

**FAMILY MOTOR COACH ASSOCIATION  
CALIFORNIA CHAPTER  
STANDING RULES**

**ARTICLE I  
DUES**

**Section 1 Annual Dues**

Dues are set by a resolution of the membership at the annual meeting. Dues are currently \$15.00 per year per coach.

**Section 2 Initiation Fee**

To offset the cost of badges, rosters, Bylaws, and Standing Rules, an initiation fee of \$25.00 will be charged to those who are joining the Chapter for the first time. Badges will be mailed to new members, but related items shall be presented in attendance at their first rally. Those who are rejoining the Chapter after allowing their membership to lapse shall pay dues of \$15.00. Any member joining after September 1 will be assessed for a full year's dues, but the dues will be applied to the following fiscal year.

**ARTICLE II  
Executive Board**

**Section 1 Composition**

A. The following Officers shall be elected by the membership of this Chapter and shall constitute the voting Executive Board (Board)

- President
- Vice President
- Secretary
- Treasurer
- Wagonmaster
- National Director
- Alternate National Director

B. The immediate Past-President is a voting member of the Executive Board.

C. The President, with the Board approval, may appoint a *Spot-Lite* Editor, Membership and Member Services Chairman, Webmaster, Audit Committee, Data Coordinator, Safety Officer and other appointments as necessary to conduct Chapter business.

These appointees shall attend Board meetings but will not be voting members of the board. The term of these appointments shall be for two years.

## **Section 2 Responsibilities**

- A. The Board will enforce all Bylaws and Standing Rules.
- B. The Board will wear identification badges at rallies to enable new members and others to find a Board Member to air grievances, concerns, or suggestions.
- C. Any member of the Board missing two or more consecutive meetings without the approval of the President may, upon written notification, be removed from office and optionally be replaced at a General Meeting.

## **ARTICLE III DUTIES OF ELECTED OFFICERS**

### **Section 1 President**

- A. Presides at the meetings and appoints, with Board approval, all committees and appointments as required, and fills vacancies to the Board that may occur between general elections.
- B. Pre-approves all expenditures over \$100 by any person who requires funds beyond this threshold to complete an assigned task or project.

### **Section 2 Vice-President**

- A. In the absence of the President performs the duties of the President and performs such other duties as this Chapter may require.

### **Section 3 Secretary**

- A. Keeps the minutes of all meetings, maintains a file of the minutes, posts one copy on the Chapter Bulletin Board, and provides one copy for the webmaster to post on the CCFMCA website.
- B. Is the custodian of the permanent records of the Chapter, and carries on such correspondence that does not properly belong to other officers.
- C. Keeps accurate and updated records of the CCFMCA membership.
- D. Forwards to the FMCA National Office membership list of names and FMCA numbers of the CCFMCA members along with a list of the incumbent CCFMCA Elected officers, and the certification that the CCFMCA held the required number of meetings in the previous fiscal year, and notifies FMCA of any new members.
- E. Promptly reports in writing to the National Office of FMCA the results of any election of CCFMCA Officers, National Director, and Alternate National Director within thirty (30)

days of the election. This report shall include the addresses and telephone numbers of each person elected.

- F. Maintains Chapter Bylaws and Standing Rules. Sends a copy of amended Bylaws to the National Office and the National Area Vice President.
- G. Shall be reimbursed for postage, paper products, and toner costs, submitted to Treasurer with receipts.

#### **Section 4 Treasurer**

- A. Receives and keeps accurate accounts of all Chapter funds and pays its bills under the direction of its president.
- B. Makes a financial report for each business meeting.
- C. Maintains a file of all financial reports.
- D. Posts the current financial report on Chapter Bulletin Board at each rally and provides a copy to each Board Member.
- E. Forwards the Certification of Tax-exempt Status to the California Secretary of State by August 31 of each year.
- F. Is a member of the Budget Committee.
- G. At the expiration of his/her term of office, delivers to the incoming Treasurer all monies, voucher books, and papers of the Chapter in his/her custody with all postings made current.
- H. Is responsible for the registration of the chapter trailer.
- I. Shall be reimbursed for postage, paper products, and toner costs, submitted with receipts.

#### **Section 5 National and Alternate National Director**

- A. The National Director shall represent and carry out the wishes of the Board and the general membership at the National level and shall make periodic reports back to the CCFMCA when applicable.
- B. The Alternate National Director shall, in the absence of the National Director, carry out the duties of the National Director.
- C. Whoever represents the Chapter at the annual Governing Board meeting, acting in the capacity of National Director, shall receive compensation for one-way travel expense mileage equal to the current IRS mileage rate for charitable organizations. MapQuest shall be used to determine the mileage

## Section 6 Wagonmaster

- A. Coordinates rallies (at least the number required by the national Bylaws).
- B. Obtains signed contracts from site vendors and provides a copy to the Trailboss.
- C. Obtains a Certificate of Liability from FMCA for each scheduled rally and provides a copy for the Trailboss and/or site vendor.
- D. Reviews rally plans to ensure compliance with the Trailboss Guide.
- E. Assures that each Trailboss sends rally information and Registration Forms to the *Spot-Lite* Editor and Webmaster for publication in two (2) issues before the rally.
- F. Ensures that the Trailboss sends a tentative list of guests, first-timers, and any dignitaries (Officers) to the Member Services Chairperson two weeks before each rally.
- G. Insures that a financial report for each rally is provided to the Treasurer within 15 days of rally completion.
- H. Obtains Board of Director's approval for changes to the Trailboss Guide.
- I. Ensures that each Trailboss has an accurate copy of the Trailboss Guide.
- J. Forwards a list of chapter rallies to FMCA Chapter Services for timely publication in *Family RVing magazine*.
- K. May select an assistant, with Board approval.
- L. Maintains any documents such as the Trailboss Guide and Wagonmaster's Guide.
- M. Shall be reimbursed mileage for one (1) round trip in an automobile to coordinate a new rally location. Compensation is based on travel expense mileage equal to the current I.R.S. Charitable mileage rate. MapQuest to be used as a mileage guide.
- N. Shall be reimbursed for postage, paper products, and toner costs, submitted to Treasurer with receipts.

## ARTICLE IV

### DUTIES OF APPOINTED COMMITTEE CHAIRPERSONS

#### Section 1 Membership and Member Services Chair:

- A. Processes all membership applications, renewals, and changes of address.
  - B. Submits all fees collected to the Treasurer in person or via USPS.
  - C. Sends updated membership information to the Data Coordinator and Secretary.
  - D. Sends a copy of the most recent *Spot-Lite*, By-laws, Standing Rules, the most recent Roster, and associated correspondence to new members. (Or provide a website address for access?)
  - E. Receives and records membership dues and any other charges.
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- F. Ensures that guests' and first timer's badges are available at all the rallies.
- G. Introduces guests or first-timers to Board upon arrival when possible.
- H. Announces and/or introduces all dignitaries, guests, and first-timers at meetings.
- I. Mails condolences, get-well cards, etc., in the name of the Chapter.
- J. Conducts guest/first-timers meeting.
- K. Shall be reimbursed for postage, paper products, toner, and printing charges, submitted to Treasurer with receipts.

#### **Section 2 Historian Chair:**

- A. May include any member at a rally or Chapter function with a digital camera. Members may take pictures of events and forward them to Chapter Webmaster or *Spot-Lite* Editor for posting at [www.ccfmca.com](http://www.ccfmca.com) and publication in Chapter newsletter. Posting and/or publication shall be at the discretion of the Webmaster and/or *Spot-Lite* Editor.

#### **Section 3 Chapter Data Coordinator**

- A. Maintains the current Chapter's membership roster, including the e-Mail roster by computer, based on data furnished by the Membership Chairperson and Secretary.
- B. Annually prepares a copy of the membership roster and gives a copy to the Membership Chair for printing and distribution to the membership.
- C. Provides the *Spot-Lite* Editor with mailing labels for each issue of the *Spot-Lite* along with any changes to the current roster. (only mail to people without e-mail, sent e-mail and post to the website for others)
- D. Provides computer listings of the data and/or labels as requested by various officers.
- E. Maintains computer programs and procedures necessary to support the foregoing activities.
- F. Updates/changes By-Laws and/or Standing Rules, and provides Board Members with approved updates.
- G. Reimbursed for postage, paper products, and toner, submitted to Treasurer with receipts.

#### **Section 4 Webmaster**

- A. Designs website with final approval by the Board.
  - B. Addresses all technical issues for the website.
  - C. Maintains consistent watch to ensure that web pages are functioning correctly.
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- D. Must be available for updates as required when supplied by the Board.
- E. Responsible for publishing CCFMCA Bylaws and Standing Rules, along with newsletters, Board meeting notes, finance reports, membership roster, and any other information required by the Board on the website.

### **Section 5 *Spot-Lite* Editor**

- A. Ensures timely publication and distribution of the CCFMCA newsletter via email.
- B. Shall be reimbursed, if applicable, for postage, paper products, toner, and printing charges, submitted to Treasurer with receipts.

## **ARTICLE V CHAPTER PUBLICATION AND WEBSITE**

### **Section 1 Publication**

- A. CCFMCA shall publish a newsletter on a basis determined by the Board to disseminate information to members concerning Chapter business, meetings, rally information, member travel stories, new member information, deaths, and any other information deemed necessary by the Board.
- B. The name of the newsletter shall be the California Chapter *Spot-Lite*.
- C. A copy of *Spot-Lite* shall be posted on the chapter website, [www.ccfmca.org](http://www.ccfmca.org).
- D. Advertising:
  - 1. The *Spot-Lite* does not accept paid advertisements.
  - 2. Members of CCFMCA may place ads for items for sale, trade, or wanted, provided they are personal property and not of a commercial nature, on a space-available basis.
  - 3. There will be no charge levied for ads placed in the *Spot-Lite*.

## **ARTICLE VI CHAPTER EQUIPMENT**

### **Section 1 Members Entrusted With Chapter Equipment**

- A. Members shall render a written receipt to the Secretary listing the make, model, description, and the serial number of the item. Each member must maintain the equipment in the condition for which it is intended. This does not apply to a Trailboss or Co-trail boss using rally supplies and equipment.
- B. Except for the Western Motor Home Association, the Chapter will not loan any equipment, other than coffee pots and associated equipment.

- C. Funds to be expended for fixed assets (non-expendable equipment) require the approval of the Board.
- D. The Secretary will maintain/update an annual Inventory of durable Chapter-owned equipment. A copy will be supplied to the President and Vice-President.
- E. The trailer needs to be stored in an area for easy access to authorized members as determined by President.

## **ARTICLE VII Rallies/Trail Boss**

### **Section 1 Guests**

- A. Members have the privilege of inviting guests.
- B. Members are responsible for ensuring that their guests abide by all FMCA and CCFMCA Rules during the rally.
- C. Guests are welcome at our rallies to get acquainted with our chapter. After attending no more than two rallies as guests at normal registration fees they may opt to (with a qualifying RV) become Chapter members.
- D. Guests must register separately and may be required to sign any liability or medical waivers that are required at the time of the rally.

### **Section 2 Rally/Registration Fees**

- A. Registration Fee is not to exceed \$20.00 per person without prior approval of the Board. **(The Registration fee is for meals)**
- B. Guest Registration and Parking fees are the same as for members.
- C. Rally registration fees are not charged for children under the age of 12. Optional meals and events tickets will be charged at the vendor's price for that age group. Non-catered meals for children under 12 will be charged at half price.
- D. Rally registration fees shall not include charges for parking.
- E. Rally registration and parking fees for the Trailboss & co-trail boss will be borne by CCFMCA, just as are other administrative, logistical, and operating costs.

### **Section 3 Generator Hours**

- A. Generator Hours will be 7:00 am to 10:00 pm. At all times, courtesy and consideration of neighboring coaches should be extended in the operation of generators. When a generator is expected to be run for an extended time, a request should be made to be located in an area where others will not be disturbed.

- B. Trail bosses may modify these hours to suit local conditions.

#### **Section 4 Alcoholic Beverages**

- A. CCFMCA neither prohibits nor promotes the use of alcoholic beverages by individuals during a rally.
- B. Chapter-sponsored activities paid for out of registration fees, such as an open bar, Margaritas, Bloody Marys, Champagne parties, etc. are not permitted. (An exception to this will be the annual Oktoberfest where beer and wine are traditionally served.)

#### **Section 5 Badges**

- A. Authorized Badges
  - 1. That which is issued by the Membership Chairman upon joining the Chapter.
  - 2. That which is distributed and sold by an approved company using the Membership chair order form.
- B. Every person must wear his or her name badge. A25¢ fine will be levied by the Badge Sheriff for not wearing the badge during a rally.

#### **Section 6 Swap Meets**

- A. Any Trailboss may have and set aside a swap meet area with the approval of the Board.
- B. No other public display of goods, services, or products for sale, whether handcrafted or commercially made, is allowed at a California Chapter Rally without the approval of the Board.
- C. Any member's coach for sale at rallies must be a personal coach displaying an "F" number.

#### **Section 7 Equipment Trailer**

- A. In exchange for storing and transporting the CCFMCA materials trailer to all rallies, the member doing so may receive rally fees paid in full if approved by the Board.
- B. In addition, the member pulling the trailer shall be responsible for maintenance including tires, safety checks, lights, etc.
- C. The Chapter shall furnish Liability Insurance and proof thereof.
- D. All expenses for maintenance and storage shall be borne by the Chapter.

## **Section 8 General**

- A. There will be no smoking or use of e-cigarettes in buildings, or outside food areas during any Chapter activity. Cigarette butts should be deposited in the proper receptacles.

## **Section 9 Animal Control and Clean-up**

- A. Owners of pets are responsible for the proper control of their pets and must clean up after their pets at Chapter Rallies.
- B. All animals must be leashed while in the confines of the rally site, including activity and parking areas.
- C. Animals are not to be taken into rally areas where food is being served. Service Dogs are exempted from this rule.
- D. Chapter members who sponsor guests are responsible for ensuring that these rules are complied with at all times.
- E. RV Park Rules prevail. Any additional pet fees are the responsibility of the pet owner and may be collected using the registration form.

## **ARTICLE VIII AMENDMENTS**

### **Section 1 Authority**

- A. Authority to amend the Standing Rules rests with the Board of the California Chapter of the Family Motor Coach Association, Inc.
- B. Any member in good standing may submit a proposal to amend the CCFMCA Standing Rules. Proposals shall be presented to the President in writing.

### **Section 2 Adopting Amendments**

- A. The proposal, if approved by a two-thirds majority of the Board and approved by the simple majority of the General Membership at the meeting where proposed, will be adopted immediately following the General Meeting. The amendments will be appended to the current Standing Rules together with its date of adoption.

## **ARTICLE IX AWARDS**

### **Section 1 Eligibility**

- A. Presidents of CCFMCA, upon leaving office, shall be deemed Life Members of the Chapter and their "F" number will not be subject to annual dues if their FMCA membership is in good standing.

### **Section 2 Special Awards**

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- A. **Board Award:** If in the opinion of the Board, there is a member who has performed exceptionally within the Chapter during the preceding year, such member shall be awarded a plaque at the annual meeting in October, engraved with the name, year, and Board Award.
- B. **President's Award:** If in the opinion of the President, there is a member who has performed and represented the Chapter exceptionally at the Regional and/or National level(s) during the preceding year, such member shall be awarded a plaque at the meeting in October, engraved with the name, year and President's Award.

### **Section 3 Nominations for Awards**

- A. Any member may nominate any other member for the Board Award. The nominations should be in writing citing the reasons why their nominee should receive the award.
- B. The nominations must be received by the Board no later than the September rally.
- C. Nominations may be emailed or mailed to the President.

### **Section 4 Assistants and Volunteers**

- A. Assistants and volunteers at a rally will be awarded a swinger identifying their service and the rally name and date. If an individual serves on more than one committee during the rally, only one swinger will be issued.

## **ARTICLE X ANNUAL AUDIT**

### **Section 1 Appointment**

- A. No later than May of each year, the President shall appoint an Audit Committee consisting of three members to perform an annual audit of the Chapter's Treasurer's financial records and present an Audit Report.

### **Section 2 Annual Audit Procedure**

- A. The Treasurer will make available all supporting documents and accounting records for the Annual Audit. If an electronic accounting system is used, then a paper copy of the May 1 to April 30 register shall be made available.
  - B. The Audit Committee will submit a written Audit Report within 60 days or at the next Board meeting, whichever comes first.
  - C. The Audit Report shall adhere to standard accounting procedures.
  - D. If necessary the Report should include recommendations for changes to
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financial procedures used.