

**FAMILY MOTOR COACH ASSOCIATION**  
**ARIZONA CHAPTER BYLAWS**  
*Revised 1/1/2018*

**ARTICLE I - CHAPTER NAME**

The name of this not-for-profit organization shall be the ARIZONA CHAPTER of the Family Motor Coach Association, Inc., hereinafter referred to as Chapter and FMCA.

**ARTICLE II - OBJECT**

A. PURPOSE: This Chapter exists to promote social, recreational, and informational exchange activities that provide for the enjoyment and pleasurable use of family member coaches.

B. AREA: This Chapter shall be authorized to function in the Rocky Mountain Area.

C. SCOPE: This chapter will have members with a mutual interest the Motor home style of life and drawn from a location in the state of Arizona and the greater Phoenix area known as the Valley of the Sun.

**ARTICLE III - MEMBERSHIP**

A. ELIGIBILITY: To be eligible for and to maintain membership in the Chapter, a person must be in good standing with FMCA, and meet the dues requirement and provisions set forth in the Bylaws of this Chapter. Membership in this Chapter shall not be denied any person because of race, sex, religion, color, marital or family status, age, nationality, or disability.

1. Any person or entity that qualifies in the Bylaws of Family Motor Coach Association, in one of the six categories (*Charter, Full, Life, Full Lifetime, Commercial, and Member Emeritus/Family Associate*) will be eligible to maintain a membership in the Chapter.

2. The term "Family Unit," is defined as a person; his or her spouse, or partner; dependents of each, regardless of age; non-dependent grandchildren and great-grandchildren aged 18 and under.

3. The term "membership" is defined as either a family unit or an individual or individuals owning a qualifying motor coach, who share a membership number.

4. The term "member" is defined as each adult who, jointly or individually constitutes a membership. Chapter voting rights are extended to Charter, Full, Life, Full Lifetime members.

5. The term "Qualifying Motor Coach," is defined as a self-propelled, completely self-contained vehicle that contains all the conveniences of a home, including cooking, sleeping, and permanent sanitary facilities, and in which the driver's area is directly accessible in a walking position from the living quarters. The terms motor coach and Motor home may be used interchangeably.

**B. DUES AND FEES:**

1. ANNUAL DUES: Annual payment of Chapter and National dues enables persons to become active members and entitled to all rights and privileges of the Chapter and FMCA. The annual dues for membership in the Chapter shall be an amount as the membership shall establish.
2. RENEWAL: Renewal dues from Chapter members become due and payable before the first day of January each year
3. INITIAL APPLICATION: Application for new membership shall be accompanied by payment of annual Arizona Chapter dues. If an initial application is accepted after May 1st, the dues shall be regarded as covering the next membership year.
4. INITIATION FEE: New and reinstated members may be required to pay an initiation fee in an amount to be established by the Chapter membership and published in the Standing Rules.
5. ARREARS: Any member whose dues remain unpaid after becoming due shall be considered delinquent.

**ARTICLE IV OFFICERS**

A. DUTIES OF OFFICERS: The duties of elected officers shall be as defined in the *Member and Volunteer Handbooks*, and the Arizona Chapter Standing Rules.

B. TERMS OF OFFICE: The elected officers of this Chapter shall serve a Two year term of office, or until their successors are elected.

**C. RIGHTS AND LIMITATIONS:**

1. In order to hold office in this chapter a member must own a Qualifying Motor Coach (motor home), or at least 1/3 interest in a Qualifying Motor Coach (motor home).
2. An individual FMCA member may hold office(s) in only 1 chapter.
3. Individual FMCA members may hold no more than 2 offices in the same chapter.
4. Any member in good standing may be nominated from the floor for any elective office.
5. Only Full Members, Full Lifetime Members, or Life Members may hold office in this Chapter.
6. No official or member shall become vested of any right, title to, or interest in any chapter property, except as required by law.

**D. EXECUTIVE BOARD:**

1. The officers of the chapter shall constitute the Executive Board.
2. The Executive Board shall have general supervision of the affairs of the chapter between its business meetings. The Board shall be subject to the orders of the chapter, and none of its acts may be in conflict with the FMCA or Chapter, bylaws or standing rules.
3. The board shall approve/disapprove appointments made by the President.

**ARTICLE V - COMMITTEES**

A. APPOINTMENT: Committee members, and Chairpersons (except Nominating Committee) appointed by the President are subject to the approval of the Board.

B. DUTIES: All committees shall function within the policies of the Chapter and (except nominating Committee) under the direction of the President. Financial reports, vouchers, and monies due the Chapter shall be submitted on a timely basis.

C. QUORUM: A committee quorum shall be a majority of the committee members.

**ARTICLE VI - CHAPTER ADMINISTRATION**

A. AUTHORITY: This Chapter shall be democratically self-governed, deriving its existence and authority from the consent of its membership assembled in meeting or, in certain instances, by mail vote on stated propositions.

B. ORGANIZATIONAL YEARS: The Membership year of the Chapter shall commence on January 1st and end on December 31st of the same calendar year. The Fiscal year runs from Oct 1 to Sept 30.

**C. CHAPTER MEETINGS:**

1. TYPES: The term “meeting” shall include coach rallies, campouts, dinner meetings, and any other gatherings suitable to the function of the Chapter.

2. BUSINESS MEETINGS: The Chapter must hold at least 1 business meeting each year at which a quorum is present. Said meeting must be duly announced to the membership at least 14 days in advance.

3. ANNUAL ELECTION: Every year a business meeting shall be convened in April, at which an election of officers is held. The Voting general membership is to elect Chapter officers during years ending in even and odd years, as follows: President (Even), 1<sup>st</sup> Vice President (Odd), 2<sup>nd</sup> Vice President (Even), 3<sup>rd</sup> Vice President (Odd), Secretary , Treasurer (Odd), National Director (Even) and Alternate National Director (Odd).

4. QUORUM: A quorum for the transaction of business at any duly-called Chapter meeting is 20% of the Chapter family unit memberships or 15 family unit members, whichever is less.

5. VOTING: Except as specified elsewhere in these Bylaws, a simple majority vote of members in good standing and voting shall be required to approve or disapprove any matter. Voting will be one (1) vote per family unit (Coach). Balloting by mail may be undertaken when a proposed matter is voted to be of such importance or urgency that a total membership vote is advisable.

6. PARLIAMENTARY PROCESS: The rules contained in the current edition of “ROBERT’S RULES OF ORDER NEWLY REVISED” shall govern this Chapter’s proceedings to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of FMCA, and the Bylaws of this Chapter.

D. MAINTAINING AFFILIATION: This Chapter must maintain a minimum of 15 family unit members. The Chapter Secretary shall furnish to the National Office of FMCA, no later than the last week in December, a membership list, a list of chapter officers, and assurance that 2 business meetings were held.

E. AUDIT: An audit of the Chapter’s financial books and records shall be undertaken by the Audit Committee immediately following the election of officers and one year after that audit. This audit shall be presented to Board and the General membership before or at the next Business meeting following completion of the audit.

F. APPLICATION OF NATIONAL CONSTITUTION AND BYLAWS: This Chapter accepts and agrees that the Chapter Bylaws shall conform to any mandatory requirements stipulated in the Constitution and Bylaws of FMCA.

## **ARTICLE VII - ELECTIONS**

### **A. NOMINATING COMMITTEE COMPOSITION:**

1. The Nominating Committee shall consist of not less than 3 Chapter members in good standing, nominated and elected at the annual meeting following the election of new officers by the Chapter membership.
2. Election of an individual to the Nominating Committee shall not prohibit that person from being nominated for elected office.

### **B. NOMINATING COMMITTEE DUTIES:**

1. To select one of its members as Nominating Committee Chairman.
2. To nominate candidates for the following Chapter Offices: President, 2<sup>nd</sup> Vice President, Secretary, and National Director on even year elections. To nominate candidates for the following Chapter Offices: 1<sup>st</sup> Vice President, Treasurer and Alternate National Director for odd year elections.

3. To obtain clear acceptance of the nominees to serve the Chapter should they be elected.
4. To make certain that nominated candidates are members in good standing and qualified under applicable National and Chapter bylaws.
5. To nominate candidates to fill vacancies that occurs in elected Chapter offices.

**C. FILLING A VACATED OFFICER POSITION.**

Should an elected officer, other than the National Director or Alternate National Director, become unable to fulfill their term the president shall appoint, from a list compiled by the nominating committee, an individual, to complete said term.. The National Director, Alternate National Director and any Temporary Director must follow the guidelines established in The FMCA Bylaws

## **ARTICLE VIII - AMENDMENT OF BYLAWS**

**A. MANDATORY AMENDMENTS:** National Bylaw Amendments applicable to Chapter operations shall be automatically adopted by the Chapter and are not subject to a vote by the Chapter membership.

**B. AMENDING PROCEDURE:** These Bylaws may be amended by a 2/3 affirmative vote of the members present and voting at a duly-called meeting, providing that prior notice of at least 30 days have been given of the proposition(s) to amend. Any member of the Chapter may propose amendments to the Bylaws. Approved amendments to these Bylaws become effective immediately upon their adoption, or at such time as specified in the amendment.

**C. DISTRIBUTION:** Copies of changes, additions, amendments, or revisions to these Bylaws shall be forwarded to the National Office and to the National Area Vice President.

## **ARTICLE IX - LIQUIDATION AND DISSOLUTION**

In the event of dissolution of this Chapter of FMCA, by majority vote of the Chapter, all of the remaining assets of the Chapter shall be contributed to the purpose(s) for which the Chapter is organized, or to a qualified non-profit charity or charities.

### **Summary of changes.**

This document incorporates format and language changes to be consistent with the National FMCA By-laws and includes changes recommended by the National By-law review committee. These changes include: the establishment of a two year term for elected officers; the removal of items more appropriately addressed in the Standing rules; making a provision for the replacement of officers unable to complete their term; changes the requirement for two business meetings/year to one; requires an annual audit, and consolidates duplicated portions of the current By-laws.