

Cape Codders Chapter

FMCA

Bylaws

&

Standing Rules

FAMILY MOTOR COACH ASSOCIATION

CHAPTER BYLAWS FOR THE

CAPE CODDERS CHAPTER

ARTICLE I – CHAPTER NAME

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

ARTICLE II – OBJECT

1. **PURPOSE:** This Chapter exists to promote social, recreational, and informational exchange activities that provide for the enjoyment and pleasure use of family member coaches.
2. **AREA:** This Chapter shall be authorized to function in the FMCA's Northeast Area. This Chapter is currently under the Northeast Area.
3. **SCOPE:** This Chapter will have members drawn from location of the Northeast.

ARTICLE III – MEMBERS

1. **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.
2. Membership in this Chapter shall not be denied any person because of race, sex, religion, color, marital or family status, age, nationality or disability.
3. 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 age 18 and under.

ARTICLE III – MEMBERS

4. 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.
5. The term “Member” is defined as each adult who, jointly or individually, constitutes a membership. The voting rights of each member are defined in the description of each category.
6. 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.
7. **DUES AND FEES:**
 - A. **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. As of this document, the fee is \$10.00 and runs from January 1st Thru December 31st paid by April 1st of that year. There will be no prorating of dues.

ARTICLE IV – OFFICERS

1. **CHAPTER OFFICERS:** The elected Chapter Officers of this organization shall be: President, two Vice-Presidents, Secretary, Treasurer, Membership Secretary, National Director, Alternate National Director and six (6) members of the Board of Directors. The term of office for each officer, except the members of the Board of Directors (see number 8 of this article) is two years which begins at the conclusion of the Annual Election Meeting held in September.
2. **BOARD OF DIRECTORS:** The Board of Directors shall consist of six (6) members directly elected by the General Membership plus the immediate Past Chapter President.

- A. Two (2) members shall be elected each year. The term of office shall run for three years. The term shall begin at the conclusion of the Chapter annual meeting.
3. QUALIFICATIONS TO BE AN OFFICER:
- A. Must be a Member for one (1) year.
 - B. In the event of a permanent vacancy, the Executive Board will appoint a new Board Member to serve until the next annual election.
 - C. An individual FMCA member may hold office(s) in only one (1) Chapter.
 - D. An individual FMCA member may hold no more than two (2) offices in the same Chapter.
 - E. All officers of the Chapter are obliged to attend at least one (1) meeting a year. Failure to do so may result in removal from office by a vote of the Executive Board.
 - F. A member must own a Qualifying Motor Coach or at least 1/3 interest in a Qualifying Motor Coach to hold office in this Chapter.

ARTICLE V – COMMITTEES

- 1. **APPOINTMENT:** Committee members and Chairperson (except Nominating Committee) shall be appointed by the President.
- 2. **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.
- 3. **QUORUM:** A Committee quorum shall be a majority.

ARTICLE VI – CHAPTER ADMINISTRATION

1. **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.
2. **ORGANIZATIONAL YEAR:** The fiscal and membership year of the Chapter shall commence on January 1st and end on December 31st of each year.
3. **CHAPTER MEETINGS:**
 - A. **TYPES:** The term “meetings” shall include coach rallies, campouts, dinner meetings and any other gatherings suitable to the function of the Chapter.
 - B. **BUSINESS MEETINGS:** The Chapter must hold at least two (2) business meetings each membership year at which a quorum is present. Said meetings must be at least fourteen (14) days apart and be duly announced in advance to the membership.
 - C. **ANNUAL ELECTION:** One of the business meetings shall be an Annual Meeting at which an election is held. The voting general membership is to elect Chapter officers, including a President, two (2) Vice-Presidents, a Secretary, a Treasurer, a Membership Secretary, a National Director, an Alternate National Director and Board of Directors as needed per year.
 - D. **QUORUM:** A quorum for the transaction of business at any duly-called Chapter meeting is 25% of the Chapter family unit membership or 15 family unit membership, whichever is less.
 - E. **VOTING:** Except as specified elsewhere in these Bylaws, a simple majority vote of F# and L# members in good standing and voting shall be required to approve or disapprove any matter.

The Chapter has established that voting will be one (1) vote for each adult member. Balloting by mail may be undertaken when a proposed matter is voted to be of such importance or urgency that the total membership vote is advisable.

- F. **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.
- 4. **MAINTAINING AFFILIATION:** This Chapter must maintain a minimum of fifteen (15) family unit memberships.
- 5. **ANNUAL AUDIT:** An annual audit of the Chapter’s financial books and records shall be undertaken and reported to the membership.
- 6. **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

- 1. **NOMINATING COMMITTEE COMPOSITION:**
 - A. The Nominating Committee shall consist of not less than three (3) Chapter members in good standing nominated and elected every other year by the Chapter membership.
 - B. Election of an individual to the Nominating Committee shall not prohibit that person from being nominated for elected office.
- 2. **NOMINATING COMMITTEE DUTIES:**
 - A. To select one of its members as Nominating Committee Chairperson.
 - B. To nominate candidates for the Chapter Officers of President, three (3) Vice-Presidents, Secretary, Treasurer, Membership Secretary, National Director, Alternate National Director and members of the Board of Directors for the new term to be presented for voting by the Chapter membership.

- C. To obtain clear acceptance of the nominees to serve the Chapter should they be elected.
- D. To make certain that nominated candidates are members in good standing and qualified under applicable National and Chapter bylaws.
- E. To nominate candidates to fill vacancies that may occur in elected Chapter offices.

ARTICLE VIII – AMENDMENT OF BYLAWS

1. **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.
2. **AMENDING PROCEDURE:** Amendments to the Bylaws must be presented to the Executive Board in writing and must be co-signed by nine (9) voting members.

These Bylaws may be amended by a 65% affirmative vote of the members present and voting at a duly-called meeting providing that prior notice of at least thirty (30) days has 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.

3. **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 a 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.

APPROVED BY CHAPTER ON 6/09/07

APPROVED BY F.M.C.A. ON 7/31/07

Standing Rules

ARTICLE I – OFFICERS

- A. 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 shall be in conflict with the chapter or FMCA.
1. **PRESIDENT:** The President is the chief executive officer who has the responsibility to see that regular business of the chapter is carried out and who conducts General Meetings in accordance with Roberts Rules of Order.
 - A. In the event of emergencies or unforeseen events, the President must call an emergency meeting of the Executive Board to determine the appropriate action.
 - B. The President may not serve more than 2 two-year terms for a total of four years.
 2. **VICE-PRESIDENT:** There shall be two (2) Vice-Presidents designated as follows: 1st Vice-President; 2nd Vice-President.
 - A. Assumes duties of the President in his or her absence. The succession will be the 1st Vice-President followed by the 2nd Vice-President .
 - B. The 1st Vice-President will serve as the wagon-master to secure and/or approve hosts and rally sites.
 3. **SECRETARY:** The Secretary records proceedings of General Meetings and Executive Board meetings and shall pass all minutes to his or her successor.
 - A. Distributes copies of minutes of meetings as directed by the Board of Directors.

- B. Shall comply with all request and Mandates as issued by FMCA and its National Secretary pertaining to chapter records, reports, membership listings, etc. no later than the last week in December and report that two (2) business meeting were held.
 - C. Shall handle the Chapter correspondence.
- 4. **TREASURER:** The Treasurer has the duty and responsibility to oversee the funds, accounts and to insure that all monies be deposited in a timely fashion subject to the approval by the Executive Board.
 - A. Maintains books, accounts of finances and prepares and presents all necessary reports and information for the Executive Board, General Membership and any external agencies. In the event of the Treasurer's absence, the presiding officer will present the report.
 - B. Annual auditing of financial report shall be done by a committee selected by the President and approved by the Executive Board.
 - C. Maintains all accounts on behalf of the Cape Codders Chapter.
- 5. **MEMBERSHIP SECRETARY:** The Membership Secretary keeps records of the membership.
 - A. Collects dues and issues membership cards.
 - B. Forwards membership list to Chapter Secretary and Newsletter Editor.
- 6. **NATIONAL DIRECTOR AND ALTERNATE NATIONAL DIRECTOR:** The National Director or Alternate National Director will represent the Chapter at the FMCA National Meetings and report back to the Executive Board and General Membership.
 - A. Does not formulate Chapter policy nor act independently of the Chapter. He or she should keep in contact with the Chapter President and the Executive Board and should act in accordance with the best interests of the general Chapter membership.

7. The above officers shall constitute the Executive Board.

ARTICLE II - RALLIES

1. **ATTENDEES:** You must be a member in good standing in F.M.C.A. and the Cape Codders Chapter to have your request form accepted as it arrives. If you are not a member, your request form will be accepted at the end of the cut off date if there is space available and will be assessed a \$15.00 non-member fee.
2. **THE OPERATION OF GENERATORS:** Generators will be allowed to operate between 7:00 AM & 11:00 PM with the use of an up-pipe only. If you are handicapped or have a coach that needs to run the generator beyond these hours, please let us know and we will attempt to accommodate your needs.
3. **CANCELLATION POLICY:** If you cancel before the cut off date or cancel and there is a waiting list and someone fills your position, your rally fee will be refunded. If you cancel after the cut off date and there is no waiting list, your rally fee will be forfeited.

ARTICLE III - CHAPTER INSIGNIA

1. **CHAPTER INSIGNIA:** The Chapter Insignia shall be a blue background with a white lighthouse overlaying an outline of Cape Cod.

Signed:

| NAME | POSITION | DATE |
|-------------------------------|--------------------------------------|------------------|
| <u>Robert K. Ekmarck</u> | <u>1st Vice-President</u> | <u>2/24/2007</u> |
| <u>Gene Barratt</u> | <u>President</u> | <u>2/25/2007</u> |
| <u>Norma C. Shea</u> | <u>Treasurer</u> | <u>2/24/2007</u> |
| <u>Adele M. Barratt</u> | <u>Board of Directors</u> | <u>2/25/2007</u> |
| <u>Judi Wuerch</u> | <u>2nd Vice-President</u> | <u>2/25/2007</u> |
| <u>Susan Selley</u> | <u>Board of Directors</u> | <u>2/27/2007</u> |
| <u>Howard Martin</u> | <u>Membership Secretary</u> | <u>2/27/2007</u> |
| <u>Susan Day</u> | <u>Secretary</u> | <u>3/1/2007</u> |
| <u>Stephen Day</u> | <u>Board of Directors</u> | <u>3/1/2007</u> |
| <u>Michael Mastrobattisto</u> | <u>Alternate National Director</u> | <u>3/2/2007</u> |
| <u>Beverly Burnham</u> | <u>National Director</u> | <u>3/3/2007</u> |
| <u>David R. Vital</u> | <u>Board of Directors</u> | <u>3/3/2007</u> |
| <u>Joseph M. Jorde</u> | <u>3rd Vice-President</u> | <u>3/4/2007</u> |