

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, FMCA (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 Northeast Area.
3. **SCOPE:** This chapter will have members with a mutual interest in recreational camping and/or drawn from the location of Central New England.

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.
 - C. This chapter welcomes all FMCA members.

A chapter is not required to accept all FMCA members.

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 April 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 September 1, 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 5 months (August 31) after becoming due shall be considered delinquent; after 6 months (September 30) 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. (Appropriate sections are reprinted in Appendix 3.)
- 2. TERMS OF OFFICE: The elected officers of this chapter shall serve a 2 (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.

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. 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 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 year of the chapter shall commence on January 1 and end on December 31. The membership year of the chapter shall commence on April 1 and end on March 31.
3. CHAPTER MEETINGS:
 - A. TYPES: The term “meeting” shall include RV rallies, campouts, dinner meetings, electronic 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, 1 (one) vice president, 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.
 - 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.
 - 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 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.

The chapter secretary shall furnish to the national office of FMCA, no later than December 31st 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 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, 1 (one) vice president, 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.

C. To nominate candidates for 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 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)

Appendix 1

Standing Rules

A. Dues

The Yankee Traveler annual dues will be \$15.00 for one year. Dues are due on April 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) Uppi-pipes or up-stacks are mandatory at all dry-camping rallies. All generator exhaust both RV mounted and portable must be directed up and away from other RVs.
- 2) Approved Portable Generators must be a minimum of 25 feet from any other RV.
- 3) All generators without exception, must be RV rated and not emit more than 60 decibels (dBs) from a distance of 50 feet.
- 4) All portable fuel containers must be approved for such a use and be kept and stored a safe distance from any RV, Motor Vehicle, Generator or any other potential hazard. A hazard will be determined by the Wagon Master's sole discretion.
- 5) Generators or coach engines must not be run during quiet hours (10 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. The retiring President shall serve as the 7th member of the Board of Directors until the next retiring President replaces him.

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.

2. 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. Newsletter Editor (Optional at the Presidents discretion)

POLICY

The Newsletter Editor has the duty and responsibility to publish the Yankee Traveler Newsletter as determined by the Chapter President..

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, and a 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 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.
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 or electronic 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. Meetings will follow Roberts Rules of Order.
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, 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, 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 Family Motor 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.

Membership Secretary

POLICY

The responsibility of Membership Secretary falls under the Chapter Secretary. The Chapter Secretary can serve in both positions, or option to delegate the roll of membership to a qualified member approved by the BOD.

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

PROCEDURE Responsibilities

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

The Secretary:

1. Deposits all funds with the provided deposit card, into the chapter checking account.
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.

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

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.
2. The term of office of a newly elected 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, this shall be promptly reported in writing to the National Office, 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 can not 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 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.

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

Robert's Rules of Order

Role of meeting chair (in our case, the president)

1. Calling the meeting to order on time
2. Announcing the business before the group in the order noted on the agenda
3. Determining the presence of a quorum
4. Recognizing members who want to speak
5. Processing all motions
6. Expediting business
7. Ruling on points of order
8. Conducting the meeting in a fair and equitable manner

Notes:

- The goal of following Robert's Rules is to protect the rights of the minority, ensure legality and expedite business.
- Chair should remain neutral, not making motions and not debating. If chair participates in the debate, he or she should relinquish the chair's position until after the vote.
- When the meeting strays from the business item being addressed, the chair needs to bring the focus back to the specific motion, even if it means interrupting a speaker.

Making a motion is a six--step process:

1. Member makes a motion.
2. Another member seconds the motion.
3. The chair states the motion, formally putting it before the group.
4. The members discuss the motion.
5. The chair puts the question to a vote.
6. The chair announces the results of the vote.

Debates and decorum

- After a motion is made, the floor is open for debate.
- The person making the motion has the right to speak first.
- Each speaker needs to be recognized by the meeting chair.
- Ideally, speakers should alternate between those in favor of a motion and those opposed.
- Each speaker is given a specific time limit to present his or her argument, usually 10 minutes. {Our meetings typically don't have the luxury of time, so this may be too long.}
- A longer time can be given, if approved by a two--thirds vote.

- A person who hasn't spoken out yet gets precedence over people who have already spoken to the motion.
- No speaker can speak more than two times.
- Maker of the motion (or the chair) calls for closure of the debate after everyone who wishes to speak has been heard. If someone calls the question before that, the group must vote on whether to end debate (no discussion). A two-thirds vote is required to end a debate.
- To keep the discussion focused on the motion, avoid discussing personalities of the people involved, questioning the motives of other members, making derogatory remarks, including name calling.

Adapted from The Complete Idiot's Guide to Robert's Rules and Quick Study Parliamentary Procedure