping expenses incurred as a part of this job function, and not billed to members as a part of an order, will be reimbursed by the Club Treasurer.

#### 6. SECRETARY

- a. The Chapter Secretary has the duty and responsibility to report the results of any election or change in the status of Chapter officers, and the annual chapter certification and report same to the FMCA.
- b. For certification purposes, no later than December 31st of each year, Chapter Secretary shall furnish to the National Office of FMCA a list of its membership and a list of incumbent chapter officers, and certification that the chapter held the required number of meetings in the Chapter's previous fiscal period. Failure to annually forward a membership list and certification of meetings held shall result in the suspension of the right to vote by the National Director, Alternate National Director or Temporary Delegate.
- c. Within thirty (30) days of election, each Chapter Secretary shall furnish the National Office of FMCA a list of newly elected officers or change in status of elected officers. This report shall include addresses and telephone numbers of each person so elected.
- d. Prior to each Governing Board meeting, the Chapter Secretary shall complete and return the Governing Board roll call sheet verifying the National Director, Alternate National Director, or Temporary Delegate for the Chapter.
- e. The Secretary may complete the association calendar mail-in form if the Chapter wants its' rallies listed in the "Association Calendar" section of the appropriate issue of the Family Motor Coaching Association Magazine.

- f. The Chapter Secretary is expected to keep a formal record – usually called “minutes” – of the proceedings of all meetings of the Chapter’s membership. The record shall be read and approved at the next meeting, unless reading is waived by a majority vote. The formal record of all meetings is to be kept available in the event a member of the Chapter desires to read them.

## 7. TREASURER

- a. The Chapter Treasurer receives, safeguards, and holds all chapter funds in the name of the chapter and is its trustee and fiscal agent.
- b. The Chapter Treasurer keeps accurate accounts of all Chapter funds and renders reports on same at each business meeting of the Chapter’s membership
- c. The Chapter Treasurer is responsible to assist rally masters in preparing a financial report of rally funds.
- d. The Chapter Treasurer disburses Chapter funds only for authorized chapter purposes, and only in accordance with the Chapter By-laws.
- e. The Chapter Treasurer is responsible for obtaining and maintaining the Chapter EIN (Employer Identification Number).
- f. The Chapter Treasurer shall make the Chapter’s financial books and records available for annual audit.

## 8. NATIONAL DIRECTOR AND ALTERNATE NATIONAL DIRECTOR

- a. The Chapter shall elect a member as National Director to serve on the Governing Board of FMCA and elect a member as Alternate National Director to serve on the Governing Board if the National Director is unable or unwilling to serve.
- b. The term of office of a newly elected National Director or Alternate National Director begins after the FMCA National Office receives written notice of said election and has verified that the person is qualified. The term extends for a one-year period, or until his or her successor is duly elected and qualified.
- c. If a vacancy occurs in the office of National Director, the Alternate National Director shall immediately assume this office, and this shall be promptly reported in writing to the FMCA National Office. If the incumbent Alternate National Director is unable to fill this vacancy, the Chapter is to promptly elect (not appoint) a member to fill the vacancy in the office of National Director and notify the FMCA National Office.
- d. If neither the National Director nor Alternate National Director can attend the next Governing Board meeting, a Chapter member may be elected as a temporary delegate for the next FMCA Governing Board meeting only. If the delegate already holds two Chapter Offices, the restriction of holding only two offices in one chapter will be waived only for the time the delegate is in attendance at the FMCA Governing Board Meeting.
- e. National Director should keep the Chapter informed of items pertaining to the FMCA National Organization and of the FMCA Areas, as well as keeping the FMCA National Organization apprised of items happening on the chapter level. Another important duty is participation in and voting during FMCA Governing Board meetings.
- f. Members of the same family unit may serve as National Director or Alternate National Director in different chapters. Such members may not hold these offices in the same chapter concurrently.

- g. The National Director of an inactive or affiliate is seated as a non-voting member of the Governing Board whose attendance is not included in the count for the quorum to conduct a Governing Board meeting.

## 9. IMMEDIATE PAST PRESIDENT

- a. When requested, assist the President and/or the Executive Board in the performance of their duties.

## *ARTICLE III – COMMITTEES*

### **Nominating Committee**

(Three [3] members elected at the Annual Meeting)

1. This Committee shall nominate candidates for the Chapter offices, including President, several Vice Presidents, Secretary, Treasurer, National Director and Alternate National Director.
2. Election of an individual to the Nominating Committee shall not prohibit that person or any other member in good standing from being nominated from the floor.
3. The Committee shall nominate candidates for election by the general membership to fill officer vacancies.
4. Recommend a slate of officers prior to or during the FMCA Winter International Convention for presentation to the voting membership. The election shall be held at the following FMCA Summer Convention.
5. Obtain written acceptance of the nominees to serve the Chapter should they be elected.
6. Make certain that nominated candidates are members in good standing and qualified under applicable FMCA National and Chapter Rules.
7. To select one of its members as the Nominating Committee Chairman.
8. Notify the Newsletter Editor of the Committee's slate of candidates at least 120 days prior to the Summer Membership Meeting.
9. A secret ballot is required when more than one person is running for the same office, and for extensions of term limits placed on specified elected officers.
10. The issuing, counting and integrity of the secret ballots will be the responsibility of a ballot panel consisting of the Chair of the Nominating Committee and two (2) members appointed by the President. The panel will automatically be dissolved when election results are finalized.
11. Elections shall be conducted in the following manner, always allowing for nominations from the floor. Each officer election shall be completed prior to proceeding to the next officer election.

President  
Vice President(s)  
Secretary  
Treasurer  
National Director

Alternate National Director

### **By-laws and Standing Rules Committee**

1. The Committee shall incorporate all mandatory amendments from FMCA National Amendments to the FMCA Constitution and Bylaws and Policies and Procedures.
2. The Committee shall review all proposed changes to the By-laws and
3. Standing Rules and submit recommendations and rationale to the membership.

### **Audit Committee**

1. The Audit Committee shall consist of three (3) chapter members in good standing.
2. The Committee shall audit the Treasurer's books at or before the winter Business Meeting.
3. The Committee shall report its findings to the membership at the election meeting.