

FAMILY MOTOR COACH ASSOCIATION

GMC WESTERN STATES CHAPTER

CHAPTER(Club) POLICIES AND PROCEDURES

7-12-96, as amended 8-3-15

ARTICLE I – BACKGROUND

These Policies supplement our Chapter Bylaws.

ARTICLE II – VICE PRESIDENTS

- A. **Duties of First Vice President:** In addition to those duties defined in the National FMCA Bylaws, the First Vice President shall also be responsible for administering the non-technical programs and related publications of the Chapter.
- B. **Duties of the Second Vice President:** In addition to those duties defined in the National FMCA Bylaws, the Second Vice President, hereinafter called the Technical Vice President, shall be responsible for administering the technical programs and related publications of the Chapter.

ARTICLE III – STATE REPRESENTATIVES

- A. **Establishment:** All States and Provinces are entitle to at least one Representative, a Chapter member appointed by the Chapter President.
- B. **Purpose:** To assist the Chapter President in the collection of data pertinent to the specific geographical area of the Representative, and to advise and assist in the operation of the Club.
- C. **Term:** none specified

ARTICLE IV – CLUB BUSINESS EXPENSES AND RECORDS

Club Business Expenses: Expenses such as phone calls, postage, office supplies, etc. incurred by Club Officers and State Representatives performing their official duties or Club members who serve at the request of these Officers and Representatives shall be reimbursed for pre-authorized expenditures. Requests and receipts shall be approved by the Chapter President and routed to the Chapter Treasurer who shall keep records of such request and receipts and make the necessary payments.

ARTICLE V – CAPITAL EXPENDITURES AND RECORDS

- A. **Total:** Maximum annual total capital expenditures by the Executive Board, without prior approval of the membership, shall be limited to \$5,000. **Note:** Executive Board is the Chapter OfficersPresident, Vice Presidents, Secretary, Treasurer, FMCA Directors

- B. **Capital Assets:** A complete, up to date, inventory and location of the Chapter's capital assets (life of one year or more) shall be maintained by the Chapter Treasurer.

ARTICLE VI – OPEN RALLY POLICY

Guest may be allowed to register upon request or by invitation as: guest of the Chapter, guests of a member (friend). All guests (children and adults) are subject to all the rules and regulations as regular members and subject to the same Rally fees. Casual FMCA members, unless otherwise qualified, must have a GMC Motorhome or at least 1/3 ownership in a GMC.

ARTICLE VII – RALLIES

- A. **Establishment:** In accordance to our Chapter Bylaws (Article IV. 4.) the Chapter shall have at least one business meeting per Chapter fiscal year. Chapter policy is to have at least two Rallies per Chapter fiscal year, a Spring Rally and a Fall Rally, during which the one FMCA mandated business meeting will be scheduled. Executive Board and/or Rally Hosts propose dates and sites subject to the right of approval by the President. Quorum shall be as established by the Chapter Bylaws.
- B. **Registration:** Rally registration forms shall be available to Chapter members no later than 60 days prior to the event. See Rally Host Handbook for cancellation policy.

ARTICLE VIII – RALLY HOST(S)

- A. **Rally Host:** The Chapter President or Wagon Master shall appoint a Rally Host in advance of each Rally. The Rally Host shall be in charge of arrangements, safety assistance in emergencies, maintenance of law and order, control of objectionable noise, grounds housekeeping, control of campfires and any and all other matters which relate to the physical arrangements and conduct of the Rally.
- B. **Assistants:** The Rally Host may enlist the aid of one or more Assistants as he/she may deem necessary in the performance of his/her duties.
- C. **IDENTIFICATION:** The Rally Host and Assistants shall wear, at all times, suitable identification to permit immediate recognition of such person of authority by incoming coaches and the membership in general.
- D. **Duties:** The Chapter President may, from time to time, and as may be suitable to general or specific occasions, define and publish the regular or special duties of Rally Host (see Rally Host Handbook).

- E. **Rally Expulsion Proceedings:** The Rally Host may, with good cause and for the general good, recommend the suspension or expulsion of any Rally attendee or guest, from the Rally, who willfully and unreasonably disobeys a proper request from the Rally Host or Assistants in matters involving the health, welfare, or safety of the assembled group or the public-at-large. Such recommendation for suspension or expulsion shall be made in writing to the Senior Officer, who shall then promptly convene and chair a special meeting of the available Chapter Officers plus not fewer than four additional Chapter members, not a party to the proceedings, to hear the charges and defense. The Senior Chapter Officer shall, after deliberation and upon a two thirds vote of the members in this special meeting, take such action as appropriate.

ARTICLE IX – RALLY PLANNING & EXPENDITURES

- A. **Planning:** Rally planning is a shared responsibility of Chapter Officers and the appointed Rally Host. All plans and changes must be approved by the Chapter President and/or appropriate Chapter Officer.
- B. **Expenditures:** The preparation of an itemized estimated expense budget, based on an approved Rally Plan, is the responsibility of the Rally Host, from which Rally fees are calculated. The Chapter President must approve all budgets, cost overruns and unexpected expenses. The Chapter President also must approve fees as they appear on the Rally Registration Form.
- C. **Rally Accounts and Contracts:** The Rally Host may open a checking account for the purpose of paying costs of the Rally and shall be provided (Chapter President authorized) funds as needed for this account by the Chapter Treasurer. Camping and food services, entertainment are to be paid directly by the Rally Host. The Rally Host shall keep a full accounting of all funds, complete with invoices and receipts, which will be transmitted to and kept by the Chapter Treasurer. All accounting receipts shall be provided to the Chapter Treasurer within 60 days after the Rally.

The Chapter President and or Rally Host must approve all contracts for major goods and services such as food, camping and entertainment.

- D. **Transfer of Funds:** The preferred method of transferring funds from Chapter Treasurer to Rally Host, particularly across state borders, is a cashier's check/bank draft/electronically, which in general make funds immediately available.

ARTICLE X – REIMBURSEMENT OF RALLY AUTHORIZED EXPENDITURES

- A. **Rally Fee:** The basic Rally fee shall be waived for the Rally Host and paid by Rally attendees as part of their Rally Fee.
- B. **Extra Days At Rally Site:** When the Rally Host is performing authorized duties at the Rally site prior to or following the Rally, the Rally Host's campsite fees (as approved by the President) shall be reimbursed by the Chapter Treasurer, when requested.
- C. **Pre Rally Planning Trips:** When Chapter Officers or other Chapter members make authorized trips for such things as: evaluation of the site, contract negotiations, engagement of caterers, entertainment, etc., their pre authorized (by Chapter President) expenses shall be reimbursed when requested. These requests together with receipts of expenditures shall be sent to the Chapter President for approval, who will route the claim to the Chapter Treasurer for payment.

ARTICLE XI – SEMINARS

- A. **Presenters:** It shall be the policy to have all seminars conducted by well qualified speakers in a professional manner.
- B. **Aids and Handouts:** It is recommended that presenters use audio-visual aids and provide written handouts.
- C. **Do-It-Yourself ers:** "Do-it-yourself" Chapter members who are competently qualified and who have thoroughly researched their subject may also be used as presenters.

- D. **Seminar Expenses:** Presenters shall have budgeted expenses related to their seminar presentation, such as handout printing costs, craft supplies, etc. reimbursed on request, as approved by the Rally Host. The Rally Host will send all such requests to the Chapter President for approval who will route these claims to the Chapter Treasurer for payment.
- E. **Seminar Reviews:** Whenever possible, a review will be made of the material to be presented prior to the Rally by the responsible Chapter officer.
- F. **Questions and Answers:** Seminar presenters will allow time for questions and answers.

ARTICLE XII – RALLY AND OTHER REFUND POLICIES

- A. **Rally Late Registration Fee:** No fees are charged for registering after the deadline date. Accepting late Registration is determined by the Rally Host so long as there are available accommodations for parking, food, etc.
- B. **Rally Registration Cancellation:** Cancellations received after the Registration deadline date may not receive a full refund of the amount paid. However, every effort will be made to refund for circumstances beyond the control of the attendee, such as medical and family emergencies, breakdowns, etc. All request for such consideration are be determined by the Rally Host and or forwarded by the Rally Host to the Executive Board for a decision.
- C. **Refund of Surplus Funds:** Any unspent Rally funds shall be forwarded to the Chapter Treasurer for the General fund.
- D. **Terminated Membership:** No annual dues refunds will be granted for members who terminate their membership or are expelled. Special situations can be referred to the Executive Board (Chapter President), which will make any necessary decisions.