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**This Handbook is subject to change and may be revised at any time. Visit [FMCA.com](http://FMCA.com) Documents and Forms/Officers Handbook to assure you are using the current documents.**

**This is a suggested handbook to assist in the successful operation of your chapter.**

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We thank the following members for their contributions in the development of this handbook:

*Steve & Judy Czarsty F79148   Long Islanders Chapter   Jean Pryor L12913*  
*Jane Farrar F88969   Earl Lovell F85324   Jack Rose F138052*  
*Jim Jennings F94845   Sue Marino F111272   Southern Arizona Chapter*

**Family Motor Coach Association – 8291 Clough Pike – Cincinnati, OH 45244**  
**1-800-543-3622, or 513-474-3622 or [chapters@fmca.com](mailto:chapters@fmca.com)**  
**Chapter Services Department**

09/2023

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3018</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Chapter President's Responsibilities</b>	EFFECTIVE <b>6/2020</b>	SUPERSEDES <b>5/17</b>
	SPECIAL DISTRIBUTION <b>Chapter President</b>		

**POLICY**

The elected chapter president is the leader of the chapter and presides at meetings of the chapter membership.

**PROCEDURE**

Responsibilities

1. A Chapter Officers Handbook is provided to each chapter.
2. Chapter meetings should be conducted in an orderly manner and be in accordance with the FMCA Constitution, FMCA Bylaws, FMCA Policies and Procedures, and Member Code of Ethics.
3. The chapter president is responsible for seeing that all of the duties and responsibilities of all of the other chapter officers are performed in a timely manner in accordance with FMCA's requirements.
4. The chapter president receives all Governing Board mailings to help keep the chapter informed on national FMCA activities.
5. The chapter president should see that all needed committees are duly elected or appointed.



## CHAPTER PRESIDENT

Congratulations you've been elected as president of your FMCA chapter. We hope to assist you in your new volunteer position so please feel free to contact us at 800-543-3622 if you have any questions or need assistance.

We're here to help you in anyway we can, so we are outlining a few important items. Certain obligations and duties are required of the chapter president. In addition, you may need to reference your chapter's bylaws for any additional duties and obligations required by your chapter.

### DUTIES TO FMCA:

- **Preside Over Chapter Meetings** - chapter meetings should be conducted in an orderly manner and be in accordance with the FMCA's Member Code of Ethics and National Bylaws Article XVII paragraph (4) "In each fiscal year, a chapter shall hold at least one business meeting at which a quorum is present. The meeting can be a gathering in one area or where some or all of the members communicate with other members through electronic means such as the Internet or by telephone that allows all members the opportunity for simultaneous aural communication. Said meeting shall be duly announced in advance to the membership, including adequate description of how to participate."

*Suggestion: A parliamentary procedure should be established by your chapter using "Roberts Rules of Order - Newly Revised." A review of the FMCA Constitution and Bylaws including the Member Code of Ethics, will assist you in conducting your meetings in accordance with FMCA's requirements. The time invested in this review will assist you to run the meeting effectively."*

- **Lead the Chapter** - as the leader of your chapter, you are responsible for seeing that all duties and responsibilities of all other officers are performed in a timely manner in accordance with FMCA's requirements.

*Suggestion: A review of the lists of obligations and duties of the other chapter officers will help you in seeing that all tasks are completed.*

- **Assure Chapter Representation at Governing Board Meetings** - your chapter's national director and alternate national director may be elected for a one or two year term. Check your bylaws. The national director is elected to serve on the Governing Board of FMCA and the alternate national director is elected to serve when the national director is unable to attend or otherwise unable to serve. The number of terms of the national director and/or the alternate national director are not limited.

*Suggestion: As soon as the date is set for a Governing Board meeting (you will be copied on all governing board materials), start verifying that your chapter will have a representative at the meeting.*

In the event that the national director and/or alternate national director cannot attend a Governing Board meeting, your chapter may **elect**, for that meeting only, a temporary delegate.

If your elected chapter representative experiences an emergency, **after the 21-day notice requirement**, such as illness, coach immobilization/repairs, death of a family member, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's temporary delegate appointment **shall be received by FMCA at least seven (7) working days prior to the Governing Board meeting** in order to be valid. Notice of this appointment must be received in writing, fax or e-mail is acceptable.

A chapter president may request in writing of its area vice president, the individual written voting record of its national director. The national office will report the voting record directly to the chapter president. Please see Policy & Procedure #2015 for more details.

### **OTHER DUTIES:**

- **Governing Board Mailings** - the chapter president will receive all Governing Board mailings in order to keep the chapter informed of national FMCA activities. It is very important to keep your e-mail address current to ensure you are notified when mailings are available.

If you think you may have accidentally opted out of receiving emails from FMCA, please check your email preferences by going to your member profile at FMCA.com. Please select to receive the Chapters/Governing Board materials.

Or by clicking the following link: <https://signup.e2ma.net/signup/1795503/1758239/>



A checked box indicates that you are on the list to receive that type of email. To unsubscribe, remove the checkmark(s), and then click "Submit."

Email \*

I'm interested in:

- Area Newsletters
- Area Rallies
- Chapters/Governing Board
- Conventions/International Events
- Digital Edition Notification
- Membership News, Benefits
- Newsletter (monthly)
- Newsletter (Tech Talk - Quarterly)
- Sponsored Content from FMCA's Commercial Partners
- Surveys
- Tour Connection RV Tours and Caravans
- Welcome to FMCA emails

\* = required field

SUBMIT

- **Conduct Rallies** - the chapter president often serves as the chapter's rallymaster, unless someone else is appointed.
- **Membership Growth** - the chapter president often takes the responsibility of seeing that the desired level of membership growth is met, unless a Membership Committee has been established.
- **Committee Assignments** - the chapter president should see that all needed committees are duly elected and/or appointed.
- **Chapter Incorporation** - the decision of whether a chapter should incorporate is influenced by a number of considerations, as discussed in the Incorporation Memo. The chapter president is responsible for reviewing these considerations with the chapter.
- **Legal Action Fund** - FMCA has funding available through its Legal Action Fund to provide financial assistance in activities to protect the reasonable use of Recreational Vehicles. Policy and Procedure #2017, Legal Action Fund governs its use.

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3019</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Chapter Vice President's Responsibilities</b>	EFFECTIVE <b>7/03</b>	SUPERSEDES
	SPECIAL DISTRIBUTION <b>Chapter Vice President</b>		

**POLICY**

The Chapter Vice President assists the President and serves as presiding officer in the absence of the President at any duly called meeting.

Upon a vacancy occurring in the office of President, or upon the President's inability or refusal to preside, the Vice President performs all the duties of the President. When so acting, the Vice President exercises the authority and is subject to the same limitations as apply to the President.

**PROCEDURE**

Responsibilities

The Chapter Vice President assists the President in his or her duties. If a vacancy occurs in the office of the President, the Vice President shall perform in accordance with FMCA Policies and Procedure #3018, Chapter President's Responsibilities.



## **CHAPTER VICE PRESIDENT**

Congratulations you've been elected as vice president of your FMCA chapter. We are here to help you in your new volunteer position so please feel free to contact us at 800-543-3622 if you have any questions or need assistance.

We would like to highlight a few important items. Certain obligations and duties are required of the chapter vice president. You may need to reference your chapter's bylaws for any additional duties and obligations required by your chapter.

### **DUTIES TO FMCA:**

- **Assist the President** - The chapter vice president assists the president and serves as presiding officer in the absence of the president at any duly called meeting.
- **Serve as Acting President** - Upon a vacancy occurring in the office of president, or upon the president's inability or refusal to preside, the vice president performs all the duties of the president. When so acting, the vice president exercises the authority and is subject to the same limitations that apply to the president.

### **OTHER DUTIES:**

- **Regional Administrator** - In larger chapters, vice presidents are often assigned geographic areas to act as the chapter's administrator of their respective area.
- **Chair Committees** - Some chapters utilize their vice president(s) to chair various committees.

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3020</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Chapter Secretary's Responsibilities</b>	EFFECTIVE <b>5/19</b>	SUPERSEDES <b>6/18</b>
		SPECIAL DISTRIBUTION <b>Chapter Secretary</b>	

**POLICY**

The Chapter Secretary has the duty and responsibility to keep accurate and up-to-date records of the chapter's membership, the results of any election or change in status of chapter officers, and annual chapter certification and report same to the National Office. The Chapter Secretary is also expected to keep a formal record -- usually called minutes -- of the proceedings of all meetings of the chapter's membership.

**PROCEDURE**

Responsibilities

1. For certification purposes, no later than December 31<sup>st</sup> of each year, the Secretary for each chapter and associate chapter shall furnish to the National Office of FMCA a list of its membership, a list of incumbent chapter officers, and certify that the chapter held the required meeting in the chapter's previous fiscal period. Additionally, the Secretary shall indicate whether the chapter will change its status:
  - A. From chapter to associate chapter,
  - B. From associate chapter to chapter, or
  - C. Maintain its current status for the following year.

A chapter that fails to maintain qualifying requirements relating to chapters shall revert to inactive chapter status, and the National Director or Alternate National Director elected by the chapter shall have no vote in the proceedings of the Governing Board. An associate chapter that fails to maintain qualifying requirements relating to chapters shall revert to inactive associate chapter status.

2. Within thirty days of election, each Chapter Secretary shall furnish the National Office of FMCA a list of newly elected officers or change in status of chapter officers. This report shall include addresses and telephone numbers of each person so elected.
3. Prior to each Governing Board meeting, the Chapter Secretary shall complete and return the Governing Board roll call sheet verifying the National Director, Alternate National Director, or Temporary Delegate for the chapter. (NOTE: Not applicable to associate chapters)
4. The Chapter Secretary may complete the Rally Calendar submission form if the chapter wants its rallies listed in the FMCA Events section of the appropriate issue of *Family RVing* magazine.
5. The Chapter Secretary is expected to keep a formal record -- usually called minutes -- of the proceedings of all meetings of the chapter's membership. This record shall be read and approved at the next meeting, unless said reading is waived by majority vote. The formal record of all meetings is to be kept available in the event a member of the chapter desires to read them.

**GUIDELINES FOR**

**CHAPTER AND AREA ASSOCIATION**

**SECRETARIES**



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Congratulations on being elected as secretary of your FMCA chapter. We are here to assist you in your new volunteer position so please feel free to contact us at 800-543-3622 if you have any questions or need assistance.

Certain obligations and duties are required of the chapter secretary. The following information has been compiled to get you started with your new duties. In addition, you may need to reference your chapter's bylaws for any additional duties and obligations required by your chapter.

## **CHAPTER MEETINGS**

In each fiscal year, a chapter shall hold at least one business meeting at which a quorum is present. The meeting can be a gathering in one area or where some or all of the members communicate with other members through electronic means such as the internet or by telephone that allows all members the opportunity for simultaneous aural communication. This means that there must be two-way communication at the same time. Said meeting shall be duly announced in advance to the membership including adequate description of how to participate.

Meeting materials, such as an agenda can be sent with the notice. On the day of the meeting, a roll call will need to be conducted to know who is on the call and to indicate whether a quorum is present.

A chapter wanting to hold an electronic meeting will need to investigate services based on their own meeting needs and set them up individually. Some services charge a fee, and some are free.

## **MEETING AGENDA**

One of your duties as secretary may be the responsibility of preparing the meeting agenda. If you prepare the agenda, you should review the agenda items with the president before copying and distributing to meeting attendees.

The customary order of business includes the following subdivisions:

- Roll call of members in attendance to establish a quorum.
- Call meeting to order.
- Read and approve minutes from previous meeting
- Reports of Officers, Boards, and Standing Committees.
- Reports of Special Committees.
- Unfinished Business.
- New Business.
- Adjournment.

## **REPORT OF BOARD MEETING**

If there is a meeting of the board prior to the general membership meeting, you may be asked to provide a board meeting report to the general membership. The report should provide the date, time, and location the board met; a brief summary of subjects discussed; and any actions taken.

## **MINUTES**

Minutes are the record of the proceedings of a board or general membership meeting. They should contain a record of what was done during the meeting, not what was said by the members. A tape recorder may be of benefit to you in preparing the minutes, but a transcription of it should never be used as the minutes themselves. They should never reflect your opinion on anything that was said or done.

The first paragraph(s) of the minutes should contain the kind of meeting, board or general membership, name of the chapter or association, date, time, location, and the fact that the president and secretary were present. If the president is not present, the presiding officer should be identified. When the secretary is not present and the president or presiding officer has appointed someone to take minutes, the acting secretary should be identified.

Minutes should reflect whether the minutes of the previous meeting were read and approved as read, or as corrected. If there is a motion to waive the reading of the minutes of the previous meeting, the minutes should be noted as such and whether the minutes were approved or corrected.

The treasurer's report may be summarized to reflect the previous balance amount, amount of income, amount of expenses, and ending balance amount, or simply a statement of the cash balance on hand. The minutes should reflect the date of the treasurer's report. There is no action required by the assembly to accept the Treasurer's report.

A separate paragraph for each subject matter should be within the body of the minutes. All motions brought before the assembly should be stated in the minutes with the name of the person making the motion and whether the motion carried or failed. It is not necessary to identify the person who seconded the motion. There is no need to state all of the discussion that was made prior to the vote on the motion.

When a vote count has been ordered or a vote is taken by ballot, the minutes should reflect the number of votes on each side. If voting is by roll call, the names of those voting on each side and those answering "present" should be stated.

The last paragraph should state the time the meeting was adjourned. Minutes should be signed by you, as secretary, and can be signed by the president.

A record book of minutes should be maintained. Minutes of all meetings are to be kept available in the event a member of the chapter would like to read them.

## **BYLAWS AND STANDING RULES**

The Chapter Bylaws Format is available for use and should be followed by a new chapter as they're developing their bylaws or by an existing chapter when they're amending their bylaws. Contact Chapter Services or access FMCA's web site to obtain the format.

An area association may follow the Area Association Bylaws when developing or amending their bylaws. A copy of the format is available from Chapter Services or from FMCA's web site.

Copies of new or amended chapter or area association bylaws approved by the membership must be forwarded to FMCA's Chapter Services. After review by the Constitution and Bylaws Committee,

the chapter or association will receive a letter accepting their bylaws for file or suggesting changes that assure conformance with the national bylaws. Revisions of bylaws must be resubmitted to the national office.

A suggested sample of items usually found in standing rules, is available from Chapter Services or from FMCA's web site. Standing rules do not need to be forwarded to FMCA.

## **CORRESPONDENCE**

Copies of all correspondence should be maintained in a record book or file. You may want to maintain copies of important documents, e-mail messages pertaining to chapter or association business.

## **CHAPTER CERTIFICATION**

Each year all chapters must be certified. In the Fall season, FMCA will mail the necessary forms, with instructions, to each chapter secretary. The completed forms need to be returned to Chapter Services no later than December 31<sup>st</sup> of that year. The forms are:

1. Chapter Officer Form
2. Chapter Meeting Verification/Chapter Membership Status
3. Chapter Roster

Your chapter's membership roster must be compared with FMCA's chapter membership roster and updated according to instructions. FMCA's roster reflects membership number, name, address, e-mail address, telephone number and status codes (as described in the certification memo). If there are discrepancies in addresses or telephone numbers noted during the certification process, remind the member that it is their responsibility to notify FMCA of changes to their personal membership record and that the Secretary cannot make changes for them.

A chapter that fails to maintain the qualifying requirements shall revert to inactive chapter status. The national director or alternate national director will have no vote in the proceedings of the Governing Board. An associate chapter that fails to maintain qualifying requirements will revert to inactive associate chapter status.

Additionally, the Secretary shall indicate whether the chapter will change its status:

1. From chapter to associate chapter
2. From associate chapter to chapter, or
3. Maintain its current status for the following year

Changes can also be made online by going to FMCA.com. You must log-in. Scroll to bottom of page under Documents and Forms. On the right hand side, you will see Chapter Updates. You can update Chapter Officers, Chapter Meeting Verification and Chapter Roster updates.

## **ROSTER CHANGES**

Once you have completed chapter certification, it is important to notify Chapter Services of any roster changes that occur throughout the year. Keeping records up to date on a routine basis makes the chapter certification process easier to complete at the end of the year. You can notify Chapter

Services of members to be added or deleted to your roster by e-mail, mail, or fax or by going online to make the changes as described in above paragraph.

## **CHAPTER OR AREA ASSOCIATION OFFICERS**

You must notify the Chapter Services department within thirty (30) days of any officer changes due to elections. Notification may be done by regular mail, online, or e-mail. It is important for the national office to have current officer information so mailings sent out during the year are directed to the correct individual.

Per FMCA Bylaws – Article XVII – Chapters (5) An FMCA member may hold no more than two chapter offices simultaneously. A member may hold one office in two chapters; however he/she may not hold the offices of National Director or Alternate National Director in more than one chapter.

A copy of the chapter officer form is attached to these guidelines. You may also contact Chapter Services or access FMCA's web site to obtain a copy of the form to use when notifying FMCA of officer changes.

## **CHAPTER GOVERNING BOARD ROLL CALL**

The national office will prepare a memo for each chapter secretary stating the name of the chapter's national director and alternate national director, if one has been elected, currently recorded at the national office. **NOTE: *Not applicable to associate chapters.*** This memo will be mailed out approximately three months prior to the date of a governing board meeting. You must verify the information on the sheet is correct, sign the Roll Call Information sheet, date, and send it back in the enclosed envelope.

If a vacancy occurs in the office of national director, the chapter is to promptly **elect** a member to fill the vacancy and notify the national office.

If the national director cannot attend the Governing Board meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a member of that chapter may be elected as a temporary delegate to represent the chapter for the next governing board meeting only.

A chapter voting member of the governing board is entitled to **represent only one chapter.**

Members of the same family unit may serve as national director or alternate national director in different chapters; such members may not hold these offices in the same chapter concurrently.

The chapter secretary is asked to notify the national secretary, in care of the national office, of any election held that would result in a change. Changes to a chapter's voting delegate shall be received at the national office no later than **21 days prior to the governing board meeting.** Fax or e-mail is acceptable.

If an event occurs after the 21-day notice requirement has passed that prevents the national director, alternate national director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's appointment

of a temporary delegate shall be received by FMCA at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

## **MEMBERSHIP RECRUITMENT**

If the chapter would like to increase its membership, Chapter Services can process one mailing and/or e-mail blast per year for this purpose. You, or someone assigned the duty, should provide a camera ready solicitation to FMCA with a list of selected postal zip codes or RV codes. FMCA will mail/e-mail it to FMCA members who do not belong to a chapter in the selected area or who match the selected RV codes. FMCA will assume all costs to process the mailing and pay up to \$100.00 in postage or e-blasting costs.

The chapter could use the allotted amount to announce chapter membership opportunities in a local newspaper. Submit a copy of the ad and a paid receipt for the cost of advertising up to \$100.00 to Chapter Services and your expenses will be reimbursed by FMCA.

Chapters are eligible to receive the recruitment fund one time per calendar year, provided they track results and report back to the National Office.

## **CHAPTER DESCRIPTION**

A chapter description gives a chapter the opportunity to attract potential new members by describing who their chapter is. Potential new members will read your chapter's description online and decided if they would like to contact you for more information. Descriptions can include items such as general activities, geographical scope, special interests, and/or chapter requirements. Chapters can submit a description, or update, by e-mailing it to [chapters@fmca.com](mailto:chapters@fmca.com).

## **CHAPTER CONTACT PERSON**

Being a chapter contact person is a very important job. They are the first contact for potential new members who are curious about your chapter. Please assign this task to someone who will promptly reply to online chapter inquiries. It's very important to keep your contact information up-to-date for this reason. Contact information appears online, in certain issues of *Family RVing* magazine, as well as printed directories that are distributed during events. Any changes to contact information can be submitted in writing on the chapter officer form or e-mailed to [chapters@fmca.com](mailto:chapters@fmca.com).

## **NEW AND PAST DUE LISTINGS**

For those chapters who qualify, there are two (2) listings available each month from Chapter Services for the purpose of recruiting new members and preventing members from being dropped as FMCA members. This does not follow any certain officer position. If you have questions please call chapter services.

The person receiving the New Member List and Past Due List each month does not have to be a chapter officer. That being said, the Chapter Services Department must make changes manually to the monthly reports. Please keep in mind that if an officer change occurs, you will also need to update us for any changes to the person receiving these reports.

### New Member Report

FMCA can provide your chapter with a list of new members who have joined FMCA in the past month so you can reach out to them to attract interest in your chapter. This report shows contact information for new members from a specific area, or with a specific RV brand who have joined FMCA during the past month. To receive the New Member List, the chapter must have a **designated person with an email address who can receive the list in either an Excel or PDF format.**

### Past Due Member List

All chapters should be receiving this report. The Past Due Member List consists of members in your chapter who have not paid their FMCA membership dues. You can remind them that they must keep their FMCA dues current in order to maintain their chapter membership, and to maintain important member benefits.

Each member on the Past Due list will be assigned a status code that indicates the status of their FMCA membership dues. If the status code is expired, you may want to contact them to remind them they must pay FMCA membership dues to remain a member of your chapter. You should be cautious when contacting a cancelled member. They have requested to close their FMCA membership and the reason could be due to death of a spouse, illness, or they no longer own a recreational vehicle.

Each membership status has a code as listed below:

**Active** – Current with their FMCA dues.

**Expired** – FMCA dues are past due more than 30 days.

### **SUBMIT A RALLY**

It's all about rally fun! The rallies listed online at FMCA.com are open to all RVers, and FMCA members who do not belong to the sponsoring chapter, or any chapter, are welcome to attend. **PLEASE NOTE:** Some rallies may have limited space and require reservations, so RVers are encouraged to check before visiting a rally.

Only Chapter Officers can submit rally information – The easiest way is to complete the online form at [www.fmca.com/rallyform](http://www.fmca.com/rallyform). You may also email rally info to [calendar@fmca.com](mailto:calendar@fmca.com). Please include: Chapter name, Rally Dates, Chapter contact phone number and email, where you are holding the rally, city, state/Province, Reservations – yes/no; if yes what is the deadline for reservation? Your name, phone, email.

### **“KEEPING IN TOUCH” PUBLICATION**

The Chapter Services Department produces a publication, *KEEPING IN TOUCH*, which is distributed to chapter and area association secretaries. Its purpose is to keep you informed of business matters and to advise you of pending information that must be provided to FMCA. The national secretary includes a message in each newsletter. Included, too, are helpful reminders pertaining to material available to officers and chapters, area rally and convention dates, announcement of new chapters, and chapter anniversaries.

# Chapter Officers



Complete and return now and when changes occur (Please Print)

I hereby certify that the following officers were elected by the

\_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
CHAPTER NAME MONTH DATE YEAR

\_\_\_\_\_ Submitted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
SECRETARY'S SIGNATURE MONTH DATE YEAR

**No Officer changes**

## President

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## Vice President (List additional Vice Presidents on a separate page and attach to this form.)

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## Secretary

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## Treasurer

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## Secretary/Treasurer

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**National Director** (Not required for Associate Chapter)

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Alternate National Director** (Not required for Associate Chapter)

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Newsletter Editor**

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Chapter Contact Information** (As it should appear in the Chapter Directory of *Family RVing* magazine)

**Please be sure to list someone who will be able to respond to inquires and is readily available to answer chapter questions.**

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Start Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Return Completed form to:**

**Chapter Services  
Family Motor Coach Association  
8291 Clough Pike  
Cincinnati, Ohio 45244**

Permanent changes to membership files cannot be made from this form. Please encourage your members to keep their membership records current by contacting the Membership Department: 513-474-3622 or 800-543-3622, e-mail to [addresschange@fmca.com](mailto:addresschange@fmca.com), or make changes online at [www.fmca.com](http://www.fmca.com)

# MONTHLY NEW AND PAST DUE INFORMATION

## New Member Report

FMCA can provide your chapter with a list of new members who have joined FMCA in the past month so you can reach out to them to attract interest in your chapter. This report shows contact information for new members from a specific area, or with a specific coach brand who have joined FMCA during the past month. To receive the New Member List, the chapter must have a designated person with an email address who can receive the list in either an Excel or PDF format.

**NOTE: If your chapter has additional membership qualifications, e.g., a religious affiliation or a specific hobby, we are unable to provide the New Member List to you.**

## Past Due Member List

The Past Due Member List consists of members in your chapter who have not paid their FMCA membership dues. You can remind them that they must keep their FMCA dues current in order to maintain their chapter membership, and to maintain important member benefits such as FMCAssist, the medical evacuation and travel assistance program **included** in the annual dues. If no one has been designated to receive the Past Due Member report, the secretary will receive the list in a PDF format.

The New Member List and the Past Due Member List are generated automatically and emailed to you based on your preferences. Please fill out the form below if your chapter would like to begin receiving these reports.

Thank you for you dedication to chapter member recruitment and retention.

Chapter Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

Member Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

New Member Report

Excel

PDF

Past Due Member Report

Excel

PDF

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3021</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Chapter Treasurer's Responsibilities</b>	EFFECTIVE <b>3/13</b>	SUPERSEDES <b>1/11</b>
	SPECIAL DISTRIBUTION <b>Chapter Treasurer</b>		

**POLICY**

The chapter treasurer receives, safeguards, and holds all chapter funds in the name of the chapter and is its trustee and fiscal agent.

**PROCEDURE**

Responsibilities

1. The chapter treasurer keeps accurate accounts of all chapter funds and renders reports on same at each business meeting of the chapter's membership.
2. The chapter treasurer disburses chapter funds only for authorized chapter purposes, and only in accordance with the chapter bylaws and/or standing rules.
3. The chapter treasurer is responsible for obtaining and maintaining the chapter EIN (Employer Identification Number).
4. The chapter treasurer is responsible for filing an electronic IRS form 990-N e-Postcard, which is required for all chapters with gross receipts under \$50,000. Chapters/Areas with more than \$50,000 in gross receipts should consult their tax advisor regarding their filing obligation.
5. The chapter treasurer should assure that an annual audit of the chapter's financial books and records shall be undertaken and reported to the membership.

# TREASURER'S GUIDELINES



**Prepared by FMCA  
From Information Gained  
From Past National Treasurers  
Family Motor Coach Association  
August 2016**

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### **Attachments:**

**Memorandum on Tax Information (EIN)**

**IRS Filing e-Filing (electronic filing) Reminder**

**Rally Guide & Records**

**Rally Expense Report**

**Pre-Authorization Form for Rally Advance**

These guidelines have been developed from suggestions and recommended actions received during the national treasurer's forum held at FMCA national conventions and various area rallies. These are intended to provide information on the chapter or area treasurer's duties and responsibilities.

Chapter Services is available to assist you in your new volunteer position and urge you to contact them at 513-474-3622 or 800-543-3622 if you have any questions or if you need assistance.

## **CHAPTER FUNDS**

The treasurer receives and holds all chapter funds in the name of the chapter and acts as its trustee. They are responsible to disburse chapter funds for authorized chapter purposes in accordance with chapter bylaws and standing rules. Each chapter officer is bonded through the national office and has the fiduciary responsibility to their chapter and its members.

## **BANK ACCOUNT**

All funds are to be maintained in a financial institution that is FDIC insured. Accounts should be established with the chapter's Employer Identification Number (EIN) and two signatures should be required to access funds. The treasurer and president are normally assigned as the account signers. This allows access to the chapter's funds if something happens to the treasurer.

## **EIN**

When a chapter is chartered, the treasurer is responsible to apply for and maintain the chapter's Employer Identification Number (EIN) as described in the attached document "Memorandum on tax information for Chapters and Areas". **If the chapter already has an EIN, the national office should have it on file. Please call Chapter Services if you need this number. \*\*\*DO NOT APPLY FOR ANOTHER NUMBER\*\*\***

## **TAXES**

FMCA and its chapters are exempt from the payment of federal income taxes but are ***not*** exempt from state sales tax. Annually, the IRS requires each chapter/area with gross receipts of less than \$50,000 to file Form 990-N (e-Postcard) electronically to maintain the exempt status. Substantial penalties can result from failure to file this return. Remember that just because a filing is required, it does not mean that taxes are owed.

If the Chapter contracts an individual for services and pays the individual \$600 or more during the year, such payments must be reported to the individual and the IRS on Form 1099 – Misc (Miscellaneous Income) by the end of January of the following year. Chapters must collect sales tax on any items sold.

*Disclaimer: If the chapter/area has had more than \$50,000 in gross receipts, the chapter/area should consult with an accountant regarding their filing obligation. Taxes can be complicated and the application of rules is subject to circumstances unique to each FMCA chapter. FMCA is not engaged in rendering legal, accounting or other professional services. If legal or other expert assistance is required, the services of a competent professional should be sought by the Area or chapter.*

## **FINANCIAL REPORTING**

The treasurer keeps accurate accounts of all chapter funds and renders reports at each business meeting. Financial reports can be prepared as often as monthly or quarterly, but should be prepared at least semi-annually plus an annual report. A report should be given at each chapter business meeting and be made available to the membership by publishing it in newsletters or providing written copies at meetings. The treasurer is responsible for insuring that accurate records are maintained to support compliance with federal and state tax laws.

Rally reports are an intricate part of the chapter's financial records. Chapter rallies involve chapter funds and should be reported to the treasurer if the rally is not run through the chapter's financial accounts. The rally master should report complete records of the events, to include profit or loss, within 30 days after the end of the chapter rally. The gross receipts for the rallies are part of the consideration for the \$50,000 for filing of IRS Form 990.

The chapter's fiscal year, where practical, should be the same as FMCA's, October 1<sup>st</sup> to September 31<sup>st</sup>. The fiscal year should be convenient to the cycle of the chapter. If the chapter doesn't meet during the winter, the fiscal year could end with the last meeting of the year. The fiscal year could also be established where it coincides with the cycle of the election of the chapter officers.

## **INCOME**

The main income for the chapter is normally dues, <sup>1</sup>however other income can include rally collections, 50/50 raffles, interest income, etc. All chapter income must be collected by the treasurer or designated person and be deposited in a timely manner. Timely is within 48 hours of receipt, but there are circumstances where it might be longer before the treasurer has a chance to make the deposit. Cash collections that cannot be deposited in a timely manner (or if the deposit is to be mailed) should be converted to money orders or bank drafts. It is not wise to keep large sums of cash on hand.

When making deposits, income source, date received plus the date it was deposited

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<sup>1</sup> Chapters dues are not tax deductible. This should be on dues notices.

should be recorded. At times, deposits can include income from various sources and should be recorded for future reference. The breakdown of the deposits should be kept with the deposit receipts or if an automated accounting system is used, the break out can be listed there.

If someone other than the treasurer collects funds, a receipt should be given to verify the amount turned over to the treasurer. Cash collected from events at rallies, such as 50/50 raffles, should be counted and verified by at least two people.

## **EXPENDITURES**

A payment voucher should be filled out for each fund expenditure. Payment vouchers can be simple but must include reason for disbursement, approving authority, payee, amount, and date of check, check number, and treasurer's signature. Receipts for disbursements should be attached to all payment vouchers. If a receipt is not available, a statement as to the circumstances should be attached.

The treasurer should disburse chapter funds with checks only. There should be no cash payments for expenses. The chapter should establish a standing rule for when checks must have two signatures. It is recommended that two signatures be required for expenditures in excess of \$500. It is also recommended that a check written to the treasurer for reimbursement of expenses be signed by the second person on the checking account.

No expenditure of chapter funds should be made without prior approval. No expenditure should be made without a written request and the reason for the expense should be documented. The president or the executive board gives approval for the expenditure or the approval may be listed in the chapter's minutes or in the budget.

## **DOCUMENTATION**

The financial records of the chapter should be maintained and be readily accessible by the treasurer. Care should be taken for the safe keeping of the records. If the records are maintained using accounting software, the records should be backed up on a regular basis. A back-up copy should also be given to a member of the Executive Board for safekeeping. This copy is normally updated quarterly.

Financial institutions provide monthly checking account statements that can include cancelled checks and recorded deposit slips. Reconciliation of the account should be accomplished and noted within fourteen days from receipt of the statement. The reconciliation can be accomplished using the form included with the checking account statement. If accounting software is used, print the reconciliation and attach to the checking account statement. All statements should be filed chronologically for ease of review.

The treasurer should maintain the financial records of the chapter for five (5) years. If all the records are on the computer, the records should be saved to cd's, zip drives, etc

and stored in a fire proof place. If there are paper records, those should be boxed, labeled, and stored in a safe place.

## **BUDGETS**

The treasurer is responsible for preparing a budget for the Executive Board's approval before the fiscal year begins. The treasurer should solicit budget input from the various committees for their funding requirements. It should include estimated income from all sources, estimated expenses, and any surplus or deficit for the year. The budget should also include recommendations for accumulating excess surplus or the spending of the surplus. If the budget has a deficit, the treasurer should have several recommendations for increasing income or decreasing expenses.

## **ACCOUNTING SYSTEMS**

The method of recording the financial transactions of the chapter can be by a variety of ways depending on the preference of the treasurer and the Executive Board. The most important thing is that each transaction is recorded and provides an audit trail for all income and expenses.

Most chapters will use the cash basis of accounting. This means that income is recorded when received and expenses are recorded when paid.

There are a multitude of accounting and spreadsheet programs available to help you track and report your chapter's financial transactions. Before deciding on a program, it's best to first analyze your chapter's needs. If your chapter has a small membership with one or two rallies per year, you may be able to manage your finances with a free online spreadsheet program. However, if your chapter has a large membership with many rallies per year, it may be best to purchase an accounting software or employ an accountant to manage the financial exchanges.

If the treasurer chooses not to use a computer, a columnar worksheets can be used to record all income and expenses. Care should be taken to double check all column totals.

## **AUDITS**

An appointed audit committee should complete an audit at the end of each fiscal year as well as when certain other situations occur such as a change of treasurer, a change of president, or any time the board or membership recommends. An audit committee is normally comprised of three members that should come from the general membership and should not include board members or spouses of board members since they make the decision on how the funds are spent. At least one member of the audit committee should be familiar with accounting procedures and the accounting system used.

The Treasurer must make available all supporting documents and the accounting records. If an accounting system is used, the file must be made available.

## **DUTIES OF THE AUDIT COMMITTEE**

The audit committee should review all checks written, income received, and the supporting documents. All checking account statements and savings/investments statements must be reviewed.

The procedures used for recording expenses and income should be in accordance with the procedures provided by the chapter. Chapter minutes, Executive Board minutes, and budgets should be reviewed for compliance.

At the completion of the audit, the audit committee must submit a written report to the chapter's Executive Board. The report should include what was audited, the time period reviewed, and an opinion as to the accuracy of the financial records and annual financial statement. The report should also include any recommendations for changes to the financial procedures used.

## **DUTIES FOR AREA ASSOCIATION TREASURERS**

The duties and responsibilities of the chapter treasurer listed above are also applicable to the area association treasurer.

Area rallies should be self-supporting and the treasurer should advise as to the expected total cost of the rally for determining the registration fee. The treasurer should develop a budget for the rally with input from each committee chair and provide previous rally records to each committee chairman and rally master to be considered when preparing the primary source of the budget.

Start up cash for different areas such as gate passes and registration should be by checks written to "cash" or to the treasurer (with a co-signature) and noted as start up cash. This cash should be accounted for separately and noted when deposited back into the checking account.

Written procedures for the cash operations at the rally should be established and should exercise good accounting procedures and controls.

When payment for entertainment and other contracts are required at the time of the event, ensure fulfillment of the contracts have been met before issuing the check.

A financial report should be made at the completion of the rally. The report should include all funds received, all expenses incurred, plus any profits distributed. This report should also be attached with the annual financial report of the association.

***Disclaimer: The rules for determining whether income from a non-membership activity constitutes taxable income are quite complex. If the association has more than \$50,000 in gross receipts, they should consult an accountant regarding their filing obligation. If the association is incorporated, check with the state in which it is incorporated for requirements on incorporation information.***



*Family Motor Coach Association, Inc.*

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**MEMO**

**TO:** FMCA Chapters  
**FROM:** Family Motor Coach Association  
**RE:** MEMORANDUM ON TAX INFORMATION FOR CHAPTERS AND AREAS

\*\*\*\*\*

FMCA and its chapters/areas are classified as being exempt from the payment of federal income taxes under Section 501 (c) (7) of the Internal Revenue Code of 1986. FMCA and its chapters/areas received this tax-exempt status from the IRS on March 13, 1975. To maintain this status, FMCA annually requests each chapter/area to indicate whether their gross receipts have exceeded \$25,000.

EIN #'s

**Before applying for a new EIN number, call the Chapter Services Department to see if there is a number already on file for your chapter. This does not apply to Canadian Chapters.**

The Internal Revenue Service requires that all chapters/areas of the Family Motor Coach Association have an Employer Identification Number. If your chapter does not have an EIN number you can obtain one from the IRS by filing form SS-4 or you can do this on line. Go to [www.irs.gov](http://www.irs.gov), go to tools, then Apply for an Employer ID Number. They will notify you of your EIN number, which you in turn should report to the Chapter Services Department. The group's tax exemption number (GEN) to include on this form is 2609.

IRS FORM 990

Chapters/areas with gross receipts of less than **\$50,000** are required to file an electronic Form 990N, also known as the **e-Postcard**. If the chapter/area has had more than \$50,000 in gross receipts in the past, the chapter/area should consult an accountant regarding their filing obligation. Form 990 should be filed on or before the 15<sup>th</sup> day of the fifth month following the end of the chapter/area's fiscal year. Substantial penalties can result from failure to file this return.

***Not filing the 990 form (including the 990-N) for three (3) consecutive years results in your chapter's tax exempt status being automatically revoked. This has happened to some FMCA chapters; don't let it happen to yours. It is easier to take 15 minutes to file right now, than to endure the paperwork and financial consequences once the chapter's tax exempt status has been revoked.***

The intent of this memo is to disseminate general IRS requirement information to our chapters/areas and not to give an all-inclusive view. Please contact your tax consultant for more detailed information. Annual filing, regardless of the amount of gross income, will keep the IRS records correct and help FMCA and its chapters/areas to retain its favorable tax-exempt status.

***Disclaimer:** Taxes can be complicated and the application of rules is subject to circumstances unique to each FMCA Chapter. FMCA is not engaged in rendering legal, accounting or other professional services. If legal or other expert assistance is required, the services of a competent professional should be sought by the Area or chapter.*



Family Motor Coach Association, Inc.

MEMO

DATE: January 2023
TO: FMCA Chapter Treasurers and Chapter Presidents
FROM: FMCA
RE: IRS e-filing – Reminder (Tax year 2022)

\*\*\*\*\*

This is a reminder to chapter treasurers to file the IRS tax form 990 (electronic filing).

- If your chapter had gross receipts of \$50,000 or more, you should contact the chapter’s tax advisor regarding the tax filing obligation.
• If your chapter had gross receipts of \$50,000 or less, you may file the 990-N (e-postcard) online.

(Gross Receipts are the amount of money raised from all sources in a fiscal year, without any expenses subtracted).

Go to www.irs.gov.

- 1. At the top of the page on the left click File
2. At the top on the left click on Charities & Nonprofits
3. In the center under Annual Filing and Forms click on Finding Filing Forms

See the Form 990 filing thresholds page to determine which forms an organization must file.

For prior year forms, use the Prior Year search tool on the IRS Forms, Instructions & Publications page.

Table with 2 columns: Forms, Instructions. Row 1: Form 990-N, User Guide for Form 990-N PDF

- 4. You will see the Form 990-N on the left side of the page, and the user guide on the right.
5. In the center click Annual electronic notice (e-postcard) for small exempt organizations – This also has additional information on filing.
6. Under Submitting Form 990-N (middle of page) click on the blue box - Submit Form 990-N Electronic Filing System (e-Postcard)
7. You will either Sign Up (for users who have not previously filed a 990-N)\*\*1
OR
8. Log In – if you already have a user name. Continue following directions until the form is submitted
9. You will need: Your login ID and password from last year, if you are a returning user

1 See Attached NEW instructions from IRS.GOV

Your chapter's Employer Identification Number (EIN) – If you do not have this number – you can call Chapter Services (800-543-3622 or 513-474-3622) and we can give it to you.

The chapter treasurer's mailing address and e-mail address

10. Contact technical support if you have any questions:

**Help completing forms: 877-829-5500**

**Not filing the 990 form, including the 990-N form, for three consecutive years will result in your chapter's tax exempt status being automatically revoked. This has happened to some FMCA chapters; don't let it happen to yours. It's easier to take 15 minutes right now to file, than to endure the paperwork and financial consequences once the chapter's tax exempt status has been revoked.**

## **AREA VICE PRESIDENT'S RESPONSIBILITIES**

Many of the responsibilities of an Area Vice President are spelled out in FMCA's Bylaws and the FMCA Policies and Procedures. The Bylaws note the Executive Board shall exercise governance responsibilities except for those that are specifically reserved for the Governing Board. The Executive Board approves specific member and volunteer policy, reviews and approves budgets, exercises fiscal oversight, engages in strategic planning for the organization, and submits these to the Governing Board for concurrence. FMCA Policy and Procedure #2006, Executive Board Responsibilities, states that the Executive Board serves as a steering committee to provide for an orderly and efficient operation of FMCA, defines and establishes objectives. The Executive Board has the authority to act for the Governing Board on all ordinary matters requiring attention between meetings of the Governing Board, or in the event of unusual or emergency situations.

In addition, the defined responsibilities of an area vice president, as a national officer you officially symbolize FMCA and are a chief ambassador in promoting and reflecting all that FMCA stands for. Your speech and behavior should represent the best interests of the entire membership of all times.

*FMCA acknowledges and thanks the following contributors for compiling this information: Bill Mallory, F256138; Betty Duncan, F253901; Lon Cross, F233066; and George Schremp, F46727.*

### ***National Area Vice President's Responsibilities & Guidelines***

Thinking about being an Area Vice President for FMCA? It is an adventure. Being an AVP is truly a rewarding experience. In your travels, you will meet many new people and make many new friends. The input of AVPs will determine many decisions that will affect the future of FMCA.

You have a dual title – President of your Area and National Area Vice President (AVP) of FMCA.

This document is designed to guide you through the expectations and responsibilities of the position of AVP. Note, this is a guide, and once you are in office, you will discover that it does not cover everything. Nevertheless, you will find that your fellow AVPs, National Officers, and FMCA Staff are only a phone call, email, or text message away.

**Job Description:** AVP's act as a liaison between Area members and National FMCA – manage the business of the area – support chapters – communicate with general membership of region – organize and conduct the area annual rally. Other duties include:

- attending National FMCA Board Meetings
- overseeing the communication between FMCA office and Presidents of each Chapter to assure there is a quorum of delegates at the annual Governing Board meeting;
- serving on committees as appointed by the National FMCA President;
- participating in video conferences for workshops, committee meetings, or meetings
- In addition to these responsibilities, the AVP also manages the business of the Area and serves as the President of the Area Board, which consists of a Senior Vice President, Regional Vice Presidents, (if existing in the Area) a Secretary, and a Treasurer.
- Presides over Annual Area Executive Board meetings.
- The AVP is responsible for communicating with the general membership of the Area via newsletters, website, or any other communication tool of your choosing.
- Organizes (or appoints a rally master to organize) and conduct a yearly Area Rally.

All of these responsibilities are conducted under the FMCA Constitution, National Bylaws and FMCA Policy and Procedures (P&Ps). Each Area has their own set of Bylaws and Standing Rules. The Constitution and Bylaws Committee of FMCA review the Area Bylaws periodically. You are elected for a two-year term with the option of being elected to one additional two-year term. Four years is the maximum lifetime limit for serving as an AVP.

An AVP needs a good understanding of the operations of FMCA. The organizational documents are available from FMCA for your review. They detail the beginnings and operations of FMCA. Hopefully, you have served on local chapter level, Area level, and even better, National Committees. Holding an office in a Chapter or Area adds to your knowledge to be an effective AVP.

FMCA's Policy and Procedure documents are the guidelines and road maps to the functions of Areas and FMCA. They are constantly changing. You should have a good understanding of these documents before you take office.

**National Board Meetings:** There are four National Board Meetings per year. Two National Board Meetings are held in conjunction with the FMCA International Conventions. The fall and spring Board meetings are traditionally held in Cincinnati at FMCA Offices. Although, the FMCA President has the privilege of choosing the locations of these Board Meetings. On rare occasions, there may be a need to have a called National Board Meeting outside the normal timeframe. These are usually conducted as a video conference meeting. The AVPs are expected to drive their RVs to the National Board meetings. There are few exceptions (i.e. flying to Cincinnati meetings) which must be pre-approved by the National FMCA President.

**Governing Board Meetings:** There is one Governing Board meeting annually. This is held in conjunction with the Summer FMCA Convention. The AVP is responsible for communicating with the Chapter President and/or Chapter National Director or voting representative of the time and place of the Governing Board meeting. Your responsibility is to ensure active representation of your area. There are guidelines in the P&Ps related to time of notices, substitute chapter voting delegates, and quorum deadlines. It is your responsibility to become familiar with these and make clear communication to your Area chapters.

**Area Annual Meetings:** Each Area is required by the National Bylaws to have one annual meeting per year. This meeting is traditionally associated with the Area Rally, but not always. There are exceptions in case no Area Rally is held, or your Bylaws dictate a different timeframe. As AVP, you should have an Executive Board Meeting to assist in setting an agenda and discussing important issues needing to come before the Area membership. The Area Bylaws and Standing Rules will determine whether the Area officers serve a one-year or a two-year term, and whether your officers have staggered terms. There is a Policy and Procedure outlining the National Area Vice President's election. (P&P #2005.) This election is conducted separately from the Area Association Officers' election.

**Chapter Visits:** Chapter visits are a very enjoyable part of your responsibilities. AVPs should make an effort to attend each chapter that is celebrating a special anniversary. The chapters feel very special when the certificates are presented by the AVP.

You do not need an anniversary as a reason to visit Chapters. Visiting Chapters is one of the best ways to establish good working relationships with the members. Notification of the visit is best, as chapter rallies have limited space, certain side trips requiring reservations, dining arrangements needing a final count, etc. Advance notice should be given to the chapter rally master or officer in charge.

At this time, they will usually inform the AVP of their agenda and let them know their expectations for the rally. This is an opportunity for AVPs to present the Member Benefits Seminar and talk about upcoming International Conventions and Area Rallies.

It should be the AVPs intent to remain for the entire rally, unless it is just a one-day event as in Christmas luncheon, installation of officers' luncheon, etc. It is difficult to make new friends and establish rapport with members by just visiting for a few hours.

**Area Communication Tools:** We live in the generation of multiple methods of speedy communications. However, it may seem that only 50% of your members are getting the information. It is easy for people to miss items using multiple email addresses and devices. This can limit your ability to communicate with your area members.

Newsletters continue to be an effective tool. These can be monthly, quarterly, three times a year, annually, etc. You decide the frequency. The more you can put important FMCA and/or Area information out to members, the better. The FMCA office will work with you on electronically distributing your newsletter to the Chapter Officers of your area. Some Areas have the luxury of a newsletter editor. FMCA will edit and proofread your communication piece and/or newsletters. However, you do not have to rely on FMCA to distribute the letter. You may be able to do this within your Area.

Other means of communication are a website or a blog. Whatever type of communication you choose, keep it current and make it informative.

### **Hosting Responsibilities for Area Rally:**

A major responsibility as an AVP is to organize or oversee an Area Rally. The following steps are necessary for a successful Rally. This list is not all encompassing. You may find things that you will need to cover. Being co-Rally Master would also benefit your knowledge.

Timelines are subject to change based on the area's specific needs.

### **Reference the following P&Ps for rally planning: #3001 - #3007.**

- Site location- an ongoing process. Rule of thumb is the AVP stays two years ahead on the site for planning purposes. Planning that far ahead will be to your advantage. All contracts are to be reviewed by the FMCA attorney prior to signing. Questions that you need to be answered before choosing the site:
  - number of full hook ups
  - number of partial hook ups
  - electricity 30 amp/50 amp
  - adequate seminar rooms
  - RV exhibit space
  - entertainment facilities (indoor or outdoor)
  - cost of facilities
  - vendor space
- What is included in the facilities contract? Paying for chairs, tables, electrical drops, stages, sound, podiums, and pipe and drape can become very expensive. Are there options for catering companies? Is there an option to contract with other caterers or must you use the facility caterers?
- Budget and registration forms need to be established nine months prior to the rally date. Registration forms should be available to members a minimum of six months prior.

- Choosing or using existing committee chairs or captains. Key committees are: Rally Master, Safety, Security, Chapter Fair, Entertainment, Seminars, Registration, Community Services, Program, Program Advertising, Ice Cream, Activity Carts, Facilities, Vendors, Coffee & Donuts, RV Sales. This list should be ongoing. If replacements are needed, these should be done at least six months prior to the Rally.
- Golf Cart contract should be signed at least six months ahead of Rally.
- Entertainment contracts should be signed nine to twelve months prior to the Rally.
- Obtaining Vendors is an ongoing process. You cannot start too early in obtaining verbal commitments. Ideally the vendors should be contracted at least three months prior to.
- Display RVs should be contracted at least three months prior to. Be aware that some states limit vendor participation to in-state dealers. Each state has different laws. FMCA's Executive Director wrote an article outlining FMCA's convention criterion. Please see the September, 2018 issue for this information.
- Having an Ice cream social is an area choice, but the provider of ice cream should be established six months prior to the rally.
- Resource for coffee and donuts should be established three months prior.
- A site planning meeting involving chairs needs to occur six months prior.
- FMCA allows three Family and two Commercial promotional email blasts at no cost. These usually happen four months and two months prior to the Area Rally. (Reference P&P #3001.) Additional email blasts are available for a nominal fee from the Events Department at the FMCA Headquarters. Commercial blasts should go out earlier to try and attract potential vendors.
- Reference previous rally registration forms in preparation for the current year form. Additional information and previous forms can be obtained from the Events Department of FMCA.
- Area Rally Registration forms can be published in *Family RVing* magazine in three issues prior to the date of the rally.
- Art work (rally theme) for the program may be provided by FMCA art department or you may have a member that provides this. The artwork is used many places and should be completed early in the rally planning process.
- The program is a very important part of the rally. It requires numerous hours of preparation. It will include the rally schedule, seminars, advertisement, etc. It will need to be proofed by a number of individuals. FMCA can do the printing. They require at least three weeks prior to the rally for printing. FMCA offers an Office Depot and/or Staples discount card as a member benefit, which can be used to reduce printing costs for the rally.
- Work closely with the Events Department staff to create a Rally timeline.

### **AVP Travel Reimbursement:**

The amounts and specifics that an AVP are reimbursed by FMCA are spelled out in P&P #2031. When considering an AVP position, it would be advisable to have a discussion with the current AVP related to expenses. Not all expenses will be reimbursed. Also, consider: 1) Monies coming out of personal budget to cover non-reimbursable expenses; and 2) Extra mileage on RV required for the travel that comes with the position. As you can tell, the AVP position is a full-time job that reaps numerous rewards and creates life-long friendships.

Remember, you are working with volunteers.

FMCA Reference Materials:

FMCA Constitution, National Bylaws, Policies and Procedures, Risk Management Guide, Organizational Chart.

## **PLANNING A CHAPTER RALLY**

This was prepared to aid members/hosts in planning and running a chapter rally. One of the first things to remember is that **you are not attempting to “out do” any past rallies** but to add your personality and originality to your own rally. This idea has been very successful and thus creates a lot of new and different experiences.

Keep in mind that our membership and future members come in all ages and sizes and, therefore, plans should be made accordingly.

When you decide to become a rally host you will find the experience very rewarding. In the process, you will have many pleasurable experiences and the membership will enjoy themselves. Many of the members will compliment you on having a very successful rally.

### **PLANNING A RALLY**

The Wagon Master has approached you or you have approached the Wagon Master with a site and date in mind for a future chapter rally.

**WAGON MASTER RESPONSIBILITIES:** The Wagon Master is an experienced person designated by the chapter to have jurisdiction over your chapter rally. The Wagon Master should visit your potential site and help in its selection.

One of the first things is locating a suitable site. A rally site may be a campground, a state or local park, an open field or even a shopping center parking lot. A suitable site depends on the type of rally you are planning and the number of RV's you expect as well as the time of the year. You should try to provide a level area approximately 20' X 60' for larger RV's to park. If it is a campground you should check to be sure there are sufficient spaces of adequate size. You should visually check the facility yourself.

Ask about electrical capacities to handle multiple coffee pots and toasters. Watch also for low hanging wires and trees as well as tight turns for incoming RV's and tow cars. The parking area should be viewed, with attention given to discovering potential ground hazards, grass cutting needed, and garbage disposal. Check at fairgrounds to see that livestock areas are cleaned before parking RV's next to them. Observing and mentioning these problems to the campground management during your advance visit will bring to attention your expectation for problems to be resolved prior to your rally.

There should be a covered place for your meeting and social events (breakfast, social hour, etc.), and if it is in the cooler part of the year it might best be enclosed and heated.

Next is to confirm the site (availability) for your rally dates and make the necessary reservations. If there is a special event scheduled for your area, be sure to do this early enough to insure you get your sites. A year in advance is not too early.

In some chapters the Wagon Master will aid you in getting this accomplished, as it is his/her duty.

Now that a site has been obtained, thought must be given to whether you wish to have a specific theme for the rally so that expenses can be planned. The specific theme may be decided before the site is obtained. This is the case when the rally is planned around a local event.

## **Find Co-Hosts**

The next task is to find some co-hosts for the rally. They will assist in parking, registration, food, etc. If you work as a team, each handling different responsibilities, the effort will be minimal and fun.

## **Draft Agenda**

The next step is to draft a rough agenda of the rally to incorporate applicable coffee times, chip and dip, food, etc. At this point in time, you must decide on what type of food you are going to have, if any, such as “pot-luck”, “theme pot-luck”, dine out, catered, etc. Some ideas in this area are crab feasts, shrimp or crawfish boils, traditional picnics, pig roasts, Italian, Mexican, etc.

Keep the timeline light, moving and with enough variety to make members want to return to future campouts. There is no set rule on time of activities -- whatever you think will work best should be your guide.

## **Estimate Costs**

As soon as you have formalized plans for what the rally is going to include, a package must be put together of “X” amount of dollars for rally fee and “X” amount of dollars for camping per evening.

## **Registration Limitations**

The amount of space available at a particular rally site may require registration deadlines and limitations on the number of RV's. Be prepared to notify senders of late-arriving registrations that space and/or electric availability has been exceeded. This may be done by direct mail, phone or inclusion of an article in the newsletter. In case an overflow area is unavailable, you may need to return forms and monies sent.

The Rally Host or designee receiving pre-registrations should keep a tally form listing the members in the sequence of forms received. Breaking out the list into F#'s or in alphabetical fashion will enable your registration people to rapidly check in each coach as it arrived.

Every consideration possible is given to members of FMCA from outside the nearby area who request a campsite while "on-the-road".

## **Notify Editor**

Once this is accomplished, a letter should be written to the Newsletter Editor and should incorporate an article, about the rally, to appear in the newsletter or on the web site. This article should include a brief summary of the rally - what is being done for excitement; where it is going to be held; earliest date of arrival, even though a nightly charge may be added for early arrivals; what are the plans for food, and what should the membership bring to the rally, such as tables, chairs, or if you plan to furnish any of the items such as plates, silverware, tables, etc. And, most important of all, explicit directions on how to get to the rally site.

The sooner the article is sent to the Chapter Newsletter Editor the better. This allows the Newsletter Editor to plan future newsletters based on the material available. Please note that fees must be kept as low as possible, yet not scrimping so as to hurt the success of the rally. **LOTS OF ENJOYMENT CAN BE HAD AT A LOW PRICE.** Attached to the article should be the information for your registration form.

The pre-rally write-up should include the following information and a pre-registration form.

- Name and concise directions to the rally site.
- Names of the rally hosts.
- Name/Address of person receiving registration form and money.
- Cost of the rally, with and without food.
- Cost of an extra person (grandchildren and visitors who are not adult chapter members pay an extra charge. Children under 16 of a chapter member in parent's coach are free (except for catered meals).
- The dates and the length of the rally.
- Emergency contact phone number for the campground and/or police.
- Planned highlights or local points of interest.
- What, if anything, you are asking registrants to bring.
- The registration deadline.
- The name, address and F# of the registrant.
- The cost of stayover camping, if available.
- Ascertain which services are available (such as electricity, sewer, water) and include this information in your rally publicity.

### **Keep Track of your Expenses**

*Some rallies require money to be paid in advance. If advance money is required, a request should be made to the chapter's executive board. Other expenses may also be incurred, such as telephone, forms, tickets, etc. It is mandatory to keep all receipts and to keep track of your phone calls. At the close of the rally, deduct these and all other costs from the money taken in and submit this information on your rally report. No costs pertaining to a rally should come out of the host's pocket.*

### **Refund Requests**

The rejection or acceptance of requests for refund is to be based on whether a cost is incurred by the Chapter. Generally, refunds for rally and camping fees plus food are given if notification is received prior to the rally and food ordering adjustments can be made.

Refunds for rally registrants who may miss a catered meal are not given. The Wagon Master is available to assist you to interpret refund request policies to members.

### **Leftover Items**

The Wagon Master may have some consumable items in his/her possession from previous rallies. Request that he/she provide a list of these approximately two or three weeks before the rally date. Once this is accomplished, you are well on your way to another fine rally.

### **Schedule of Events**

Next, a schedule of events should be published on your website or other social media. If possible have a copy for each RV when they arrive so everyone knows when and where coffee, chip and dip, playtime, meetings, food, etc. are to be conducted. One way of accomplishing this is to include it in the article to the Newsletter Editor. Coordinate with the chapter president when, where, and if meetings are to be held.

## **Involving Newcomers**

Hosts have the additional responsibility during a Chapter Rally for greeting guests and first timers and getting them involved in rally activities. If they are first timers, be sure to give them a ribbon and consider assigning them a mentor for the length of the rally.

## **ON SITE**

### **Identify Host RV's**

If possible, you should be the first to arrive at the site of your rally. Your RV should be immediately visible for arriving RV's. It is important that your RV be marked in such a way that the membership can find it easily and that your co-hosts are parked close to you so that you can locate them when needed. Your Wagon Master may have Host signs available. One thing to keep in mind is that you, as host, are only one person and, therefore, cannot do everything by yourself; i.e. move tables, decorate, etc. So, if you see something which should be done, ask a member if he/she could do it for you; most members will be happy to help you.

### **Parking Guidance**

An area should be set aside as close to activities and buildings for the physically handicapped whenever possible. Rally Host and Committee Head RV's should be parked so as to be visible by arriving RV's and close to the registration table, tent and bulletin board. All parking is to be done by Chapter designated parkers.

### **Posting Road Signs**

Road signs should be posted at strategic locations and turns leading to the rally site. You are encouraged to map your sign placements so ALL signs may be picked up and returned to the trailer at the conclusion of the rally.

### **Rally Host Early Arrival**

Rally Hosts or your designees are expected to arrive at least two (2) days prior to rally day, if possible, to take care of such things as sign locating, plus confirming all contracts and necessary arrangements. Your early arrival will also prevent early-arriving RV's from parking in the wrong places. Rally-going members may not shout about your extra effort put into advance planning, but it will pay off in their enjoyment and problem-free experience.

### **P.A. System**

Check to find out whether a P.A. system will be needed and available for use at our rally.

### **Security**

The need to plan for the nighttime security of campers will vary according to the type, layout, and location of your rally ground. Requesting campground surveillance and/or area police surveillance should be considered.

### **Rally Clean-up**

When the rally is over, Rally Hosts are responsible for seeing to the policing of the area to ensure proper site clean-up.

## **FOOD**

### Coffee

Should coffee be provided for members upon arrival? This depends on your chapter's habits and the weather. When the temperature is 90 degrees coffee isn't usually the preferred drink. Some chapters have coffee "and's" every Saturday morning between 8:00 and 9:00 AM. "And's" can be anything: coffee and toast, coffee and rolls, coffee and donuts. Something that works well is: host provides the coffee and the members bring the "and's". This is something you may wish to consider.

### **Breakfast**

Is it going to be 'on your own', community, or travel to a local restaurant? A community or pot-luck breakfast encourages members to get together and socialize. It can be a lot of work and is not for everyone but if everyone pitches in, it is a lot of fun. Of course, if you have scheduled coffee "and's" breakfast is taken care of.

### **Lunch**

A community lunch can be a wonderful way to get everyone together. At one rally the hosts provided two six foot submarine rolls, each coach was requested to bring specific items. After much fun, and I might add some effort, we had two six foot submarine sandwiches for all to eat.

### **Dinner**

Is it going to be pot-luck, theme pot-luck, at a local restaurant or on your own? At a theme pot-luck members must bring a dish that meets the theme; i.e. Italian, Polish, etc. When you decide what kind of event you are going to have, make sure you publish your "schedule of events" and what the members are to bring, chairs, silverware, dishes, etc. If you plan to furnish any of these items, it should be noted so that members can plan accordingly.

### **Entertainment**

You shouldn't feel you must provide entertainment for the members. But you should try to schedule things that will cause people to mix and mingle. This can be accomplished in several ways. The chip and dip social around noon is one way. A social/entertainment hour after dinner is another. Guessing games, card games and other games encourage people to mix and mingle. Often one or more club members, who are gifted in the entertainment field, would provide entertainment if asked.

## **ESSENTIAL FINAL DETAILS**

Now that you have hosted a successful chapter rally there are a few functions remaining to be performed:

1. Was the site left in as good or better condition than it was when you arrived?
2. Write a brief summary of the rally and forward this to the newsletter editor/webmaster.
3. Write thank you letters to campground staff, vendors, suppliers, and other applicable people.
4. Last, but not least, a financial report must be prepared and sent to the proper club officers. This should be completed as soon as possible, preferably within two weeks.

## **Fiscal Responsibility**

When conducting a Chapter rally, your efforts should be directed to incur neither a substantial profit nor a major loss of Chapter monies. You are expected to maintain records of all income and expenditures.

## **Money Handling**

Registration Forms and checks are to be made out to the chapter and sent to the person designated by the host to handle registrations. An advance may be requested from the Wagon Master and/or the registration money received can be used for the purchase of rally supplies and services.

## **Rally Accounting**

Rally Hosts are expected to request reimbursement for all reasonable costs necessarily associated with putting on the rally. This includes phone calls and postal charges. You are not expected to subsidize your rally.

All money received and expended must be accounted for and documented. Remember to instruct your committee members to give you all their bills and receipts as well. A form will be given to you by the Wagon Master to assist you in the accounting. Attach receipts to a copy of the form and send it to the Wagon Master. This report should be to the Wagon Master no later than three (3) weeks after your rally.

The better planned rallies are the most successful rallies.

**ADVANCE PLANNING IS A MUST  
REMEMBER, YOUR WAGON MASTER IS AVAILABLE TO AID YOU  
IN PLANNING A SUCCESSFUL RALLY  
ASK FOR HIS/HER HELP**

**RALLY GUIDE AND RECORDS FOR WAGON MASTER AND RALLY HOST**

**RALLY RECORD**

Date of Rally: \_\_\_\_\_ Location of Rally: \_\_\_\_\_

Site Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Hosts: \_\_\_\_\_ Co-Hosts: \_\_\_\_\_

Type of Facilities: \_\_\_\_\_ Parking Cost: \_\_\_\_\_  
(campground, dry camp, special location, i.e. fairgrounds)

Number of RV'S: \_\_\_\_\_ Number of people: \_\_\_\_\_  
(Adults) (Children)

Rally Fee: \_\_\_\_\_ Items & Amenities included in Rally Fee: \_\_\_\_\_  
(food, meals, tours, entertainment, etc.)

Facility Amenities: \_\_\_\_\_  
(water, electric, sewer, building, cooking facilities, planned activities, etc.)

Special Theme for Rally?: \_\_\_\_\_  
(holiday, anniversary, etc.)

Rally Activities: \_\_\_\_\_

Food Planned: Coffee/Tea/Hot Chocolate \_\_\_\_\_ Donuts, Bagels, Muffins, etc. \_\_\_\_\_ Cold Drinks \_\_\_\_\_

Pot Luck \_\_\_\_\_ Identify type of Pot Luck \_\_\_\_\_ Catered Meal(s) \_\_\_\_\_  
(breakfast, dinner, theme?, dessert, etc.)

If Catered Meals, who was the provider? \_\_\_\_\_ Phone: \_\_\_\_\_

Provider Cost per Adult: \_\_\_\_\_

Provider Cost per Child: \_\_\_\_\_

Contact Person: \_\_\_\_\_ How was the Meal? \_\_\_\_\_

Restaurant meal \_\_\_\_\_ Other \_\_\_\_\_ Please specify \_\_\_\_\_

Amount of Coffee used: \_\_\_\_\_ lbs. Amount of milk (half & half, cream) used: \_\_\_\_\_ qts.

Amount of Sugar used: \_\_\_\_\_ lbs. Number of donuts (coffee cake, bagels, etc) used: \_\_\_\_\_ doz.

Amount of other food items used: \_\_\_\_\_

(please specify type and amount used)

Amount of paper goods and type used: (specify) \_\_\_\_\_

Specialty Items Used: (specify type and amounts) \_\_\_\_\_

**RALLY RECORD CONT. PAGE 2**

Entertainment: \_\_\_\_\_ (specify type)

\_\_\_\_\_  
\_\_\_\_\_

What percentage of rally attendees attended the entertainment? \_\_\_\_\_

Tours: \_\_\_\_\_

(where, when, transportation, etc.)

Other comments and plans: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Attendees: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Expenses should be reported on the Rally Expense Form

RALLY EXPENSE REPORT

LOCATION \_\_\_\_\_ DATES \_\_\_\_\_

HOSTS \_\_\_\_\_

PHONE \_\_\_\_\_ NUMBER OF COACHES \_\_\_\_\_

**INCOME:**

RALLY FEES..... \_\_\_\_\_

FOOD..... \_\_\_\_\_

ENTERTAINMENT..... \_\_\_\_\_

OTHER..... \_\_\_\_\_

CLUB ADVANCE..... \_\_\_\_\_

DEPOSIT ADVANCE..... \_\_\_\_\_

TOTAL INCOME..... \_\_\_\_\_

**EXPENSES:**

MEMBER REFUNDS..... \_\_\_\_\_

CLUB ADVANCE RETURN..... \_\_\_\_\_

DEPOSIT ADVANCE RETURN..... \_\_\_\_\_

CAMPING FEES..... \_\_\_\_\_

BUILDING RENTAL..... \_\_\_\_\_

CLUB FOOD..... \_\_\_\_\_

CATERED FOOD..... \_\_\_\_\_

ENTERTAINMENT..... \_\_\_\_\_

\*\*\*TRAILER TOWING..... \_\_\_\_\_

OTHER..... \_\_\_\_\_

TOTAL EXPENSES..... \_\_\_\_\_

PROFIT/LOSS OF RALLY.... \_\_\_\_\_

IDENTIFY OTHER \_\_\_\_\_

NAMES OF REFUNDS \_\_\_\_\_

\_\_\_\_\_

**\*\*\*OBTAIN FROM RALLY MASTER**

PRE-AUTHORIZATION FORM  
FOR  
RALLY ADVANCE

REQUEST DATE \_\_\_\_\_

DATE OF RALLY \_\_\_\_\_

SITE OF RALLY \_\_\_\_\_

RALLY HOSTS \_\_\_\_\_

ADVANCE REQUESTED \$ \_\_\_\_\_

SUMMARY OF REQUESTED ADVANCE:

. BUILDINGS(S) OR  
 GROUNDS RENTAL FEE..... \_\_\_\_\_

. CATERING COST..... \_\_\_\_\_

. TRANSPORTATION..... \_\_\_\_\_

TOTAL OF ADVANCE... \_\_\_\_\_

MAKE CHECK PAYABLE AND SEND TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3023</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Chapter Rallies</b>	EFFECTIVE <b>5/19</b>	SUPERSEDES <b>6/18</b>
	SPECIAL DISTRIBUTION <b>Officer's Handbook</b>		

**POLICY**

To assist and lend support to the chapter rallies within each of its nine geographical areas and one international area. Chapters may hold chapter rallies or meetings to promote membership within the chapter, to enjoy each other's friendship and to share RVing experiences as well as conduct chapter business.

**PROCEDURE**

**PROVIDED AT NO COST TO THE CHAPTER**

1. ADVERTISING - The chapter rally will be listed in the Events Calendar of *Family RVing* magazine three months prior to the rally date at no charge to the chapter. Discounted rates will be extended to the chapter for any display advertising. Those rates are as described in the attachment. Any advertising should be sent to the attention of the national office 60 days prior to date of the issue in which the sponsoring chapter(s) wishes the advertising to run. (Ex: March issue, deadline is January 1)
2. ANNUAL GIFT - Annually the chapter will be entitled to the following: a prize package containing merchandise displaying the FMCA logo, provided that the annual budget funds this item.
3. LIABILITY INSURANCE - Chapter activities are covered under the association's general liability insurance policy which provides protection for bodily injury and property damage arising out of occurrences caused by negligent acts of the association. This coverage comes into effect only if the association is found to be legally liable or negligent, covers the expenses of the injured party only (the only property of the insured that is covered is the physical properties of the national office), and covers the occurrences of a non-automotive nature only. Certain standards must be met before the privilege of liability insurance will be extended to chapter rallies.
  - A. The rally must be sponsored by one chapter or a group of chapters.
  - B. Printed matter such as advertising, programs, news releases, etc., should be approved by the national office whenever possible.
  - C. A Certificate of Insurance shall be obtained from each vendor who services the chapter rally.

(Not applicable to associate chapters with a scope outside the United States and Canada)

CERTIFICATE OF INSURANCE - A Certificate of Insurance will be issued to the sponsoring chapter(s) upon the acceptance to abide by and perform the above standards. Requests for certificates of insurance that require a named additional insured, require a review of the contract with the named additional insured by the national office prior to the certificate being issued. All certificates of insurance should be requested of Chapter Services at least six (6) weeks prior to the opening day of the rally. (Not applicable to associate chapters with a scope outside the United States and Canada)

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3023/A</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>APPENDIX A</b>	EFFECTIVE <b>6/2020</b>	SUPERSEDES <b>8/16</b>
	<b>Discounted Rates for Chapter Display Advertising</b>	SPECIAL DISTRIBUTION <b>Officer's Handbook</b>	

This is an appendix to Policy and Procedure #3023.

**The following discounted rates will be extended to areas and chapters for display advertising:**

Full Page	Black and White	\$500.00
2/3 Page	" " "	350.00
1/2 Page	" " "	265.00
1/3 Page	" " "	200.00
1/4 Page	" " "	165.00
1/6 Page	" " "	130.00

COLOR:                    \$350.00 additional

ARTWORK: The chapter will need to supply a digital file that meets FMCA specifications.

In-house Graphic design services are available for an additional fee. Please contact the FMCA national office for details.

LIMIT: Each chapter is limited to four discounted ads per year. A chapter may choose to purchase ads at the regular rate.



*Family Motor Coach Association, Inc.*

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**REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE**

**NOTE:** FMCA provides liability insurance to its chapters and areas at no additional cost. This insurance is currently in effect for chapter and area activities, if the rally site owner requires presentation of a Certificate of Insurance, this policy will be endorsed to provide such coverage. In that case, the following information is needed:

**CHAPTER/AREA NAME** \_\_\_\_\_

**RALLY DATES** \_\_\_\_\_

Place where rally will be held:

**NAME OF ESTABLISHMENT:** \_\_\_\_\_

\_\_\_\_\_

**STREET** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

SEND/EMAIL STATEMENT TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Date of Request \_\_\_\_\_

**\*\*If the location is requesting an “Additional Insured” please provide a copy of the contract regarding insurance.\*\* PLEASE ALLOW AT LEAST 30 DAYS FOR US TO PROCESS YOUR REQUEST.**

6/22

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3022</b>	APPROVAL LEVEL <b>GB</b>
	SUBJECT <b>Chapter National Director's and Alternate National Director's Responsibilities</b>	EFFECTIVE <b>08/2023</b>	SUPERSEDES <b>7/15</b>
		SPECIAL DISTRIBUTION Chapter National Director Chapter Alternate National Director	

**POLICY**

The national director elected from each chapter serves on the Governing Board of FMCA.  
(NOTE: Not applicable to associate chapters)

**PROCEDURE**

**Responsibilities**

1. Each chapter shall elect a member as national director to serve on the Governing Board of FMCA, and may elect a member as alternate national director to serve on the Governing Board if the national director is unable or unwilling to serve.
2. The term of office of a newly elected national director or alternate national director begins after the national office receives written notice of said election and has verified that the person is qualified. The term extends for the period specified in the chapter bylaws, or until his or her successor is duly elected and qualified.
3. If a vacancy occurs in the office of national director, the alternate national director, if one has been elected, shall immediately assume this office, and this shall be promptly reported in writing to the national office. If the incumbent alternate national director is unable to fill this vacancy, the chapter is to promptly elect (not appoint) a member to fill the vacancy in the office of national director and notify the national office.
4. If the national director cannot attend the Governing Board meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a member of that chapter may be elected as a temporary delegate to represent the chapter for the next Governing Board meeting only.

If an event occurs after the 21-day notice requirement has passed that prevents the national director, alternate national director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's appointment of a temporary delegate shall be received by FMCA at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

5. A chapter voting member of the Governing Board is entitled to represent only one chapter.



SUBJECT

**Chapter National Director's and Alternate  
National Director's Responsibilities**

INDEX NO.

**3022**

## Chapter National Director

1. National directors should keep their chapters informed of items pertaining to the national organization and of the FMCA areas, as well as keeping the national organization apprised of items happening on the chapter level. Another important duty is participation in and voting during Governing Board meetings.
2. Members of the same family unit may serve as national director or alternate national director in different chapters; such members may not hold these offices in the same chapter concurrently.

## Chapter Alternate National Director

An alternate national director shall serve whenever the national director is unable to attend meetings of the Governing Board or is otherwise unable to serve. Another chapter officer is not precluded from election as the alternate national director. Alternate national director cannot also be the national director.

# Family Motor Coach Association

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## National Director Guidelines

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### **A guide to the duties of the National Director and Alternate National Director**



**It is the obligation of the National Director to represent, at all times, the best interests of the entire FMCA membership.**

**National Directors need to understand that they are responsible for the policy making of the organization. The National Officers are responsible for the administration of those policies.**

**One of the main duties of National Directors is to keep their chapters informed of items pertaining to the National Organization and of the areas, as well as keeping the National Organization apprised of items happening on the chapter level. Another important duty is participation in and voting during Governing Board meetings.**

**As a National Director, you will receive notification of all Governing Board mailings. Copies of Governing Board mailings are also provided to each Chapter President and Alternate National Director. These mailings include items such as: updates from the National President of FMCA, minutes of the Executive Board and Board of Directors' meetings, ballots for the Area Vice President elections, Revised Bylaws, Governing Board meeting notices, financial reports, etc.**

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# Family Motor Coach Association

## Duties of the National Director

### FMCA Constitution

#### Article III – Government of FMCA

##### **Duties of the Governing Board shall be as specified in the Bylaws.**

1. Subsection 5, A “The Governing Board shall make provision in the Bylaws assuring proper handling of FMCA’s finances and the reporting and auditing of the accounts thereof.”
2. Subsection 5, B “The Governing Board shall adopt an FMCA Member Code of Ethics. This Code shall be made available to every member.”

### FMCA National Bylaws

#### Article VIII – Governing Board

- (1) The Governing Board, acting in accordance with FMCA Policies and Procedures Volunteer, shall have oversight responsibility over the affairs, funds, and property of FMCA, and shall carry out the purpose of FMCA in accordance with these Bylaws and the Strategic Plan. The Governing Board shall:
  - (a) Adopt Bylaws and specific policies and procedures needed to cover the fundamental aspects of the various activities of FMCA;
  - (b) Adopt the annual budget;
  - (c) Enforce the Constitution, Bylaws, and FMCA Member Code of Ethics;
  - (d) Elect the President, Senior Vice President, Secretary, and Treasurer for the ensuing term; and
  - (e) Censure, discipline, recall, suspend, or expel officers, members, chapters, or area associations in accordance with the FMCA Policies and Procedures.

The Governing Board shall have the exclusive authority to: reverse a previous vote of the Governing Board; vote on a proposal to amend the Bylaws; submit a proposed constitutional amendment to the membership for its vote; adopt a plan to merge or consolidate with any other organization; authorize the dissolution of FMCA or a subsidiary, or revoke the proceedings thereof; and adopt a plan for the distribution or abandonment of substantially all of the assets or personal property of FMCA or any subsidiary.

- (2) The Governing Board shall consist of the national officers of FMCA and national directors elected from among FMCA voting members in their respective chapters. Members of the same family unit may serve concurrently as a national director or an alternate national director as long as they represent different chapters.

## FMCA National Bylaws continued

- (3) If the national director cannot attend the Governing Board Meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a temporary delegate may be elected or appointed by the chapter president in emergency situations to represent the chapter for the next Governing Board Meeting only.
- (4) A chapter voting member of the Governing Board is entitled to represent only one chapter.
- (5) The Governing Board shall convene during the period of the Annual Membership Meeting, at specific FMCA international conventions, in regular meetings at such other times during the year as the majority of the Governing Board shall determine, and in special meetings as deemed appropriate.
- (6) Special meetings may be called by the President or a majority of the Executive Board.
- (7) A ballot vote for a special meeting may be requested in writing by 10% of the members of the Governing Board. Such request shall clearly state the purpose(s) for said meeting. The meeting shall be immediately called if the majority of the Governing Board approves.
- (8) Fifty-one percent of the total Governing Board shall constitute a quorum.
- (9) The Governing Board shall keep a formal record of its proceedings -- usually called minutes -- and such record shall be available for inspection by any FMCA member.
- (10) The resignation of any Governing Board member shall be effective on the date of receipt.
- (11) The Governing Board shall vote in accordance with the FMCA Policies and Procedures.

### Article XVII – Chapters

- (5) A chapter will elect a president, one or more vice presidents, a secretary, a treasurer, a national director for a one- or two-year term. An associate chapter will elect a president, one or more vice presidents, a secretary, and a treasurer for a one- or two-year term. A chapter may elect in their bylaws to combine the positions of secretary and treasurer into a single position. A chapter has the option of whether to elect an alternate director. However, a chapter other than associate, must maintain at least three (3) members holding the officer positions in that chapter. An FMCA member may hold no more than two-chapter offices simultaneously. A member may hold an office in two chapters; however he/she may not hold the offices of national director or alternate national director in more than one chapter.
- (6) In the event of a vacancy, permanent or otherwise, in the position of the national director, the alternate national director shall promptly fill the vacancy.

## FMCA Member Code of Ethics

Every member of FMCA, as defined in the Bylaws, accepts and agrees that a condition of said membership is the obligation to abide by the FMCA Member Code of Ethics and the other rules and standards of this organization, which represent all our endeavors to be good neighbors, careful and responsible recreational vehicle owners and operators, and good citizens of our communities.

Consistent adherence to the FMCA Member Code of Ethics is desired and required of every member, in order that the actions of all members may reflect favorably upon each other and upon FMCA; and thereby earn the confidence and respect of the public and its acceptance of FMCA and all its members.

FMCA Member Personal Responsibilities:

- > Respect the rights and privacy of other members and RV owners on and off the highways.
- > Comply with all Federal, state, and local laws and regulations governing the ownership and use of family recreational vehicles.
- > Obtain permission to remain overnight in a shopping center parking lot or on other private property, from the owner or responsible party of the property.
- > Comply with all rules of national, state, municipal, and private facilities in which a member stays.
- > Last but not least, members should not lose sight of the fact that there is a universal guideline known as the Golden Rule that directs all proper endeavors.

Therefore, recognizing that the public will judge all family recreational vehicle owners by their individual actions, all members of FMCA, as well as its employed personnel, are enjoined to honor and comply with the FMCA Member Code of Ethics.

## FMCA Policies and Procedures

### **P&P #3022**

#### **CHAPTER NATIONAL DIRECTOR'S AND ALTERNATE NATIONAL DIRECTOR'S RESPONSIBILITIES**

##### **POLICY**

The national director elected from each chapter serves on the Governing Board of FMCA.  
(NOTE: Not applicable to associate chapters)

##### **PROCEDURE**

Responsibilities

1. Each chapter shall elect a member as national director to serve on the Governing Board of FMCA, and may elect a member as alternate national director to serve on the Governing Board if the national director is unable or unwilling to serve.
2. The term of office of a newly elected national director or alternate national director begins after the national office receives written notice of said election and has verified that the person is qualified. The term extends for the period, specified in the chapter bylaws, or until his or her successor is duly elected and qualified.

## FMCA Policies and Procedures – Continued

3. If a vacancy occurs in the office of national director, the alternate national director, if one has been elected, shall immediately assume this office, and this shall promptly reported in writing to the national office. If the incumbent alternate national director is unable to fill this vacancy, the chapter is to promptly elect (not appoint) a member to fill the vacancy in the office of national director and notify the national office.
4. If the national director cannot attend the Governing Board meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a member of that chapter may be elected as temporary delegate to represent the chapter for the next Governing Board meeting only.

If an event occurs after the 21-day notice requirement has passed that prevents the national director, alternate national director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's appointment of a temporary delegate shall be received by FMCA at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

5. A chapter voting member of the Governing Board is entitled to represent only one chapter.

### Chapter National Director

1. National directors should keep their chapters informed of items pertaining to the national organization and of the FMCA areas, as well as keeping the national organization apprised of items happening on the chapter level. Another important duty is participation in and voting during Governing Board meetings.

2. Members of the same family unit may serve as national director or alternate national director in different chapters; such members may not hold these offices in the same chapter concurrently.

### Chapter Alternate National Director

An alternate national director shall serve whenever the national director is unable to attend meetings of the Governing Board or is otherwise unable to serve. Another chapter officer is not precluded from election as the alternate national director. Alternate national director cannot also be the national director.

### P&P # 3024

## CHAPTER REPRESENTATION AT GOVERNING BOARD MEETINGS

### POLICY

To prepare a roll call sheet of all Governing Board members for the annual Governing Board meeting derived from information recorded at the national office.

### PROCEDURE

1. The national office will prepare a memo for each chapter secretary stating the name of the chapter's national director and alternate national director currently recorded at the national office. This memo will be mailed out at least six weeks prior to the date of a Governing Board meeting.

## FMCA Policies and Procedures – Continued

2. If a vacancy occurs in the office of national director, the alternate national director shall immediately assume this office, and this shall be reported, in writing, to the national office.
3. If an incumbent alternate national director cannot serve, the chapter is to promptly elect a member to fill the vacancy in the office of national director.
4. If the national director cannot attend the Governing Board meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a member of that chapter may be elected as a temporary delegate to represent the chapter for the next Governing Board meeting only.

If an event occurs after the 21-day notice requirement has passed that prevents the national director, alternate national director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's appointment of a temporary delegate shall be received by FMCA at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

5. A chapter voting member of the Governing Board is entitled to represent only one chapter.
6. The chapter secretary is asked to notify, in writing, the National Secretary, in care of the national office of any election held that would result in a change. Changes to a chapter's voting delegate to a Governing Board meeting shall be received in the national office no later than 21 days prior to the Governing Board meeting (fax or e-mail acceptable).

If the notice is for a temporary delegate due to appointment by the chapter president, the notice to FMCA shall be received at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

7. Expense reimbursement will be received in accordance with P&P #2010, Expense Reimbursement.
8. When a quorum cannot be established at a Governing Board meeting, the election of the nationally elected officers, the proposed budget, and other issues that require a Governing Board vote shall be completed by mail ballot within 60 days.

Copies of the above mentioned Policies and Procedures, FMCA's Constitution, National Bylaws, or the Code of Ethics may be requested from the National Office.

## Important Information

Attachment plate:

As the national director of your chapter, you will receive an attachment plate from your predecessor, or if your chapter has just been chartered, you will receive your plate from the national office. **This plate is to be passed on to your successor when you leave your position as the national director of your chapter.**

## Parliamentary Procedures

FMCA National Bylaws, Article XIX – Parliamentary Rules and Procedures

The current edition of *ROBERTS RULES OF ORDER, NEWLY REVISED*, shall govern all meetings and proceedings of FMCA and all related subsidiary organizations except in those circumstances in which they are inconsistent with the Bylaws or the Constitution.

Parliamentary Rules:

Parliamentary procedure protects the rights of people to join together to accomplish common goals and enables them to debate and take action in a fair manner with the least amount of controversy. The rules of parliamentary procedure are based on common sense and logic. Parliamentary rules protect the right of the majority to decide; the right of the minority to be heard; the rights of individual members; and the rights of absentees.

Voting and common parliamentary procedures:

Voting on issues during a Governing Board meeting is done by voting credentials, rising vote, roll call or by written ballot. Voting for a candidate for a national office is done by filling out a ballot, which is then tabulated for results.

Any motion made during a Governing Board meeting should be in writing. This procedure is necessary for clarity and ease of the Secretary in repeating the motion and for recording the minutes of the meeting.

Procedures of how to make motions:

A member rises and should wait to be recognized by the Chair. Once recognized by the Chair, the member should state his name and the chapter represented then the words "Mr. President, I move that . . . ." A motion must be seconded in order to be considered by the Governing Board. If the motion is seconded, discussion on the motion follows. If the motion is not seconded, it does not warrant consideration of the Governing Board, and dies for lack of a second. After any discussion, the motion is voted on.

Common motions made during a meeting:

**Amend** – A motion may be amended. To **amend** a motion means to change the wording of a motion to make it clearer, more complete, or more acceptable *before* it is voted on. Adoption of the amendment does not adopt the motion.

**Appeal** – This motion allows any two members to counter what they feel is an incorrect or unfair ruling of the Chair.

**Call for the Question** – A motion made to end discussion on a particular subject and must be voted on.

**Lay on the Table** – Not to be confused with a motion to postpone indefinitely. A motion to lay on the table is in order if it is being used to set aside a motion for something more important, such as a speaker. A motion to lay on the table is out of order when the intent is to "kill" a motion.

**Out of Order** – Not correct from a parliamentary stand point.

## Parliamentary Procedures continued

**Point of information** – This motion is used to obtain additional information on the subject being considered.

**Point of order** – This motion is used if you feel the chair is failing to operate within the rules.

**Reconsider** – This motion proposes that a motion be reopened.

**Rescind** – This motion is used to nullify a motion made in a previous meeting.

**Withdraw** – A motion to withdraw is to remove a motion from consideration. Before a motion has been stated by the chair, it belongs to the mover, who is the only one who can withdraw it. Another member can ask the maker to withdraw, and the maker can either accept or decline. After a motion has been stated by the chair, it belongs to the meeting as a whole. The maker must request permission from the assembly to withdraw it.

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The above information has been provided as a guide to assist you with your duties as a national director. We hope you will find the information instructive and useful. Your success as a chapter officer is vital in Family Motor Coach Association's present and future.

**Chapter Services Department**  
**Family Motor Coach Association**  
**8291 Clough Pike**  
**Cincinnati, Ohio 45244**

1-800-543-3622

1-513-474-3622

(Fax) 1-513-474-2332

[chapters@fmca.com](mailto:chapters@fmca.com)



## **CHAPTER ALTERNATE NATIONAL DIRECTOR**

Chapter Services would like to congratulate you on your election as alternate national director of your chapter. We are here to assist you in your new volunteer position so please feel free to contact us at 800-543-3622 if you have any questions or need assistance.

For the national office to assist chapters in the most efficient manner possible, certain obligations and duties are required of the alternate national director. The following information has been compiled to get you started with your new duties. In addition, you may need to reference your chapter's bylaws for any additional duties and obligations required by your chapter.

The following list has been compiled to help you in getting started with your new duties.

### **GOVERNING BOARD**

Each chapter will elect a national director to serve on the Governing Board of FMCA, and elect an alternate national director to serve on the Governing Board if the national director is unable or unwilling to serve. Another chapter officer is not prohibited from election as the alternate national director.

### **TERM OF OFFICE**

The term of office of a newly elected national director or alternate national director begins after the national office receives written notice of the election and has verified that the person is qualified. The term extends for a one or two year period, or until his or her successor is elected.

### **IF A VACANCY OCCURS**

If a vacancy occurs in the office of national director, the alternate national director shall immediately assume this office, and this shall be promptly reported in writing to the national office. If the incumbent alternate national director is unable to fill this vacancy, the chapter is to promptly elect (not appoint) a member to fill the vacancy in the office of national director and notify the national office.

### **IF NEITHER CAN ATTEND**

If the national director cannot attend the Governing Board meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a member of that chapter may be elected as a temporary delegate to represent the chapter for the next Governing Board meeting only.

If an event occurs after the 21-day notice requirement has passed that prevents the national director, alternate national director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's appointment of a temporary delegate shall be received by FMCA at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

A chapter voting member of the Governing Board is entitled to represent only one chapter.

### **CODE OF ETHICS**

When serving on the Governing Board in the place of the chapter's national director, the alternate national director is under the same obligation as the national director in observing the Code of Ethics.

As mentioned above, the Alternate National Directors are to fill in when the National Directors cannot fulfill their duties. For your information, a copy of the National Director Guidelines is included to assist you, should you need to fulfill the duties of the National Director for any reason.

## MEETING AGENDA

MEETING LOCATION \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

ROLL CALL OF MEMBERS IN ATTENDANCE TO ESTABLISH QUORUM

THE MEETING WILL PLEASE COME TO ORDER

THE SECRETARY WILL READ THE MINUTES OF THE LAST MEETING

ARE THERE ANY CORRECTIONS?

THE MINUTES STAND APPROVED AS READ

THE TREASURER WILL GIVE THEIR REPORT

OFFICER REPORTS

UNFINISHED BUSINESS

- 1.
- 2.
- 3.
- 4.

NEW BUSINESS/CAMPOUTS

- 1.
- 2.
- 3.
- 4.

ANNOUNCEMENTS

IF THERE IS NO NEW BUSINESS I CALL FOR A MOTION TO ADJOURN

THIS MEETING STANDS ADJOURNED UNTIL \_\_\_\_\_

WE RECOMMEND YOU USE THE CURRENT EDITION OF ROBERTS RULES OF ORDER.

08/16

## **AMERICAN FLAG ETIQUETTE**

The American Flag should be displayed daily and on all holidays. It is the universal custom to display the national flag only from sunrise to sunset, but the flag may be displayed at night upon special occasions when it is desired to produce a patriotic effect. The flag should be raised briskly and lowered ceremoniously. The flag should not be displayed on days when the weather is inclement, except when it is an all-weather flag.

1. The flag should never be dipped toward any person or object, nor should the flag ever touch anything beneath it-ground, floor, water, or merchandise.
2. The flag should never be carried horizontally, but always aloft and free.
3. Never place anything on the flag.
4. Always store the flag in a manner that will prevent it from being torn, soiled or damaged.
5. When the flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning, privately.

### **Displaying the American Flag**

When displaying the flag from an angled or horizontal staff, the blue field should be at the peak.

When displaying the flag horizontally or vertically against a wall, the blue field should be at the top and to the left of the observer.

When displayed in a window, the flag should be hung so that the blue field is on the left when you see it from the street.

If you display the flag next to other flags or pennants, place it on the right side of a single flag or at the center of a group and slightly higher than the other flags. If more than one flag is on the same staff, the American flag should be at the top. The American flag should always be hoisted first and lowered last.

When the flag is displayed on a speaker's platform, it is placed to the speaker's right. Other flags are placed to the speaker's left. If displayed in the body of the assembly, the flag should be on the assembly's right as they face the front.

When displayed from car, the staff should be fixed or secured firmly to the vehicle, ideally on the right side. The flag should never be draped over the hood, top, sides, or back of a car.

When flags from two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

During the ceremony of hoisting or lowering the flag, or when the flag is passing in parade all should face the flag. Hats should be removed and you should place your right hand over your heart.

### **Folding the American Flag**

1. Bring the striped half up over the blue field.
2. Fold it in half again.
3. Bring the lower striped corner to the upper edge forming a triangle.
4. Then fold the upper point in to form another triangle. Continue until the entire length of the flag is folded.
5. When you get near the end – nothing but the blue field showing – tuck the last bit into the other folds to secure it.

## CANADIAN FLAG ETIQUETTE

The Canadian Flag should be displayed daily and on all holidays. The flag should be displayed only in a manner befitting the national emblem; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The flag always takes precedence over all other national flags when flown in Canada. The only flags to which precedence is given over the Canadian flag are the personal standards of members of the Royal Family and of Her Majesty's representatives in Canada.

1. The flag should always be flown aloft and free.
2. It is improper to use the flag as a table or seat cover or as a masking for boxes, barriers, or intervening space between floor and ground level on a dais or platform.
3. Always store the flag in a manner that will prevent it from being torn, soiled or damaged.
4. When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.

### **Displaying the Canadian Flag**

When displaying the flag from an angled or horizontal staff, the upper part of the leaf should be up and the stem down.

When displaying the flag horizontally against a wall, the upper part of the leaf is to the left and the stem is to the right as seen by spectators.

If you display the flag crossed with another flag, the Canadian flag should be on the left of the observer facing the flags; the staff should be in front of the staff of the other flag. In a group of three, the Canadian flag should be in the center. The other flags should be in alphabetical order to the left and right. When more than three flags are displayed, the Canadian flag should be on the left of the observer facing the flag; the following flags should be in alphabetical order. An additional Canadian flag may be flown at the end of the line.

The Canadian flag should be raised first and lowered last, unless the number of flags permits their being raised and lowered simultaneously.

When the flag is displayed on a speaker's platform, it is placed to the speaker's right.

When displayed on a car, the flag must be on a pole firmly fixed to the chassis on the front right.

When flags from two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

During the ceremony of hoisting or lowering the flag, or when the flag is passing in parade all should face the flag. Hats should be removed and people should stand at attention, all should remain silent. Those in uniform should salute.

### **Folding the Canadian Flag**

The flag is folded from the top down (to the stem of the leaf). You start at the left side of the flag, leaving the short rope attachments out. The flag is then folded the second time from top to bottom, and then folded in a triangular manner from left to right. Care must be taken to make sure that the top short rope is marked. When the flag has been folded, the rope is wrapped around the flag and the lower rope is tucked into it with a loop. The flag is now ready for raising the next day. The top rope (not tucked under) is clipped to the flagpole rope and the flag is raised to the top of the pole **STILL FOLDED**. The bottom rope is clipped to the other end of the flagpole rope. When the flag has been raised, the rope is pulled and the flag unfurls.



## **UPDATING CHAPTER BYLAWS**

As your chapter grows it often becomes necessary to update your bylaws. This is intended as a guide to assist you in this updating.

The following are the steps that are recommended for bylaw revision

- Request a copy of the current Chapter Bylaws Format from the National Office or download from [fmca.com](http://fmca.com) – a copy follows this page
- Appoint a bylaws committee
- Define the areas or items that need revision
- Have the committee prepare the revisions with the rationale
- Present the proposals to the chapter in writing, allowing the required time before a vote
- Have the chapter vote (generally two-thirds favorable vote is necessary for adoption)
- Send the revised bylaws to the National Office of FMCA so they may be reviewed by the Constitution and Bylaws Committee for conformance with the FMCA National Bylaws and FMCA Policies and Procedures

# FAMILY MOTOR COACH ASSOCIATION

## CHAPTER BYLAWS FORMAT

\_\_\_\_\_ CHAPTER

### ARTICLE I - CHAPTER NAME

The name of this not-for-profit organization shall be the \_\_\_\_\_  
\_\_\_\_\_ chapter (hereinafter referred to as "chapter") of the Family Motor  
Coach Association, Inc. (hereinafter referred to as "FMCA").

### ARTICLE II - OBJECT

1. PURPOSE: This chapter exists to promote social, recreational, and informational exchange activities that provide for the enjoyment and pleasurable use of family member recreational vehicles (RVs).
2. AREA: This chapter shall be authorized to function in the \_\_\_\_\_ Area.  
(insert one of the FMCA Area's names)
3. SCOPE: *(Select the type of chapter to be used throughout this document)*

This **chapter** will have members with a mutual interest in \_\_\_\_\_ and/or  
drawn from the location of \_\_\_\_\_. (activity, RV brand, etc.)  
(geographical area)

*(or)*

This **associate chapter** will have members with a mutual interest in  
\_\_\_\_\_ and/or drawn from the location of \_\_\_\_\_.  
(activity, RV brand, etc.) (geographical area)

### ARTICLE III - MEMBERS

1. ELIGIBILITY:
  - A. 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.
  - B. Membership in this chapter shall be open to any family unit or individual regardless of race, age, gender, national origin, religion, marital status or disability.

*A chapter is not required to accept all FMCA members.*

(1) This chapter welcomes all FMCA members.

(or)

(2) This chapter is open to FMCA members who ...

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*The chapter may limit membership to specific types, makes or models of RV's, specific interest (Racecar, Military Veterans, etc.) or geographic area (North Carolina, Dakotas, etc.) Specify the chapter standards.*

2. DEFINITIONS:

- A. 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.
- B. The term "membership," is defined as either a family unit or an individual or individuals owning a qualifying recreational vehicle (RV) who share a membership number.
- C. The term "member," is defined as each adult who, jointly or individually, constitutes a membership. The rights of each member are defined in the description of each category contained in Article III (3) of the FMCA Bylaws.
- D. The term qualifying recreational vehicle (RV) is defined as "a self-contained wheeled vehicle that includes permanently installed cooking, sleeping, and sanitary facilities."

3. VOTING AND HOLDING OFFICE: A member must own a qualifying recreational vehicle (RV) or at least 1/3 interest in a qualifying recreational vehicle (RV) in order to vote or hold office in this chapter.

4. 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.

B. RENEWAL: Renewal dues from chapter members become due and payable

\_\_\_\_\_.  
(insert date)

C. INITIAL APPLICATION: Application for new membership shall be accompanied by payment of annual chapter and national dues (unless already an FMCA member). If an initial application is accepted after \_\_\_\_\_, the dues shall be regarded as covering the next membership year. (insert a date e.g. September 30)

D. INITIATION FEE: New and reinstated members may be required to pay an initiation fee in an amount to be established by the chapter membership.

E. ARREARS: Any member whose dues remain unpaid for more than \_\_\_\_\_ after becoming due shall be considered delinquent; after \_\_\_\_\_ membership is canceled.

#### **ARTICLE IV - OFFICERS**

1. DUTIES OF OFFICERS: The duties of elected officers shall be as defined in the FMCA Policies and Procedures.
2. TERMS OF OFFICE: The elected officers of this chapter shall serve a \_\_\_\_\_ (one or two) year term of office, or until their successors are elected.
3. RIGHTS AND LIMITATIONS:
  - A. An individual FMCA member may hold either a single office in each of two chapters or two offices in one chapter. A member may hold the office of national director or alternate national director in only one chapter.
  - B. Any member in good standing and eligible to hold office may be nominated from the floor for any elective office.
  - C. No official or member shall become vested of any right, title to, or interest in any chapter property, except as required by law.
4. EXECUTIVE BOARD:
  - A. The officers of the chapter shall constitute the Executive Board.
  - B. 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.
5. VACANCIES:
  - A. A vacancy will be declared to exist in the case of death, resignation, or inability of any officer to serve, or any officer ceases to meet the membership requirements as stated in ARTICLE III, except as authorized by ARTICLE III, 3 (f) of the FMCA Bylaws.
  - B. In the event of a vacancy, permanent or otherwise, in the position of the national director, the alternate national director shall promptly fill the vacancy. If the chapter does not have an alternate national director, the following paragraph applies.
  - C. In the case of a vacancy in any office other than the president, the president with the consent of the Executive Board, will appoint a person to fulfill the duties temporarily until the Nominating

Committee can nominate one or more candidates and the chapter can hold an election to fill the office.

- D. In the case of a vacancy in the office of the president, the vice president will become president and the vacant vice president position will be filled in accordance with ARTICLE IV. (**Note:** If the chapter has more than one vice president, the Bylaws shall designate which VP becomes president.

## **ARTICLE V – LIABILITY**

The Executive Board or an FMCA member shall be indemnified in accordance with FMCA’s Bylaws.

## **ARTICLE VI - 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.
3. **QUORUM:** A committee quorum shall be a \_\_\_\_\_.  
(recommend majority)

## **ARTICLE VII - CHAPTER ADMINISTRATION**

1. **AUTHORITY:** This chapter shall be democratically self-governed, deriving its existence and authority from the consent of its membership.
2. **ORGANIZATIONAL YEAR:** The fiscal and membership year of the chapter shall commence on \_\_\_\_\_ and end on \_\_\_\_\_.
3. **CHAPTER MEETINGS:**
  - A. **TYPES:** The term “meeting” shall include RV rallies, campouts, dinner meetings, and any other gatherings suitable to the function of the chapter.
  - B. **BUSINESS MEETINGS:** In each fiscal year, a chapter shall hold at least one business meeting at which a quorum is present. The meeting can be a gathering in one area or where some or all of the members communicate with other members through electronic means such as the Internet or by telephone that allows all members the opportunity for simultaneous aural communication. Said meeting shall be duly announced in advance to the membership, including adequate description of how to participate.

C. OFFICER ELECTION:

The voting general membership is to elect **chapter** officers, including a president, \_\_\_\_\_ vice president(s), a secretary, a treasurer, and a national director. A chapter may elect in their Bylaws to combine the position of secretary and treasurer into a single position. A chapter has the option to elect an alternate national director. A chapter must maintain at least three (3) members holding the officer positions in that chapter.

(or)

The voting general membership is to elect **associate chapter** officers, including a president, \_\_\_\_\_ vice president(s), a secretary, and treasurer. A chapter may elect in their Bylaws to combine the position of secretary and treasurer into a single position.

D. QUORUM:

A quorum for the transaction of business at any duly-called **chapter** meeting is 25% of the chapter family unit memberships or fifteen (15) family unit memberships, whichever is less.

(or)

A quorum for an **associate chapter** shall be 25% of the chapter family unit memberships or seven (7) family unit memberships, whichever is less, but not less than four.

E. VOTING: Except as specified elsewhere in these bylaws, a simple majority vote of members in good standing, eligible to vote and voting shall be required to approve or disapprove any matter.

The chapter has established that voting will be \_\_\_\_\_  
(NOTE: one vote per membership number or one vote for each adult member)

Voting may be conducted at a business meeting, or by mail, email or other electronic means.  
(NOTE: Chapters that allow for an election or other proposed matter to be decided by mail, email or other electronic means may not also allow voting on the election or the proposed matter at a meeting.)

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 ACCREDITATION:

This **chapter** must maintain a minimum of fifteen family unit memberships.

(or)

This **associate chapter** must maintain a minimum of seven family unit memberships.

The chapter secretary shall furnish to the national office of FMCA, no later than December 31<sup>st</sup> each year, a membership list, a list of chapter officers, and assurance that a business meeting was held.

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 FMCA Constitution, Bylaws and FMCA Policies and Procedures.

### ARTICLE VIII - ELECTIONS

#### 1. NOMINATING COMMITTEE COMPOSITION:

- A. The Nominating Committee shall consist of not less than three chapter members in good standing, nominated and elected \_\_\_\_\_ by the chapter membership. (Note: Choose yearly or every other year)
- 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 Chairman.
- B.  To nominate candidates for the **chapter** offices of president, \_\_\_\_\_ vice president(s), secretary, treasurer, and a national director for the new term to be presented for voting by the chapter membership. A chapter may elect in their Bylaws to combine the positions of secretary and treasurer into a single position. A chapter has the option to elect an alternate national director.

*(or)*

- To nominate candidates for the **associate chapter** offices of president, \_\_\_\_\_ vice president(s), secretary, and treasurer, for the new term to be presented for voting by the chapter membership. A chapter may elect in their Bylaws to combine the positions of secretary and treasurer into a single position.
- 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 occur in elected chapter offices.

### ARTICLE IX - AMENDMENT OF BYLAWS

1. FMCA National Bylaws and FMCA Policies and Procedures amendments applicable to chapter operations are not subject to a vote by the chapter membership.

2. **AMENDING PROCEDURE:** 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 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 X - STANDING RULES**

This chapter may adopt Standing Rules to provide guidelines and procedures by which the chapter may function and operate.

### **ARTICLE XI - LIQUIDATION AND DISSOLUTION**

This chapter of FMCA may be dissolved by a majority vote of chapter members. 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.

EFFECTIVE \_\_\_\_\_  
(Date the chapter voted on the bylaws or amendments to the bylaws)

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3011/C</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT  <b>Chapter Standing Rules Format</b>	EFFECTIVE <b>6/18</b>	SUPERSEDES <b>5/17</b>
		SPECIAL DISTRIBUTION	

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

Unlike bylaws, which relate to parliamentary procedures, Standing Rules (sometimes called policies) refer to operating procedures or policies. Standing Rules are generally adopted individually and when the need arises. Standing Rules are adopted by a majority vote at any business meeting and do not require previous notice. An amendment to a Standing Rule that deals with parliamentary procedure requires a two-thirds vote if prior notice has not been given or by a majority vote with such notice. Standing Rules may be temporarily suspended for the duration of a meeting by a majority vote. A two-thirds vote is required to permanently suspend a Standing Rule. An ordinary motion is used to adopt, amend or suspend a Standing Rule.

Discretion should be used to insure a rule is really necessary and not frivolous or in conflict with the bylaws. When presenting a proposed Standing Rule for adoption, a member should have the rule documented and available for the presiding officer and Secretary. If a Standing Rule is adopted for a specific procedure or policy, care should be taken to be sure that subsequent action is not taken that would impact the adopted Standing Rule. To easily identify when a Standing Rule is adopted or amended, the date may be shown in parenthesis following each rule.

Standing Rules are to be retained by the chapter; they are not to be submitted to FMCA for review.

**Standing Rules as identified in this document are not mandatory, they are provided for presentation only. Reference: *ROBERT'S RULES OF ORDER NEWLY REVISED.***

STANDING RULES OF \_\_\_\_\_ CHAPTER

1. The annual dues for membership shall be \$15.00. (Amended August 2007)
2. Officers shall be elected during the annual business meeting. (Adopted May 2005)
3. New members shall pay an initiation fee of \$25.00. (Adopted August 2007)



The following are examples of additional chapter policies some chapters have included in their standing rules.

Duties of chapter officer(s) if not defined in FMCA Policies and Procedures.

The hour and length of business meetings.

How dues are pro-rated or assessed a new member who joins late in the year.

Special policies that apply to a member who reinstates his/her membership.

Security procedures.

Chapter membership limit (if any).

Rally fees and refunds.

Chapter emblems, badges and policy for wearing badges and penalties (if any).

Smoking policy.

Operation of generators.

Pets.

Guest: Former members who no longer pay FMCA dues may only be an occasional guest of the chapter.

Provision for members who no longer own a recreational vehicle, but want to continue a relationship with the chapter.

Members may become Family Associate Members by continuing to pay annual FMCA and, if appropriate, chapter dues. However, such members may not vote or hold office in FMCA or in chapters.

## WHAT IS A COPYRIGHT

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of ‘original works of authorship,’ including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Copyright affords the author of a work certain rights, including the right to reproduce it and to distribute copies of the work.

US copyright law is complicated and nuanced, but it is safe to assume that works created and published in the United States before 1923 are in the public domain. For works created after 1923, various terms of copyright apply, depending on the circumstance. The most conservative measure is to assume copyright extends for the life of the author plus 70 years.

### **Material That Requires Permission**

- Quotations of over 300 words from a book
- Quotations of over 50 words from a journal, newspaper, or magazine article
- Reproduction of certain works of art
- Photographs
- Charts, tables, or graphs
- Reproduction of web pages or screenshots
- Any third-party software used in a cd, dvd, or website supporting an author’s work
- Film stills
- Reproduction of advertisements
- Certain trademark usage
- Certain photographs containing recognizable people

### **Material That Does Not Require Permission**

- When the work is in the public domain.
- When you are linking to something.
- When the work is licensed under Creative Commons
- When you abide by fair-use guidelines. If you’re only quoting a few lines from a full-length book, you are likely within fair-use guidelines, and do not need to seek permission. BUT this is a gray area.
- Direct quotes from interviews (conducted by the author)
- Facts or ideas
- Certain limited use of trademarks, logos, and company names. Permission is not needed when used for informational, editorial (part of an article or story) purposes, or as part of an accurate comparative product statement.
- Mathematical and chemical equations

## **INCORPORATION OF A CHAPTER**

Incorporation is the process of creating a legal entity under authority granted by a state. A corporation is a separate legal entity, with continuing existence independent of its officers, directors, stockholders, or members. An organization, whether incorporated or not, may be either a for-profit entity or a nonprofit organization. For-profit organizations typically are incorporated, issue stock to shareholders, and are taxable on net income. Non-profit organizations have no specific "ownership" as such, but are generally controlled by members, who do not receive stock. Only non-profit organizations can be granted an exemption from federal income tax by the Internal Revenue Service, but incorporation is not required for an organization to be considered tax-exempt by the IRS. The decision of whether a chapter of FMCA should incorporate is influenced by a number of considerations.

The following specific considerations are involved in determining whether or not to incorporate a chapter of FMCA:

### **Liability**

One of the primary purposes of incorporation is to protect individual officers or members from personal liability when these individuals are conducting activities on behalf of the chapter. These individuals will generally not be personally liable for damages relating to chapter activities, including personal injury, property damage or contractual liability, if the chapter is incorporated and as long as the individuals are acting reasonably and in good faith. If the chapter is unincorporated, the officers or members may be personally liable for any damages associated with chapter activities. This means that the individual assets of the officers and members could be seized to pay for damages associated with chapter activities if the injured party won a lawsuit. The assets which could be seized would, in most states, include an individual's home and car.

Of course, most chapters will never have a lawsuit brought against them. Yet, accidents do happen. For example, someone could be injured at a chapter rally and claim that the chapter was negligent for failing to provide adequate traffic control.

Even if a chapter is incorporated, an officer or member would still be personally liable in certain situations. For example, personal liability would attach for intentional wrongdoing.

### **Insurance**

Whether the chapter is incorporated or unincorporated, it can purchase insurance to cover many types of likely claims against it or its officers or members. For an unincorporated chapter, insurance coverage would help protect the assets of officers and members after a lawsuit. Obtaining insurance, however, is often more difficult for an unincorporated association. In certain circumstances, the insurance company may not be able to determine the precise authority for the organization and its operation. Incorporated organizations usually have better opportunities for obtaining desired insurance.

FMCA does carry a general liability insurance policy on its chapter members which is applicable to incorporated as well as unincorporated chapters. Refer to a description of insurance coverage that is contained within the Risk Management Guide which is available online to all presidents.

### **Legal Actions**

A corporation can sue and be sued in its corporate name, while an unincorporated chapter must, in some jurisdictions, appear in court in the name of participating individuals, such as officers or members. This is important from the liability aspect, discussed above, but also from the viewpoint of a chapter having to file a lawsuit. For example, a chapter might wish to sue the owner of a vacant lot who withdrew permission at the

last minute for the chapter to hold a rally there. An unincorporated chapter might not be able to file a lawsuit in the name of the chapter. The members or officers would be required to individually file a joint lawsuit against the landlord. Not only is this cumbersome, but individuals are frequently reluctant to have their names associated with lawsuits. An incorporated chapter can use its own name in a legal action and is not required to bring its individuals or officers into a lawsuit as parties.

### **Independence**

A corporation has an existence of its own, independent from its members, directors or officers. A corporation is theoretically perpetual, although it can be dissolved. An unincorporated chapter has no separate legal existence. Its actions are only the joint actions of its members. Each time a member enters or leaves the chapter, the entity changes. For this reason, landlords and vendors are sometimes unwilling to enter into contracts with unincorporated associations, because the "entity" they are dealing with are in a constant state of flux.

### **State Laws**

A corporation is formed by filing Articles of Incorporation with a state government under the state's corporation laws. These laws give guidance to corporations on organizational structure, voting and other matters. Corporations are governed by a well-established body of statutory and case law. By comparison, unincorporated associations are not subject to any reliable set of rule concerning formation, administration or governance. There is little authority that an unincorporated association can turn to when questions in these areas arise.

State laws frequently offer protection from liability for officers and directors of non-profit corporations whose own actions result in damages - as long as the individuals were acting in good faith. State laws generally do not offer similar protection to officers or directors of unincorporated associations.

### **Income Taxes**

Liability of an incorporated association for federal or state income taxes is usually limited to corporate assets. In contrast, the members of an unincorporated association could be personally responsible for income taxes. Especially if the unincorporated association had no assets that the taxing authority could attach, the taxing authority could well attach the assets of the members to obtain payment of income tax due.

Of course, most chapters of FMCA will not incur income tax liability. But, it must be kept in mind that a "tax exempt" organization is not exempt from all taxes. It is only exempt from taxes on receipts from certain membership activities. The rules for determining whether income from a non-membership activity constitutes taxable income are quite complex. Even unintentional failure to pay income taxes would impact personally on the members of an unincorporated chapter.

If a chapter incorporates, it is still eligible to be included in FMCA's group tax exemption. (See separate memo regarding Income Tax Filing for Chapter – IRS form 990).

### **Technical Requirements**

A corporation must meet a number of technical requirements to obtain and maintain its corporate status. A corporation must also observe various organizational and operational requirements under state law. Articles of Incorporation must be filed with the state to establish a corporation. In addition, annual meetings must be held, minutes must be kept, and annual reports must be filed by corporations. Incorporation entails some legal costs, such as costs for drafting the Articles of Incorporation and bylaws, and making the required filings. Most of these technical requirements for corporations, however, are relatively straightforward and involve only modest expense.

In the case of each individual chapter, the benefits of incorporation must be weighed against the detriments. The paperwork and expense must be balanced against the protection from liability afforded members, and the other considerations set forth above. The answer will not be the same in all cases. Each chapter should examine its own activities to determine whether problems could possibly arise in one of these areas. The chapter will also want to consider whether the possibility of a problem is real or only very remote. For example, a chapter that does not engage in fund-raising activities, sponsors a minimal number of rallies with good safety precautions in place, does not serve food or alcohol at meetings, and keeps very little money in a bank account, probably has only a remote chance of creating a situation in which members could be liable. More active chapters will have more realistic chances of a problem arising.

Since the impact of whether or not the chapter incorporates falls directly on the members as well as the officers, the officers of the chapter may wish to consult the members and explain the considerations before making a decision.

The FMCA National Office does not have legal counsel on staff to assist you with this. Therefore, if you are further interested in incorporation, you may want to start by contacting your state government. In many states, it would be the Secretary of State. However, this does not hold true for all.

***Disclaimer:** Incorporation can be complicated and the application of rules is subject to circumstances unique to each FMCA Chapter. FMCA is not engaged in rendering legal, accounting or other professional services. If legal or other expert assistance is required, the services of a competent professional should be sought by the Area or chapter.*

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>2017</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT  <b>Legal Action Fund</b>	EFFECTIVE  <b>6/18</b>	SUPERSEDES  <b>5/08</b>
	SPECIAL DISTRIBUTION Governmental and Legislative Affairs Committee		

**POLICY**

To provide financial assistance, through its Legal Action Fund, for use by chapters, individual members, or groups of FMCA members, in activities to protect a reasonable use of recreational vehicles.

**PROCEDURES**

1. All requests for financial assistance by chapters, individual members or groups of FMCA members shall be sent to the Governmental and Legislative Affairs Committee for consideration and approval.
2. All requests for financial assistance as approved by the Governmental and Legislative Affairs Committee will be referred to the appropriate Area Vice President, or the President in national issues, for his or her information. The sum of money for such assistance shall not exceed \$2,000 for any one instance and be subject to the approval of the President. Greater amounts must be approved by the Executive Board.
3. Any financial assistance approved shall be paid to the provider of the services. Individual chapters or FMCA members are not to be reimbursed without specific prior approval by the President and the Treasurer.
4. The President and Treasurer shall be accountable for this fund and make a yearly report to the Executive Board.

## **NEWSLETTER GUIDELINES**

The objective of your chapter newsletter is to keep members up-to-date, in touch with each other, and informed of the chapter's goals, progress and future plans. The newsletter editor can be anyone who is willing to put in a little effort to compile the information.

**GIVE YOUR NEWSLETTER ITS OWN IDENTITY** - In other words, give your newsletter its own name. A few outstanding examples are as follows: California Pacers chapter dubbed its newsletter "Pacer Press;" Carolina Cruisers chapter chose the name "In Cruiser News" and the Pen-Ny Mixers newsletter is called "Penny's Worth."

**PRESENT A NEAT APPEARANCE** – Neatness and accuracy are vitally important! Once the newsletter editor establishes a format for the newsletter, it should be maintained for future issues so members know where to look for items. Even though most software versions have spell check, it's always a good idea to read it again before printing.

**TELL THE CHAPTER'S STORY** – When and where is your next rally? What happened at the last rally? Was it interesting, fun and one that those not in attendance are sorry they missed? What other rallies are planned for the next few months? (Some folks have to make their plans early and knowing the dates of rallies well in advance helps rally attendance!) What is the chapter doing? Does it have a "special project?" If so, what is the present status of that project? Was there a business meeting at the last rally? If so, what took place? Is the chapter going to hold a business meeting soon? If so, try to bring out some of the points that might be discussed or decided upon at that meeting. Give the members information about what is going on at the national level (get your National Director to give you data from time to time that can be used in the newsletter). If your chapter is a special interest group, include information relative to that special interest in each newsletter.

**KEEP YOUR NEWSLETTER FRESH AND EXCITING** – The newsletter should give members information in such a way that they will want to read it and attend rallies that are planned. Having a different person write a report on a rally is a good way to instill a little variation of style in the newsletter and at the same time, gets members involved in helping with the newsletter.

**SPREAD A LITTLE SUNSHINE** – Pay tribute to a lost member and extend sympathy to the surviving family members. It lets the membership know of the bereavement. Similarly, remember those who are or have been ill. (Skip the details of the illness.) After all, your chapter has become your FMCA family and families share the good and bad together.

**INFORMATION ABOUT UPCOMING RALLIES** – Include information about the rally such as theme, directions/map, special events, potluck dinners, activities, games, and items they will need to bring to the rally. Be sure to include a registration form if possible, and the address and/or GPS coordinates for the facility if available. Don't forget to list activities in the area that are nearby.

**INCLUDE CONTACT INFORMATION** – Include your contact information so members can contact you if they have information for the newsletter or an article they would like to include. Be sure to include chapter officer contact information so they can be reached by anyone with questions or anyone that may need assistance.

### **FMCA Honors**

FMCA honors one person yearly with the Robert L. Richter Award. This award winner is nominated and chosen by committee, and is awarded to the individuals who are responsible for chapter newsletters, publications or communications to and about an FMCA chapter. You can find out details about this award through FMCA's Governance Web site – [governance.fmca.com](http://governance.fmca.com).

Use your newsletter as a means of keeping members' interest high and for recruiting new members.

## **WEBSITES GUIDELINES**

Starting a web site can be a little difficult, but once it is up and running you will find that it's a great resource for your chapter.

### **WEBMASTER**

Creating a web site from scratch or managing an already existing web page can be time consuming, so be sure to choose someone that has the skill and time to invest in your chapter's web page. If the job is too big for one person, choose two webmasters, two heads can be better than one.

### **TYPE OF WEB SITE**

Your chapter's needs should be taken into consideration when deciding which type of web site will work best for your chapter. Some chapters will use their websites for simple things like pictures and general announcements, perhaps a blog or social media page would work best. Some chapters will have pictures, rally registration forms, membership applications, newsletters, officer information, etc. Will you be taking rally fees or chapter dues online? These types of chapters would be best suited with a traditional website.

### **CHOOSE YOUR HOST**

Do your research before choosing a host site and consult with your chapter to see how much the chapter can afford in monthly fees. Some hosting companies will host for next to nothing as long as they can run banner ads on your page. Some companies will require you to purchase a domain name or use special software. You will need to check with your webmaster to see if he is experienced with the software or can easily navigate it. You may also want to see if the host provides tech support if the webmaster needs assistance.

### **BE CREATIVE**

Once you have chosen your host it's time to get creative. Some software will come with page templates that can make it easier to develop your page or you can customize by setting up your own page. You will want to add things like newsletters, pictures, rally announcements, officer listings, bylaws, standing rules, and/or membership applications. Be sure to test your web site once you have completed it to be sure it all works.

Once your chapter's web site is up and running, don't forget to submit your web address to the FMCA's National Office so it can be linked to FMCA.com. If it is not linked, you are not covered by Media Liability Insurance.

# NOTES