

ARIZONA CHAPTER STANDING RULES

Revised 1 /1/2018

ARTICLE I -MEMBERSHIP

A. New Members

New Chapter memberships will be effective when the 2nd Vice President receives their application. New members joining after May 1 will be considered as having paid *the* full years dues for the coming year.

B. Any member of the FMCA is privileged to attend open meetings of this chapter. The number of an individual's visits per year may be limited by the chapter, to no more than three meetings per year.

C. Dues.

1. Each member wishing to renew their membership must fill out a dues renewal form and send it, so as to be received to the 2nd Vice President – Membership, prior to Dec 31...
2. Annual dues for family and emeritus members are \$15.00 per year if received prior to January 1st.
Late fees of \$5 will be charged to members who send in dues postmarked after December 31st.
3. Membership will not be reinstated until both past due dues and late fees are received.
4. Membership dues may be changed by a simple majority vote of members at a Stated Business meeting of the chapter.
5. Annual dues for commercial members shall be twice (2x) the family membership per year.
6. Member Emeritus. A member who no longer owns a qualifying coach, who meets the other requirements of Chapter by-laws, and who wishes to remain a Chapter member may apply for and may be granted Member Emeritus by the Chapter Board.
7. Chapter dues Exemptions.
 - a. Past Chapter Presidents who have served a full term.
 - b. Individuals who have been awarded Life Membership by Chapter Board or Chapter President via FMCA National Certification.
 - c. Individuals who have been awarded Chapter Life Membership by virtue of having served as Area Vice-President in the Rocky Mountain Area.
 - d. Member Emeritus members approved by the Chapter board.

D. Badges

The chapter does not provide badges for new members. They may order them using form provided in the monthly newsletter.

E. Newsletters.

1. Newsletters will be sent via email or by mail to members not having access to email. Members whose dues have not been paid will be dropped from the chapter immediately and will no longer receive the newsletter.
2. The Board may authorize special cases where the newsletter is sent to non-members, other chapters, and certain vendors.

F. Ethics.

1. All members should, when at a chapter meeting or in any chapter publications, avoid any act or word on their part which might be interpreted as an indication that such member was using the meeting or chapter publication as an opportunity to further personal commercial interest.
2. Chapter members are responsible for the welfare and conduct of their guests who are attending any chapter functions.

G. Constitution and By-Laws.

All members shall **have access to** a copy of the chapter's constitution and By-Laws. The constitution and by-laws will be posted on the Arizona Chapter web site (www.azfmca.org). A member not having Internet access may request a printed copy by writing or phoning the 2nd Vice President Membership.

ARTICLE II – OFFICERS

A. The Executive Board consists of the Chapter President, Immediate Past President, First, Second, and Third Vice Presidents, Secretary, Treasurer, National Director or in his absence, the Alternate National Director. It is chaired by the current Chapter President. This Board:

1. Reviews and approves committees and appointments recommended by the President.
2. Resolves questions not required to come before the membership.
3. Meets as called by the President or in the absence of the President, a majority of the board members.
4. Makes recommendations for action to the membership.
5. May approve disbursements up to five hundred dollars (\$500.00) for normal operational requirements.

B. The Chapter President as the chief Executive Officer:

1. Directs the business of the chapter.

2. Presides at all meetings of the chapter.

3. Recommend Appointments to the Board within one month of the beginning of term of office or as soon as possible, the following committees: Constitution and By-Laws, Audit, and any others necessary or advisable.

4. Recommends appointment of a Webmaster.

C. The First Vice President – Wagon Master shall:

1. Assume the duties of the President in the absence of the President.

2. Be Wagon Master for all rallies.

3. Arrange for Rally Masters and Rally sites for the full year from October - April.

4. Assumes the duties of the Custodian of Chapter Property.

5. Insure that rally fees or disbursements are properly reported to the Treasurer.

D. The Second Vice President – Membership shall:

1. Assume the duties of the President in the absence of the President and the First VP.

2. Chair the Membership Committee.

3. Meet, greet, and introduce new members, and asking ***them to join before the end of the rally.***

4. Invite new members of FMCA residing in central Arizona to join this chapter.

5. Be responsible for compiling and maintaining the current list of chapter members and sending it to the 3rd Vice-President Newsletter Editor Chapter and Secretary as required.

6. Upon payment of dues by a new member, notify the 3rd Vice-President –Newsletter Editor to update the mailing list, and notify the Secretary to update the certified membership list. He/she may deposit checks or send checks or a copy of the deposits to the Treasurer

E. The 3rd Vice President – Newsletter Editor shall:

1. Email all Board Members and remind them to send in their article.

2. Develop Newsletter by the 18th of the month. (September – May)

3. Email or mail as required Rally signup information to Chapter members.

4. Run labels for USPS members.
5. Pick up stamps, office supplies as needed and submit receipts to the treasurer for reimbursement.
6. Prepare and mail newsletters to chapter members
7. Publish a renewal form in the October, November and December Newsletters.

G. The Secretary shall:

1. Keep the minutes of all the meetings.
2. Maintain a current list of members.
3. Be custodian of the permanent records of the chapter.
4. Send out notices and carry on such correspondence as does not properly belong to other officers or committees.
5. Forward to the National Office no later than the last week in December a membership roster of names and FMCA numbers of the chapter's members, 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 as necessary to maintain chapter certification.
6. Promptly report, in writing, to the National Office, the results of any election or change in status of chapter officers, National Director, and Alternate National Director. This report shall include addresses and telephone numbers of each person so elected.

H. The Treasurer shall:

1. Receive, hold and safeguard, in the capacity of trustee and fiscal agent of the chapter, all funds that shall come into the chapter.
2. Disburse funds only for authorized chapter purposes. The treasurer may approve distributions for up to \$500.00 for normal chapter operations. All disbursements other than for normal operations shall be authorized by the general membership at a regular, annual, or special meeting.
4. Make a financial report at each meeting of the membership.
4. Deliver to the incoming Treasurer all monies, vouchers, books and papers of the chapter in custody after audit and immediately upon expiration of term of office.
5. Chapter funds shall be deposited in a federally insured bank in the name of Arizona Chapter FMCA.

6. Annually prepare a budget for each new membership year, beginning the first day of January and ending the last day of December. This budget shall be subject to approval by the Executive Board, which shall submit it to the membership.

7. Act as the Statutory Agent and shall file an annual report with the Arizona Corporation Commission.

I. The National Director is a member of the Governing Board of FMCA and as such shall:

1. Represent chapter members and cast votes at the Governing Board and all other National Committees as directed by the chapter members.

2. Vote as he/she sees best if no direction has been given on matters before the Governing Board or committees keeping in mind that he/she will vote for the benefit of the chapter members.

3. Keep the chapter members informed of all actions taken at the Governing Board and Committee meetings and any other information about FMCA operation.

J. The Alternate National Director shall assume the duties and responsibilities of the National Director in their absence.

K. An election of Officers shall be held at the annual business meeting in April every year. The elected Officers shall take office immediately following election. Term is for two years.

L. In addition to the officers, a Chapter Nominating Committee consisting of three (3) members in good standing will be elected at the first meeting following the election of new officers.

1. In the event one or more of these members cannot complete their term, the President, subject to Board Approval, will appoint a successor.

2. This committee shall, at the meeting prior to the election of Officers meeting in April, present a slate of nominees of at least one individual for each office to be filled during the even or odd election cycle.

3. Additional nominations for any and all offices may be made from the floor.

M. The following Family Motor Coach Association Governing Documents (latest effective date) apply to the duties of the Chapter officers:

1. Chapter President Responsibilities, Member and Volunteer Handbook, Index No. 3018.

2. Chapter Vice President Responsibilities, Member and Volunteer Handbook, Index No.3019.

3. Chapter Secretary Responsibilities, Member and Volunteer Handbook, Index No. 3020.

4. Chapter Treasurer Responsibilities, Member and Volunteer Handbook, Index No. 3021.

5. Chapter National Director and Alternate National Director Responsibilities, Member and Volunteer Handbook, Index No. 3022.

N. The Arizona Chapter will pay either the National Director or Alternate National Director \$500 to help defray expenses to attend required FMCA National Business Meetings.

ARTICLE III – RALLIES

A. All rallies must be self supporting. There will be no rally subsidies unless approved by the Executive Board.

B. Refund Policy. If cancellation is prior to registration deadline, a full refund will be granted. After the registration deadline passes, a full or partial refund will be at the discretion of the Rally Master. Consideration must be given to parking fee guarantees and catering, as well as food guarantees.

C. The Chapter treasury shall not pay for buildings and meeting rooms. When there is a charge for a building or meeting room it should be figured into the cost of the rally.

D. The Chapter will not make any monetary contributions from the chapter treasury for beer, wine or liquor.

E. Dealers who show coaches may donate \$100.00 per coach or donate merchandise to show coaches. Dealers who show coaches will also pay the normal rally fee for any employee(s) participating in the rally meals, activities, etc. Dealers will pay any parking fees. The 1st Vice President – Wagon Master is in charge of show coaches and is responsible to notify the dealer of these policies.

F. The Rally Master will designate a parking area for the working committee coaches and show coaches

G. Coffee and supplies, and all paper products shall be charged to General Expenses.

H. The Chapter will allow the 1st Vice President - Wagon Master an advance to pay a deposit for the rally. Any deposit will be recouped from rally fees.

I. Visiting national officers will pay their way at our rallies.

J. Rally Masters will not pay any Rally fees for the rally they are hosting. When there is a Co-Rally Master, the fees will be split between them.

K. If the seminar presenter has something to sell on the rally premises; they must pay a fee set by the Rally Master to do so.

L. Members who wish to sell goods or pass out flyers about selling at a rally must have prior approval by the board. The board may determine if a fee will be charged.

M. Personal expenses allowed, to be paid from Rally funds:

1. Rally Master – Travel expenses of 50 cents per mile for travel pertaining to the Rally, phone calls, and any expenses related to Rally business are allowed.

N. Rally committee members, who are required to arrive early, may receive one (1) night free parking. Free parking shall be limited to up to six (6) coaches, and will be paid for by the Rally.

ARTICLE IV –COMMITTEES

A. The Membership Committee shall conduct an active program to secure new members for the FMCA and this chapter. In addition they will actively assist the 2nd Vice President – Membership in meeting, greeting and introducing new members.

B. The Constitution and By-Laws Committee will conduct an annual review of both the National and Chapter Constitution and By-Laws to insure they are compatible and current. In addition the committee will review any proposed changes to the Constitution and By-Laws proposed by any member in good standing. As a result of these reviews, the committee will submit to the Executive Board and in turn to the general membership their recommendations.

C. The Audit Committee shall perform an annual audit of the Treasurer’s books and records of this Chapter the month following the election of officers. The results shall be reported to the members at the first meeting following the audit.

ARTICLE V – MISCELLANEOUS

A. The Chapter minutes and Treasurer’s reports shall be published in the monthly newsletter.

B. Newsletter Advertising. The newsletter will not accept commercial advertising. Member ads will be accepted on a space available basis.

C. Any solicitation of commercial members, for example door prizes, will be made only by the 1st Vice President (Wagon Master), or by the Rally committee members.

D. The Executive Board shall initiate policies and programs to maintain the balance in the treasury at a reasonable level.

E. Chapter officers should take whatever appropriate measures that may be needed to protect persons attending a rally or meeting of the chapter. Members in attendance should cooperate in carrying out any requests that are made on behalf of the chapter during its functions.

ARTICLE VI – AMENDMENTS

A. Editing These policies may only be edited by the board or the Chapter membership.

B. Deletion: Individual policies may only be edited the board or the Chapter membership.

Summary of Changes

This document is a compilation of the Chapter Standing Rules as established by Executive Board at a meeting on March 16, 2002 and subsequently revised in 2002 and 2004, Changes made 4/12/2013 reflect a policy change regarding dealer show coaches. It enables dealers to provide goods and or services vice cash. to show coaches at chapter rallies.