

Other Duties

1). The Secretary shall furnish to the National Office of FMCA, no later than the last week in December, a list of its membership, a list of its incumbent chapter officers, and assurance that two (2) business meetings were held. (Approved 6/7/02)

2). The Secretary shall promptly report, in writing, to the National Office of FMCA, the results of any election or change in status of chapter officers. This report shall include addresses and telephone numbers of each person so elected. (Approved 6/7/02)

- f. **Treasurer:** The Treasurer shall receive all funds and pay all bills of the chapter under direction of its officers and trustees. The Treasurer shall make a financial report for each meeting. Within one month after the expiration of his or her term of office, the treasurer shall deliver to the incoming treasurer all money, vouchers, books and papers of the chapter in his or her custody, with all postings made to date of delivery. (Approved 6/7/02)

Other duties:

1). The Treasurer shall be a member of the Membership Committee. (Amended 3/15/09)

2.) The Treasurer will order all Badges for new members. A badge maker shall be chosen that can make badges of consistent quality and have the resources to mail directly to the new member in a timely manner. (Approved 5/10/03)

- g. **National Director:** The National Director shall serve on the Governing Board of FMCA and shall represent the Chapter at the annual meeting of Family Motor Coach Association, Inc., and perform such other duties as may relate to the national organization. The National Director shall also represent the chapter at the annual meeting of the Six-State Rally Association, Inc. (Approved 6/7/02)
- h. **Alternate National Director:** The Alternate National Director shall represent the chapter when the National Director is unable to attend. (Approved 6/7/02)
- i. **Temporary Delegate:** If the National Director or Alternate National Director cannot attend the next Governing Board meeting of FMCA, a temporary delegate is to be elected for the next Governing Board meeting only. If the temporary delegate already holds two chapter offices, the restriction of holding only two offices in one chapter is waived only for the time the delegate is in attendance at the Governing Board Meeting. The election of the temporary delegate should be held 30 days before the annual meeting. The chapter secretary shall immediately notify the National Office of the election and the name of the temporary delegate. (Approved 6/7/02)

25. The Elections of chapter officers for the coming year shall be held in the month of September. The report of the nominating committee shall be made to the membership in the month of June. Nominations may be made from the floor with the consent of the person being nominated. (Approved 6/7/02)
26. The Past President shall be an ex-officio, non- voting, member of the Executive Board. (Approved 5/10/03)
27. The newly elected Chapter President shall appoint the Newsletter Editor and the Member Profile Book Editor annually. (Amended 3/14/09)
28. The newly elected President shall appoint an Audit Committee of two or more members. The Committee is to audit the Treasurers records at the end of the fiscal year and will make its report to the chapter at the first meeting following the completion of the committee's audit. (Adopted 3/14/09)
29. The Chapter President shall appoint a member who will be responsible for maintaining the database of the membership. The Software program used to keep and exchange records shall be Microsoft Excel compatible. Updated membership data shall be forwarded to the following: the chapter Secretary, the Newsletter editor, the member responsible for preparing the Member Profile sheet, and the Membership Chairman. (Adopted 3/14/09)
30. Duties of Officers:
 - a. **Chapter President:** The President shall be the chief officer and shall direct the business of the chapter. The President shall preside at the meetings and shall appoint all committees except the nominating committee. (Approved 6/7/02)
 - b. **First Vice President:** The First Vice-President assists the President and serves as presiding officer in the absence of the President from any duly-called meeting. Should a vacancy occur in the office of the President, or upon the inability or refusal to preside, the First Vice-President performs all duties of the President. (Approved 6/7/02)
 - c. **Second Vice-President:** The Second Vice-President, serving as Rally Master, is responsible for all rallies during his/her term of office. The Second-Vice President will select a Host Committee for each rally site, and provide other assistance to the rally committee as needed. (Approved 6/7/02)
 - d. **Third Vice-President:** The Third Vice-President, serving as Wagonmaster, is responsible for choosing rally sites for the coming year, and will fulfill the rally responsibilities of the Second Vice President when absent. (Approved 6/7/02)
 - e. **Secretary:** The Secretary shall record in a Minute Book the proceedings of all meetings of the Chapter. These signed minutes shall be read and approved at the next meeting, unless said reading is waived by majority vote. Minutes of all meetings shall be kept available in the event a member of the chapter desires to read them. (Approved 6/7/02)

14. Rallies of the chapter will be held the 2nd weekend of the month. A recommendation from the Third Vice-President for an exception to this Standing Rule may be approved by a majority vote of the Executive Board. (Approved 6/7/02)
15. The regular rally fee will be \$10.00 per person. (Approved 11/9/02, amended 3/18/2006, 6/18/2010)
16. The refund policy for the rally fee is as follows: full refund if cancellation is made 7 days prior to the first day of the rally; no refund if made within six days before the rally date. (Food purchases are made on the number of members pre-registered.) (Approved 6/7/02)
17. In the event of the death of a member of Red River Rovers, the Sunshine Committee will make a contribution of \$25.00 to a charity of the family's choice on behalf of the Red River Rovers. In the event of the death of a member of the immediate family of a club member, the Sunshine Committee will send a card of condolence. The Sunshine Committee will notify the newsletter editor of the event. (Approved 9/16/06)
18. Smoking shall be prohibited in all enclosed meeting areas. (Approved 6/7/02)
19. Pets shall be kept on a leash at all times and not allowed in meeting and food areas. (Approved 6/7/02)
20. The abuse of alcoholic beverages is prohibited. The use of chapter funds to purchase alcoholic beverages is also prohibited, however, rally funds may be used to purchase a beverage, such as wine, for a social or to compliment a meal. (Approved 6/7/02)
21. In consideration of those members still employed, chapter rallies will generally be scheduled within a 150-mile radius of Denton, Texas. An occasional exception to this Standing Rule may be made by a majority vote of the Executive Board (Amended 3/14/09)
22. Name badges are to be worn at all functions. The President may appoint a "Sheriff" who may assess a fine for those violating this policy. The penalty or fine shall be \$1.00 and paid to the chapter Treasurer. (Approved 6/7/02)
23. Annually the Executive Board will determine if the chapter treasury will contain a surplus of funds to support a rally fee scheduled during the calendar year. If a surplus of chapter funds is determined to exist, the Executive Board will make a recommendation to the membership for its consideration and approval. The financial support for the rally shall not exceed the amount of the rally fee. (Adopted 3/14/09)
24. Annually the chapter shall reimburse the Third Vice-President the amount of \$100.00 toward the expense of travel and lodging necessary to evaluate and contract rally sites. (Approved 6/7/02)

RED RIVER ROVERS
CHAPTER STANDING RULES

Amended 6/18/2010

1. The chapter may establish, delete, or amend Standing Rules for the purpose of assisting in the smooth operation of the chapter. (Approved 11/10/01)
2. Standing Rules may be adopted by a majority vote, can be amended by a two-thirds vote without previous notice or by majority vote with 30 days written notice. This action may be done at any meeting by a vote of those present. (Approved 11/10/01)
3. A Standing Rule(s) may be temporarily suspended for the duration of a meeting of a chapter. (Approved 11/10/01)
4. A Standing Rule may be proposed by the Bylaw Committee, or any member of the chapter. (Approved 11/10/01)
5. The Chapter shall be Incorporated in the State of Texas. The office of the Incorporated chapter will be the address of the chapter President. (Approved 11/10/01)
6. The annual membership dues of the chapter are set in the amount of \$24.00 per coach. (Approved 6/7/02)
7. New members will be assessed a first year Initiation Fee of \$10.00 per person. The Initiation Fee will be used to cover the cost of a Membership book, a name badge and such other items as determined by the chapter. (Approved 6/7/02)
8. The dues for a new member who joins in the month of October or after in the calendar year, is considered paid for the coming year. (Approved 11/10/01)
9. The Chapter shall maintain a year-end financial balance of no less than \$3000.00 in addition to member dues collected after October 1. (Amended 3/14/09)
10. All purchases less than \$200.00, not related to rally funds collected for a rally, can be approved by the Executive Board.
11. Purchases greater than \$200.00 must be approved at a called business meeting of the chapter. Usual and customary administration expenses of the chapter may be reimbursed by the Treasurer without board approval (postage, paper, printing, name badges, etc.). (Approved 6/11/05)
12. The chapter may recommend campgrounds that are not desirable be added to a list for the benefit of the Third Vice President. (Approved 6/11/05)
13. Annually, the chapter will hold its monthly rally during the months of March, April, May, June, September, October, November, and December. Additional rallies may be scheduled in other months, and outside the home area, with consent of the Executive Board. The Third vice-president is encouraged to consider one rally site in a cooler climate during the month of July or August. (Approved 6/7/02)