

**STANDING RULES
TRI-STATE TRAVELIERS CHAPTER
FAMILY MOTOR COACH ASSOCIATION**

Definition - Standing Rules are those policies and procedures that govern the manner by which the chapter conducts rallies, meetings and other Chapter functions. Standing Rules are adopted by majority vote of the Members at a duly called business meeting at which a quorum is present and may be revised in the same manner. They must be consistent with FMCA National Bylaws, Policies and Procedures, and Chapter By-Laws.

1. Election Procedures

- A. The Nominating Committee shall present a slate of nominees of at least one candidate for each Chapter office at the business meeting immediately prior to the election of officers in September.
- B. Nominations for any office shall be accepted from the floor after the Nominating Committee has made its report and prior to the close of the meeting when nominations are made.
- C. Each office shall be voted on in the sequence listed in the National By-Laws.
- D. A ballot containing the names of candidates for Chapter office shall be submitted by mail or email to each Chapter member. Space shall be included on the ballot for write-in votes.
- E. Voting shall be by secret ballot. Chapter members may return the ballots by mail, e-mail, or bring them to the September meeting. The ballots shall be sent to the Nominating Committee designee as announced during the election campaign.
- F. A ballot committee of at least three (3) Chapter members shall tabulate the votes during the September business session in the immediate vicinity of the assembled Chapter members.
- G. The results of the election shall be announced prior to the close of the September meeting.
- H. There must be a President, Vice President, Secretary, and Treasurer for the chapter to continue.

2. Duties of the Officers

The duties of the elected officers shall be as defined in the National Constitution, Bylaws, Policies and Procedures, as well as Chapter By-Laws. Other duties may be as defined by Chapter Standing Rules, as established by Chapter procedures or as detailed in the Job Description for each office.

- A. The President is the leader of the Chapter and presides at meetings of the Chapter membership. He/she also chairs the Executive Committee. The Job Description specifies details of duties.
- B. The First Vice-President shall preside in the absence of the President. The First Vice-President is also responsible for activities at rallies. The Job Description covers specifics of duties.
- C. The Second Vice-President shall preside in the absence of the President and First Vice-President. The Second Vice-President is also responsible for the selection and for keeping a schedule of food hosts, for food. The Job Description covers specifics of duties.

- D. The Vice-President Rally Master (Wagon Master) shall arrange for rallies and campouts and shall be in complete and total charge of parking arrangements, elimination of safety hazards, assistance in medical emergencies, maintenance of law and order (including the operation of a motor vehicle while intoxicated), control of objectionable noise, marking of confusing road junctions, grounds keeping and control of other matters which relate to the physical arrangement and safe conduct of said rally or campout. The Rally Master may enlist the aid of one or more Assistant Rally Masters (Trail Bosses) as determined to be necessary in the performance of his duties. The 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 the Rally Master. The Rally Master may, with good cause and for the general good, recommend the suspension or expulsion of any member of the Tri-State Traveliers Chapter who willfully and unreasonably disobeys a proper request from the Rally Master 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 Chapter President, who shall then promptly convene a special meeting of the Executive Committee, plus not less than four additional Chapter members. The participants of the special meeting shall, after due deliberation, and upon two-thirds vote, take such action as it deems appropriate to the situation. The Job Description Covers detailed duties.
 - E. The Secretary is responsible for keeping accurate and up to date records of chapter activities and Membership for various reports to the Chapter Membership and to the National FMCA Offices. The Job Description covers detailed duties and required reports.
 - F. The Treasurer receives safeguards and holds all Chapter funds in the name of the Chapter and is its Trustee and Fiscal Agent. Accurate records shall be kept and reports made to the Membership at each business meeting of the Chapter membership. The Job Description covers details of duties.
 - G. The National Director serves as the Tri-State Traveliers voting member at the annual FMCA Governing Board meeting. It is also the National Director's responsibility to keep the Chapter advised of items pertaining to the National Organization and items pertaining to the Great Lakes Area Motor Coach Association.
 - H. The Alternate National Director serves in the place of the National Director at the Governing Board meeting in the absence of the National Director.
 - I. The Newsletter Editor is responsible for a written newsletter that will convey news of interest to the Chapter Membership. This will include news of recent rallies and Chapter activities, individual member achievements of general interest, the well being of Chapter members and information of upcoming events. The Newsletter Editor shall be appointed by the President on a yearly basis.
 - J. The Webmaster will maintain the Chapter's web site.
 - K. The Membership Chairperson is responsible for sending chapter membership solicitations to prospective FMCA members located in the Tri-State Traveliers' geographic area.
3. Fees
- A. The annual dues for Chapter Membership are \$15.00 for each family unit.
 - B. New members pay a one-time initiation fee of \$25.00 in addition to the annual dues.
 - C. A fee for rally activities such as for food and entertainment will be assessed as needed on a rally by rally basis. Members will be notified of the fees for each rally. All rally fees must be paid at the time of registration for the rally.

- D. The fee for camping will be an amount to cover the cost of camping at a given rally. This also must be paid at the time of registration.
 - E. Refunds of fees will not be made in those cases where the Chapter has assumed a financial obligation such as for camping or for food.
4. Chapter Bank Accounts:
- A. The chapter treasurer will keep the banking account numbers, usernames, and passwords for accounts.
 - B. The treasurer will be responsible for disbursing funds for chapter business expenses only with receipts and/or back up paperwork and/or rationale for the expense.
 - C. There will be two signers on any chapter bank account.
 - D. Debit card use will be limited to the treasurer only and only for rally expenses.
5. Disbursement of Chapter Funds
- A. Chapter funds may be disbursed only for authorized Chapter purposes.
 - B. A written receipt of authorized Chapter expenditures must be presented to the Chapter Treasurer for reimbursement.
 - C. The Treasurer shall be authorized to make expenditures of up to \$200.00 for a single item, with the exception of campground and food fees, without prior approval of the executive board.
 - D. The Treasurer is authorized to pay the Chapter National Director an amount of up to \$500 for fuel expenses. Fuel consumption will be calculated on the average of 7 miles per gallon at the rate of \$2.50 per gallon times two (2) times the distance (round-trip) from central Cincinnati to the location of the National Director meeting. For example, if the distance from Cincinnati to the meeting location is 100 miles, an amount of \$71.43 ($\$2.50 \times 2 \times 100 / 7$) would be paid to the National (or Alternate) Director.
6. Chapter Executive Board meetings:
- A. The Executive Board meetings will include only its elected members. From time to time, the Executive Board may ask members to speak before the board for presentations.
 - B. The Executive Board may invite guest speakers to appear at Executive Board meetings.
 - C. Executive Board members will observe the FMCA Code of Conduct as outlined in P&P #2036, as well as the FMCA Member Code of Ethics as listed in the National Bylaws.
7. TRANSITION OF OFFICERS: At the time of the officer transitions from one person to the next, all officers will observe the following rules:
- A. New officers should have files transferred before January 1.
 - B. Chapter President – will turn over all chapter records to his/her successor.
 - C. Chapter Secretary – will turn over all minutes of meetings, and any correspondence to his/her successor.
 - D. Chapter Treasurer – will turn over all financial records, including log in usernames and passwords to all accounts to his/her successor.
 - E. Chapter funds spent within ninety (90) days of the officer transition will require two officers (the president and treasurer) to sign the paperwork for any expense.
 - F. The chapter domain name and passwords will transfer from Treasurer to Treasurer at each officer transition
8. RALLY ACTIVITIES:
- A. The chapter will observe all risk management guidelines provided in the FMCA Guide to Risk Management.
 - B. The chapter will observe all safety and security measures to keep chapter members safe.
 - C. Refunds for rallies will only be permitted when the following criteria is met:
 - a. Notice of cancellation is provided no later than 10 days prior to a rally, unless the campground cancellation rules override.

- b. Documented emergency circumstances, including hospitalizations

9. CHAPTER POLICIES INCLUDE THE FOLLOWING:

- A. Chapter emblems, badges and policy for wearing badges and penalties (if any).
- B. The Tri- State Traveliers chapter recognizes that the use of alcoholic beverages and the consumption of marijuana edibles or the smoking of marijuana by those of legal age is a matter of personal choice. The following policies and regulations apply to the use, possession, and consumption of alcohol and/or marijuana during a rally or event:
 - i. No person under the age of 21 may buy, receive, have in their possession, or consume alcoholic beverages or marijuana edibles.
 - ii. Alcoholic beverages and marijuana edibles may be consumed at the Rally only by persons of legal age and only in parked private motor coaches, recreational vehicles, or the immediate area outside such coach or recreational vehicle. No consumption of alcohol or marijuana is permitted in any public area or building at the Rally.
 - iii. Smoking tobacco products is restricted only to those of legal age and only in the Rally attendee's parked private motor coaches, recreational vehicles or the immediate area outside such coach or recreational vehicle. No smoking or other use of tobacco products is permitted in any public area or buildings at the Rally.
 - iv. Smoking marijuana products is restricted only to those of legal age and only in the parked private motor coaches and recreational vehicles being used by the smoker. No smoking or other use of marijuana products is permitted in any public area or building at the Rally.
 - v. The consumption of alcohol and marijuana products and the smoking of tobacco and marijuana products may be further limited by Association officials and staff, if it interferes with the rights of other Rally attendees or causes any disruption.

10. Charitable Donations

- A. Any member of Tri-State, or groups within the Club, may recommend that a donation be made to a particular charity.
- B. The recommendation(s) shall be in writing and directed to the club president for consideration by the Executive Committee. Recommendations for a given year must be received by the president no later than 60 days prior to disbursement.
- C. The Executive Committee shall consider the following in making their decision:
 - a) The balance in the treasury. Due to potential cash flow problems a donation should not be made if the balance in the treasury is \$5,000 or below.
 - b) In cases where more than one request is made, fullest consideration should be given to the charity that is of interest to the greatest number of Tri-State members. If there is no clear-cut choice, the requests should be presented to the general membership.

11. 50/50 Drawing

- A. The Chapter may engage in fund-raising activities such as the 50/50 Drawing for the benefit of its programs and purposes.
- B. At least 50% of the money raised through this activity shall be returned to the participating members in the form of cash prizes.
- C. After cash prizes are paid, the remaining money shall be added to the Chapter treasury.

12. Guest Policy

- A. Members may invite guests to attend Chapter rallies.
- B. Guests are expected to pay all rally and other fees.
- C. Guest must abide by all FMCA and Chapter rules.
- D. Former members who no longer pay FMCA dues may only be an occasional guest.
- E. A rally guest may attend only two (2) chapter rallies before joining.

13. Generators

Generator hours will be restricted to 7:00 am to 11:00 pm. Members should be considerate of their neighbors as to the location of their generator exhaust pipes. If extended use of a generator is expected, the member should seek a more isolated spot to park.

14. Quiet time

Quiet time is to be observed from 11:00 p .m. to 7:00 a.m.

15. Name Badges

Name badges are to be worn at all times from noon Thursday through Saturday during rallies. Those members not wearing name badges will be subject to a \$.50 fine as assessed by the “sheriff” or other person so designated by the President.

16. Smoking

Smoking is not permitted at any Chapter activity.

17. Pet Policies

- A. Members are to be in full control of pets at all times.
- B. Pets are to be on a leash no longer than six feet at all times when outside the coach.
- C. Members must clean up after their pets.
- D. No pets, with the exception of service animals, are permitted where meetings, activities or meals are being held.

18. Chapter Media

- A. Chapter media comprises any website(s) or social media (e.g. Facebook, Snapchat, Twitter, Instagram, etc.) operated on behalf of the Tri-State Traveliers chapter.
- B. The purpose of these media is to permit the distribution of information that is of interest to the members.
- C. The media sites will be maintained by administrators as appointed by the Chapter President. To maintain continuity of service, there needs to be a minimum of two administrators and the administrator must provide the system password to the President or the President’s appointee.
- D. For security purposes, the administrator password shall be changed, at a minimum, every two years, at each Officer changeover, or, preferably more often.

19. Chapter Document Reviews

- A. The Standing Rules (this document) and the Chapter By-laws will be reviewed every other year, on the off-election year, within the first three months of that year.
- B. The Review shall be conducted by a document review committee, as nominated by the members at a chapter business meeting.
- C. The committee shall review the contents of the documents for relevance and take into account any changes in processes that either no longer apply, or should be included in order to “keep with the times.”
- D. The committee chair will present any proposed changes at a chapter meeting to the members by illustrating where in the document(s) the changes apply and the reasoning for the change. At the meeting, the members shall have the opportunity to provide feedback on the changes.
- E. All proposed changes shall be voted on at the business meeting for majority approval.
- F. The approved changes shall be applied to the new document, at which time it will be dated as of the time of approval, and shall become the new official document.

20. Failure to Comply

Failure to comply with any Standing Rule could result in the violator being asked to leave the rally and to possible further disciplinary action by the Chapter.