

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

ARTICLE I - MEMBERS

Section 1 To be eligible for and to maintain membership in the Chapter, a person must own at least 1/3 of an RV, be in good standing with FMCA and meet the dues requirements 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.

Section 2 The term “Family Unit” is defined as a person, his or her spouse, partner, dependents of each, regardless of age, non-dependent grand children and great-grandchildren, and great-grandchildren age 18 and under.

Section 3 The term “Membership” is defined as either a family unit or an individual or individuals owning an RV who share a membership number.

Section 4 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.

ARTICLE II - 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

In order 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 on attendance at their first rally. Those who are rejoining the Chapter after allowing their membership to lapse must 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.

Section 3 Renewal

Dues from members shall become due and payable on January 1 of each year.

Section 4 Arrears

Any member whose dues remain unpaid for more than one (1) month after becoming due shall be considered delinquent. After two (2) months membership is canceled.

ARTICLE III - BOARD OF DIRECTORS

Section 1 Composition

- A. The President, with the Board of Directors' approval, may appoint a *Spot-Lite* Editor, Membership Chairman, Member Services Chairman, TATS Counselor, Webmaster, Legal/Business Advisor, Audit Committee, Materials Chairman, Data Coordinator, Safety Officer, and other appointments as necessary to conduct Chapter business. These appointees shall attend Board of Directors meetings but will not be voting members of the board. The term of these appointments shall be for one year.
- B. The following Officers shall be elected by the voting membership of this Chapter and shall constitute the voting Board of Directors:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Wagonmaster
 - Chapter Directors (number based on odd/even year)
 - National Director
 - Alternate National Director
- C. The immediate Past-President is a voting member of the Board of Directors.

Section 2 Responsibilities

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

ARTICLE IV - DUTIES OF ELECTED OFFICERS

Section 1 President

- A. Presides at the meetings and appoints, with Board of Directors approval, all committees and appointments as required, and to fill vacancies to the Board of Directors that may occur between general elections.

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, provides one copy for each voting Board Member and mails copies of the minutes to appointed officers who desire them.
- B. Is custodian of the permanent records of the Chapter, and carries on such correspondence as does not properly belong to other officers.
- C. Keeps accurate and updated records of the CCFMCA membership.
- D. Forwards to the National Office a membership list of names and FMCA numbers of the CCFMCA members along with a list of the incumbent CCFMCA 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 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. 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 Officers and Directors.
- 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 voting 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 registration of chapter trailer.
- I. Reimbursed for postage, paper products and toner costs, submitted with receipts.

Section 5 Directors

- A. Director's duties shall be as the President prescribes and may include Budget and/or Audit Committee, Safety Officer, Membership Services, etc.

Section 6 National and Alternate National Director

- A. The National Director shall represent and carry out the wishes of the Board of Directors 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. Whomever 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 current IRS mileage rate for charitable organizations. MapQuest shall to be used to determine mileage.

Section 7 Wagonmaster

- A. Coordinates rallies (at least the number required by the national Bylaws).
- B. Obtains signed contracts, wherever possible, 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 insure 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 prior to the rally.
- F. Insures that the Trailboss sends a tentative list of guests, first timers, and any dignitaries (Officers) to the Member Services Chairperson two weeks prior to each rally.
- G. Insures that a financial report for each rally is provided to the Treasurer.
- H. Obtains Board of Directors approval for changes to the Trailboss Guide.
- I. Insures that each Trailboss has an accurate copy of the Trailboss Guide.
- J. Forwards a list of chapter rallies to FMCA for timely publication in *Family RVing*.
- K. May select an assistant, with Board of Directors approval.
- L. Maintains any documents such as the Trailboss Guide and Wagonmaster's Guide.
- M. Reimbursed mileage for one (1) round trip in an automobile to coordinate a new rally location.
- N. Reimbursed for postage, paper products and toner costs, submitted to Treasurer with receipts.

ARTICLE V DUTIES OF APPOINTED COMMITTEE CHAIRPERSONS

Section 1 Membership Chairman:

- A. Processes all membership applications, renewals and changes of address.
- B. Submits all fees collected to the Treasurer.
- 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.

- E. Receives and records membership dues and any other charges.
- F. Reimbursed for postage, paper products, toner and printing charges, submitted to Treasurer with receipts.

Section 2 Member Services Chairman

- A. Insures that guests and first timer's badges are available at all the rallies.
- B. Announces and/or introduces all dignitaries, guests and first timers at meetings.
- C. Mails condolences, get-well cards, etc., in the name of the Chapter.
- D. Conducts guest/first timers meeting.
- E. Reimbursed for postage and paper products, submitted to Treasurer with receipts.

Section 3 Historian

- 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 and publication in Chapter newsletter. Posting and/or publication shall be at the discretion of the Webmaster and/or *Spot-Lite* Editor.

Section 4 Chapter Data Coordinator

- A. Maintains the current Chapter's membership roster, including e-Mail roster by computer, based on data furnished by the Membership Chairperson and Secretary.
- B. Annually prepares a camera-ready copy of the membership roster and gives a copy to the Membership Chairperson 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 current roster.
- 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 of Directors with approved updates.
- G. Reimbursed for postage, paper products and toner, submitted to Treasurer with receipts.

Section 7 Coffee Captain

- A. The President, with Board approval, shall appoint a Coffee Captain. The Coffee Captain shall maintain custody of the coffeepots and related equipment. The Captain is responsible for transporting said equipment to rallies and coordinating the coffee service with the Trailboss.
- B. The person storing, transporting, and making coffee will not pay the rally fee at chapter rallies. (This does not include parking.)

Section 8 Webmaster

- A. Designs website.
- B. Addresses all technical issues for the website.
- C. Maintains consistent watch to insure that web pages are functioning correctly.
- D. Must be available for updates once a year as supplied by Board of Directors.
- E. Responsible for publishing CCFMCA Bylaws and Standing Rules on the website.

Section 9 *Spot-Lite* Editor

- A. Insures timely publication and distribution of the CCFMCA newsletter, *Spot-Lite*.
- B. Reimbursed for postage, paper products, toner and printing charges, submitted to Treasurer with receipts.

ARTICLE VI - CHAPTER PUBLICATION AND WEBSITE

Section 1 Publication

- A. CCFMCA shall publish a bi-monthly *Spot-Lite* to disseminate information to members concerning Chapter business, meetings, and other information which may be necessary.
- 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 web site, www.ccfmca.com.
- 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 VII – 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 serial number of the item. Each member must maintain the equipment in the condition for which it is intended.
- B. With the exception of the Western Motor Home Association, the Chapter will not loan any equipment, other than coffeepots and associated equipment.
- C. Funds to be expended for fixed assets (non-expendable equipment) require the approval of the Board of Directors.
- 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.

ARTICLE VIII - RALLIES

Section 1 Guests

- A. Members have the privilege of inviting guests.
- B. Members are responsible for insuring 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 two rallies as guests at normal registration fees they may opt to (with a qualifying RV) become Chapter members.

Section 2 Rally/Registration Fees

- A. Registration Fee is not to exceed \$20.00 per person without prior approval of the Board of Directors.
- B. Guests in their own coach must register separately. Their rally 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. Fees may or may not include catered meals at the discretion of the Trailboss.

- E. Fees paid in advance for rallies may be refunded, provided timely notification is given to the Trailboss is not charged for their cancellation by the campground or for their meals.
- F. Rally registration and parking fees of the Trailboss will be borne by the rally, just as are other administrative, logistical, and operating costs, except meals.

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 period of time, a request should be made to be located in an area where others will not be disturbed.
- B. Trailbosses 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 is 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.
 3. Membership Chairperson has the forms to order.
- B. Every person must wear his or her name badge. A 25¢ fine will be levied 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 approval of the Board of Directors.

- 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 approval of the Board of Directors.
- 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 shall receive rally fees paid in full.
- 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.
- E. Said member shall notify the next rally's Trailboss of the expected arrival time of the trailer.

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, not on the ground.

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 insuring that these rules are complied with at all times.
- E. Failure to comply with this section of the Standing Rules will be reason to be asked to leave the rally.
- F. RV Park Rules prevail. Any additional pet fees are the responsibility of the pet owner.

ARTICLE IX - AMENDMENTS

Section 1 Authority

- A. Authority to amend the Standing Rules rests with the Board of Directors 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 Board of Directors in writing.

Section 2 Adopting Amendments

- A. The proposal, if approved by a two-thirds majority of the Board of Directors and approved by the General Membership, 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 X - 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

- A. **Board of Directors Award:** If, in the opinion of the Board of Directors, 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 September, engraved with 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 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 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 award will be made.

ARTICLE XI – 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 of the Annual Audit. If an electronic accounting system is used, then a paper copy of the May 1 to April 30 register must 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. The Report should include any recommendations for changes to financial procedures used.

EFFECTIVE XXXXXXXX
CJA