

YANKEE TRAVELERS CHAPTER, FMCA

CHAPTER BYLAWS

Chartered February 9, 1974

ARTICLE I - CHAPTER NAME

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

ARTICLE II - OBJECT

1. **PURPOSE:** This Chapter exists to promote social, recreational, and informational exchange activities that provide for the enjoyment and pleasurable use of family member coaches.
2. **AREA/SCOPE:** This Chapter shall be authorized to function in the Northeast Area with a mutual interest in and/or location of Central New England.

ARTICLE III - MEMBERS

1. **ELIGIBILITY:** To be eligible for and to maintain membership in the Chapter, a person must own at least 1/3 of an FMCA-approved coach, be in good standing with FMCA, and meet the dues requirement and provisions set forth in the Bylaws of this Chapter.

Membership in this Chapter shall not be denied any person because of race, sex, religion, color, marital or family status, age, nationality, or disability.

2. 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.
3. The term "Membership," is defined as either a family unit or an individual or individuals owning a Qualifying Motor Coach who share a membership number.
4. The term "Member," is defined as each adult who, jointly or individually, constitutes a membership. The voting rights of each member are defined in the description of each category.
5. The term "Qualifying Motor Coach," is defined as a self-propelled, completely self-contained vehicle that contains all the conveniences of a home, including cooking, sleeping, and permanent sanitary facilities, and in which the driver's area is directly accessible in a walking position from the living quarters. The terms motor coach and motorhome may be used interchangeably.
6. **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 January 1.

- 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 August 31, the dues shall be regarded as covering the next membership year.
- 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 five (5) months after becoming due (May 31) shall be considered delinquent; after six (6) months (June 30) membership is cancelled.

ARTICLE IV - OFFICERS

- 1. **DUTIES OF OFFICERS:** The duties of elected officers shall be as defined in the Member and Volunteer Handbook. (Appropriate sections are reprinted in Appendix 3.)
- 2. **TERMS OF OFFICE:** The elected officers of this Chapter shall serve a two (2) year term of office commencing with the conclusion of the election meeting, and will continue until their successors are elected.
- 3. **RIGHTS AND LIMITATIONS:**
 - A. An individual FMCA member may hold an officer position in only 1 chapter.
 - B. Individual FMCA members may hold no more than 2 offices in the same chapter.
 - C. Any member in good standing may be nominated from the floor for any elective office.
 - D. Only Full Members, Full Lifetime Members, Life Members, or Honorary Members who have advanced from one of these classes have the right to hold office in this Chapter.
 - E. 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, Board of Directors, Membership Secretary and the Newsletter Editor 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.

ARTICLE V - COMMITTEES

- 1. **APPOINTMENT:** Committee members and Chairperson (except Nominating Committee) shall be appointed by the President.

2. **DUTIES:** All committees shall function within the policies of the Chapter and (except Nominating Committee) under the direction of the President. Financial reports, vouchers, and monies due the Chapter shall be submitted on a timely basis.
3. **QUORUM:** A Committee quorum shall be a majority.

ARTICLE VI - CHAPTER ADMINISTRATION

1. **AUTHORITY:** This Chapter shall be democratically self-governed, deriving its existence and authority from the consent of its membership assembled in meeting or, in certain instances, by mail vote on stated propositions.
2. **ORGANIZATIONAL YEAR:** The fiscal and membership year of the Chapter shall commence on January 1 and end on December 31.
3. **CHAPTER MEETINGS:**
 - A. **Types:** The term “meeting” shall include coach rallies, campouts, dinner meetings, and any other gatherings suitable to the function of the Chapter.
 - B. **BUSINESS MEETINGS:** The Chapter must hold at least 2 business meetings each membership year at which a quorum is present. Said meetings must be at least 14 days apart and be duly announced in advance to the membership.
 - C. **ANNUAL ELECTION:** One of the business meetings shall be an Annual Meeting at which the semi-annual election will be held if required. The voting general membership is to elect Chapter officers, including a President, two (2) Vice Presidents, a Secretary, a Treasurer, a National Director and an Alternate National Director. The membership will also elect the following additional members of the Executive Committee: Membership Secretary, Newsletter Editor and members of the Board of Directors. The above officers/ members shall constitute the Executive Board.
 - D. **QUORUM:** A quorum for the transaction of business at any duly-called Chapter meeting is 25% of the chapter family unit membership or 15 family unit members, whichever is less.
 - E. **VOTING:** Except as specified elsewhere in these Bylaws, a simple majority vote of members in good standing and voting shall be required to approve or disapprove any matter. The Chapter has established that voting will be 1 vote for each adult member present. Balloting by mail may be undertaken when a proposed matter is voted to be of such importance or urgency that a total membership vote is advisable.
 - F. **PARLIAMENTARY PROCESS:** The rules contained in the current edition of ROBERT’S RULES OF ORDER NEWLY REVISED shall govern this Chapter's proceedings to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of FMCA, and the Bylaws of this Chapter.
4. **MAINTAINING AFFILIATION:** This Chapter must maintain a minimum of 15 family unit members. The Chapter Secretary shall furnish to the National Office of FMCA, no later than

the last week in December, a membership list, a list of chapter officers, and assurance that 2 business meetings were 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 Constitution and Bylaws of FMCA.

ARTICLE VII - ELECTIONS

1. NOMINATING COMMITTEE COMPOSITION:
 - A. The Nominating Committee shall consist of not less than 3 Chapter members in good standing, nominated and elected every other year by the Chapter membership.
 - B. Election of an individual to the Nominating Committee shall not prohibit that person from being nominated for elected office.
2. NOMINATING COMMITTEE DUTIES:
 - A. To select one of its members as Nominating Committee Chairman.
 - B. To nominate candidates for the Chapter Offices of President, two (2) Vice Presidents, Secretary, Treasurer, National Director, an Alternate National Director.
 - C. To nominate candidates for Membership Secretary, Newsletter Editor and Board of Directors for the new year, to be presented for voting by the Chapter membership.
 - D. To obtain clear acceptance of the nominees to serve the Chapter should they be elected.
 - E. To make certain that nominated candidates are members in good standing and qualified under applicable National and Chapter bylaws.
 - F. To nominate candidates to fill vacancies that occur in elected Chapter offices.

ARTICLE VIII - AMENDMENT OF BYLAWS

1. MANDATORY AMENDMENTS: National Bylaw Amendments applicable to Chapter operations shall be automatically adopted by the Chapter and are not subject to a vote by the Chapter membership.
2. AMENDING PROCEDURE: These Bylaws may be amended by a 2/3 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.
 - A. Any member of the Chapter may propose amendments to the Bylaws.

B. Approved amendments to these Bylaws become effective immediately upon their adoption, or at such time as specified in the amendment.

3. DISTRIBUTION: Copies of changes, additions, amendments, or revisions to these Bylaws shall be forwarded to the National Office and to the National Area Vice President.

ARTICLE IX – CHANGES TO STANDING RULES

All changes to standing rules will be recommended by the Executive Committee to the membership at a general meeting and will require a majority vote for approval.

ARTICLE X - LIQUIDATION AND DISSOLUTION

In the event of dissolution of this Chapter of FMCA, by majority vote of the chapter, all of the remaining assets of the Chapter shall be contributed to the purpose(s) for which the Chapter is organized, or to a qualified non-profit charity or charities.

EFFECTIVE September 3, 2005
(Date the chapter voted on the bylaws or amendments to the bylaws)

Appendix 1

Standing Rules

A. Dues

The Yankee Traveler annual dues will be \$10.00 for one year or \$18 for two. Dues are due on January 1 of each year, payable to the Membership Secretary.

B. Methods of Reimbursement for Meets

The host along with assistance from the President and Treasurer will determine the best procedure for controlling the finances for each meet.

Option 1: Have all monies addressed to the Yankee Travelers, pay all bills then provide all collected funds and receipts to the Treasurer for reimbursement.

Option 2: Have all monies made out to the host who will in turn pay all bills then report results to the Treasurer.

For either option, the host is responsible for completing a Yankee Traveler Meet Sheet at the end of each meet and submitting it, along with receipts, in a timely fashion to the Treasurer. This sheet resolves all expenses against income and becomes the financial record of the meet.

C. Methods of Reimbursement for Other Expenses

- 1) The Treasurer, upon presentation of a receipt with explanation, will reimburse all expenses under \$50.00 that are required for an Executive Committee member to do his/her job.
- 2) All expenses of an extraordinary nature, that is: expenses that are not part of a meet, being paid for with funds earmarked for that purpose with the income generated by that meet - and are less than \$500.00 must have prior approval by the President and the Treasurer.
- 3) All expenditures of an extraordinary nature greater \$500.00 but less than \$1,000.00, require a majority vote of the Executive Board.
- 4) All expenditures of an extraordinary nature that are greater than \$1,000.00 require a majority vote of the Membership.

D. The Annual Meeting

The Annual Meeting will be targeted for September of each year. When elections are due they will take place at this meeting.

E. Name tags

Name tags should be worn at all events.

F. Pets

- 1) Pets must be kept on leashes at all times.
- 2) Owners must pick up after their pets.
- 3) Pets are not allowed in the food area.

G. Generators, Engines

- 1) Chapter Officers strongly recommend the use of uppi-pipes at all rallies.
- 2) Generators or coach engines must not be run during quiet hours (11 PM – 7AM) except in an emergency.

H. Former members

Former members may become Family Associate Members by continuing to pay annual FMCA dues and may be recognized by the chapter, however, such members may not vote or hold office in FMCA or chapters.

I. Smoking

No smoking in the food area.

Appendix 2

Non-Officer Executive Committee Positions

A Board of Directors

POLICY

The Board of Directors consists of six members elected by the General Membership to assist in the management and administration of the club.

1. Three members shall be elected each second year. The term of office shall run for four years. The term shall begin at the conclusion of the Chapter Annual Meeting .
3. The retiring President shall serve as a member of the Board of Directors until the next retiring President replaces him.
4. Qualification for nomination:
 - a. Must be a Chapter member for one year.
 - b. Members with the same FMCA number may not serve as the Board of Directors at the same time with the exception of the retiring President.

B Membership Secretary

POLICY

The Membership Secretary has the duty and responsibility to keep accurate and up-to-date records of the chapter's membership.

PROCEDURE

The Membership Secretary receives new and renewal applications from members and maintains a record of same. The Secretary:

1. transfers all funds received to the Treasurer,
2. provides members with an up-to-date membership card,
3. attempts to notify delinquent members of dues that are past due,
4. provides a report on the status of Chapter membership at Chapter meetings,
5. provides the Chapter Secretary with current membership records for communication with the National Office,
6. apprises the Newsletter Editor of all changes in Chapter membership.

C Newsletter Editor

POLICY

The Newsletter Editor has the duty and responsibility to publish the Yankee Traveler Newsletter six (6) times each year

PROCEDURE

The Newsletter Editor will encourage pictures and stories from club members to report on all meets and any other activity of the club. He/she will also collect other data such as the illnesses or blessings of club members, financial reports, applications for upcoming rallies, etc. for publication. The editor will then organize the data into the Newsletter format and transfer the file to the printer along with an up-to-date mailing list provided by the Membership Secretary.

Appendix 3

Excerpts From Member and Volunteer Handbook

A Chapter Officers - Nomination and Election

POLICY

It is the duty and responsibility of each chapter to elect (not appoint) a President, one or more Vice Presidents, a Secretary, a Treasurer, a National Director, and an Alternate National Director for a one- or two-year term.

An FMCA member may hold no more than two offices in the same chapter, and may not hold a chapter office in more than one chapter at the same time. Members of the same family unit may serve concurrently as a National Director or Alternate National Director as long as they represent different chapters.

Officers of an affiliate chapter will not be protected by insurance made available to chapters whose scope lies within the United States and Canada.

PROCEDURE

1. The membership of each chapter shall, yearly or every other year, nominate and elect a Chapter Nominating Committee to serve during the chapter's year. The Nominating Committee shall make nominations to fill whatever vacancies may occur during this period.
2. The Nominating Committee is to place in nomination candidates for chapter officers, including National Directors and Alternate National Directors.
3. At the meeting at which the Chapter Nominating Committee formally makes its report, other nominations for any or all offices may be made from the floor.
4. If the chapter's election of officers is to be conducted by mail ballot, such mail ballots must have provisions for write- in votes.
5. Within thirty days of the election, each Chapter Secretary shall furnish the National Office of FMCA with a list of newly elected officers.

B Chapter President's Responsibilities

POLICY

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

PROCEDURE

Responsibilities

1. A President's Handbook is provided to each chapter and is to be handed down to each succeeding president to use as a guideline during his or her term.
2. Chapter meetings should be conducted in an orderly manner and be in accordance with the FMCA Constitution, Bylaws, 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.
6. The Chapter President requests the annual chapter prizes at least six weeks and no more than twelve weeks in advance of a chapter rally.

C Chapter Vice President's Responsibilities

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 Policy and Procedure #3018, Chapter President's Responsibilities.

D Chapter Secretary's Responsibilities

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 31st of each year, each Chapter Secretary shall furnish to the National Office of FMCA a list of its membership and a list of incumbent chapter officers, and certification that the chapter held the required number of meetings in the chapter's previous fiscal period. Failure to annually forward a membership list and certification of meetings held shall result in the suspension of the right to vote by the National Director, Alternate National Director, or Temporary Delegate.
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.

4. The Chapter Secretary may complete the Association Calendar mail- in form if the chapter wants its rallies listed in the “Association Calendar” section of the appropriate issue of *FamilyMotor Coaching* 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.

E Chapter Treasurer’s Responsibilities

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.
3. The Chapter Treasurer is responsible for obtaining and maintaining the chapter EIN (Employer Identification Number). He or she is also responsible for providing verification of the chapter’s gross receipts to the National Office.
4. 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.

F NATIONAL DIRECTOR, ALTERNATE NATIONAL DIRECTOR

POLICY

The National Director elected from each chapter serves on the Governing Board of FMCA.

PROCEDURE

Responsibilities

1. Each chapter shall elect a member as National Director to serve on the Governing Board of FMCA, and 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 a one- or two-year period, 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 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 neither the National Director nor Alternate National Director can attend the next Governing Board meeting, a chapter member may be elected as a temporary delegate for the next Governing Board meeting only. If the delegate already holds two chapter offices, the restriction of holding only two offices in one chapter will be waived only for the time the delegate is in attendance at the Governing Board Meeting.

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.

3. The National Director of an inactive or affiliate chapter is seated as a non-voting member of the Governing Board whose attendance is not included in the count for the quorum to conduct a Governing Board meeting.

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.

Note: The complete MEMBER AND VOLUNTEER HANDBOOK can be found at:
<http://www.fmca.com/governance/pwd/handbook/chapter.asp>