

Adopted as of 1/8/01  
Rev. 7/21/01  
Rev. 9/21/02  
Rev. 3/9/04  
Revised and Approved 3/16/07  
Revised July 10, 2015  
Approved Sept. 16, 2015

## **Standing Rules Gold Diggers Chapter FMCA**

### **1. NOMINATING PROCEDURE**

- a. Nomination** – The Nominating Committee, consisting of three members in good standing, will be appointed by the President at the May meeting.
- b. The Nominating Committee** will report their selected slate of officers at the July meeting, and nominations from the floor will be accepted. All proposed officers and other nominees will be posted in the next Newsletter. The election of officers shall be held during the September meeting. FMCA shall be notified of election results within 30 days.
- c. Newly elected officers** shall be installed no later than the December meeting.

### **2. MEMBERSHIP**

- a. Committee** – The Membership Committee shall consist of the President, Secretary, and Membership Chairperson (an appointed position).
- b. Notification Procedure** – New prospective members will be notified of the “sequence of membership” by a letter from the Chapter President. Applicants must be FMCA members in good standing and submit a completed membership application form accompanied by the nonrefundable application (initiation) fee of \$20.00. Applicant must achieve Chapter membership status within twelve calendar months or the application will expire. The Membership Chairperson will notify the Newsletter Editor and Treasurer of all new applicants/members so they can be added to the roster and receive their newsletter. Membership dues are assessed annually October 1 and become delinquent December 1. The Treasurer will notify the Membership Chairperson of all unpaid dues. The Membership Chairperson will attempt to contact the member at least three times before consulting with the President about sending out notification that they have been dropped from the Chapter roster. The Secretary shall be given a list of all paid members to send on to FMCA no later than the last week of December. A first-time-guest to a rally may receive an application for membership.
- c. Admission of new members** – Applicants will be accepted as members while attending their second rally at which there is a business meeting and upon payment of

their annual dues. New members who are admitted into the Chapter after the December rally will pay dues on a prorated basis in keeping with the following schedule: January – March - \$10.00; April – July - \$5.00; August to October - \$0. At that meeting, they shall be presented with the Gold Diggers pennant, a copy of the current Chapter Bylaws, and Standing Rules.

**d. Sponsor** – The sponsor of the prospective member shall introduce them to other members and see to their well being during the entire application process. If they do not have a sponsor the Membership Chairperson will request another member to be their sponsor.

**e. Active Membership** – Members must attend at least two scheduled Chapter events as a full participant in an RV rally as defined in 2. (h.) below, annually. An active member is expected to be a Trail Boss or Assistant Trail Boss at least once every two years. New members are encouraged to be Assistant Trail Bosses at least once during their first 12 months of membership.

**f. Associate Membership** – Associate Membership is designed for members who wish to continue their association with the Gold Diggers but are unable to attend the required number of outings for Active Membership as specified above. Associate Members enjoy all rights and privileges (attend any and every function, receive the newsletter, etc.) except holding an office and voting.

**g. Life Membership** – This special category of membership is available for members with a minimum of five years of active membership who are unable to continue their Chapter participation. This category is to be offered only to those who have made significant contributions of their time and energy to the Chapter. A majority vote (written and/or verbal) of the entire membership is required to approve conferring of membership.

**h. Rally Definition** – A rally is defined as a scheduled RV function led by designated Chapter Trail Boss and includes at least one overnight stay in an RV at the rally location.

**i. Reinstatement to Active Membership** – An Associate Member, who was previously an active member, or an Active Member who was dropped for nonpayment of dues and has now paid within a month of being dropped from the Chapter Membership Roster will be reinstated as an Active Member, providing the active membership limit is not exceeded. After a month of being dropped from the Chapter Membership Roster, they will need to reapply for membership. If the active membership is full, the member will be placed on the waiting list for reinstatement ahead of any prospective member.

**j. Membership Limit** – Active membership is limited to 40 family units.

3. **ANNUAL DUES** – The annual membership dues are \$15.00 per family unit.

4. **EXPENSES**

a. **Receipts** – The Treasurer shall require a receipt for all expenditures to be reimbursed by the club.

b. **Trail Boss expenses** – The Trail Boss will be reimbursed for all reasonable expenses related to the rally. The Trail Boss is not expected to subsidize the club by personal payment of expenses. If the registration fee is insufficient to cover expenses, the difference will be paid by the Treasurer from the Chapter treasury.

c. **Refund of registration** – Refunds will be made only if cancellation is made at least one week ahead of the rally or extreme extenuating circumstances prevent the member from attending. All refunds are to be approved by the President. If the Trail Boss has prepaid any expenses that are not recoverable, then that portion will be deducted from the registration refund.

d. **Cancellation policy** – The cancellation policy will be added to the registration form as a permanent part of the form.

4. **OFFICERS**

a. **The Executive Board** will consist of all elected officers. The immediate Past President will be an ex-officio member of this board for the purposes of providing advice and assistance as appropriate.

b. **Past Presidents' Council**, chaired by the immediate Past President is established. The purpose of this group is to provide advice and guidance, as appropriate, to the Executive Board.

c. **Chapter President** is the leader of the Chapter and presides at meetings of the Chapter membership. In addition, the President fulfills the following duties and responsibilities: (1) appoints members to all committees including the Nominating Committee; (2) appoints three members in good standing for the annual audit/review of the Chapter treasury and accounting records, and prior to the assumption of the duties by the new or incumbent Treasurer; (3) is responsible for seeing that the American flag and Gold Digger banner is present at each rally, 4) along with the Treasurer, is responsible for deciding the club needs to raise funds, e.g. Brown Bag Auction.

d. **Chapter 1<sup>st</sup> Vice President/Wagon Master** assists the President and serves as presiding officer in the absence of the President from any duly-called meeting. Upon a vacancy occurring in the office of President, or upon the 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.

Wagon Master is elected by the Chapter to have jurisdiction over Chapter rallies. Shall obtain the rally sites for the term of office, and give the information to the Newsletter Editor to publish in the newsletter. The Wagon Master will secure the volunteer Trail Boss and Assistant Trail Bosses (Hosts), or more as needed, for each rally and assist as needed. The Wagon Master is in charge of Chapter supplies making sure they are passed on from Trail Boss to Trail Boss and organize caravans as needed.

**e. Chapter 2<sup>nd</sup> Vice President/Assistant Wagon Master** elected shall help the Wagon Master supervise all rallies, trips, and social gatherings of the Chapter. He/she will work with the Trail Bosses in planning the rally.

Provide sign-up sheets for the upcoming two rallies for members who think they might attend. Members may add their name to the list any time prior to the rally registration deadline date. Write Thank You letters to campground staff, vendors, suppliers, and other applicable people.

**f. Chapter Secretary** shall keep accurate and up-to-date records of the Chapter's membership and forward to the National Office a membership list of names and FMCA numbers of the Chapter's members, along with a list of incumbent Chapter officers and certification that the Chapter held the required number of meetings in the Chapter's previous fiscal period. These reports are to be sent to the National Office no later than the last week in December in each year. The Chapter 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. The Chapter Secretary shall send the rally dates and locations, with a contact phone number, to FMCA for publishing in the national magazine.

The Secretary will be responsible for sending out Standing Rules' revisions to the membership 30 days prior to voting.

The Secretary will maintain a log of motions that have been carried pertaining to finances, Standing Rules, Bylaws and elections.

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 Alternate National Director. The Chapter Secretary is expected to record in the Chapter Minutes the proceedings of all meetings of the Chapter's membership. These signed minutes shall be read and approved at the next meeting, unless said reading is waived by majority vote. Minutes of all meetings are to be kept available in the event a member of the Chapter desires to read them.

**g. Chapter Treasurer** receives, safeguards, and holds all Chapter funds in the name of the Chapter and is its trustee and fiscal agent. The Treasurer keeps accurate accounts of all Chapter funds and renders reports on same at each business meeting of the Chapter's membership. The Chapter Treasurer disburses Chapter funds only for authorized Chapter purposes and only in accordance with the Chapter Bylaws. The Treasurer will maintain a checking account, requiring two (2) signatures for issuing checks over \$500.00, withdrawals and/or closing the account. Any two (2) of the following three (3) officers can sign the checks – President, Vice President, or Treasurer.

The Treasurer is responsible for notifying the membership that dues (\$15.00) are due October 1. (He/she may forward an email notification to any officer who has a Membership distribution email list or post the notification by mail to those who don't have email.) If dues are not received, the Treasurer needs to let the Membership Chairperson know for followup.

The Treasurer is responsible for filing the 990N before May 15 (no later than 4 ½ months after the fiscal year January to December) in order to keep up our non-profit status.

The Treasurer shall submit the books to the appointed committee for an annual audit ~~to~~ at the January Rally as stated in Officers, section 4. (c.).

**h. National Director and Alternate National Director** shall serve a two-year term. The National Director shall serve on the governing board of FMCA. The Alternate National Director shall serve on the governing board whenever the National Director is unable to attend or otherwise unable to serve. Another Chapter officer is not precluded from election as the National Director or as the Alternate National Director. 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. 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 two years or until his or her successor is duly elected and qualified. 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 an incumbent Alternate National Director cannot serve, the Chapter is to promptly elect a member to fill the vacancy in the office of National Director and notify the National Office. If neither the National Director nor Alternate National Director can attend the next Governing Board meeting, a temporary delegate may be elected 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.

**i. Trail Boss (Host):** (Appointed) will be provided with a rally planning document to aid in preparing a rally budget, plan all the activities, meals, etc., and go over expenses

with the Wagon Master and Assistant Wagon Master. Adjust the \$12.00 (minimum) reservation fee per member if needed. Get the reservation and schedule of events to the Treasurer who will then forward it to the membership. Obtain coffee pots, etc., from Wagon Master. After their rally, the Trail Boss will submit an expense report to the Treasurer for reimbursement within five days.

**j. Assistant Trail Boss (Co-Hosts):** (Appointed) will work with the Trail Boss and assist in registration, food, etc. (If you work as a team, each handling different responsibilities, the effort will be minimal and fun.)

**k. Newsletter Editor** (Appointed) shall be in charge of, and supervise, the publication of the Chapter's Newsletter. The Newsletter shall be published quarterly, listing up and coming rallies with names of the Trail Bosses; officers' reports; the previous business meeting minutes; the Treasurer's report; notices of any trips, and social gatherings of the Chapter and any other pertinent information. The Newsletter should be either e-mailed or mailed to the membership to ensure that all members have received the Newsletter. It shall be the duty of the Secretary and/or any other officers charged with the duty of giving notices to the members, to supply such notices to the Newsletter Editor for publication.

**l. Committees:** (Appointed) All people to serve on committees will be appointed by the President. They will submit any articles to the Newsletter Editor for the newsletter, keep a record of all expenditures, and submit to the Treasurer for reimbursement.

**Membership Chairperson** – Contacts guests and applicants, mails membership information, and assigns sponsors for any attending future rallies. The Membership Chairperson shall keep all member applications, anniversary and birthday lists and provide this information to the Newsletter Editor and the Sunshine Chairperson.

Membership Chairperson is responsible for maintaining the Membership Roster, Rally Activity Attendance List and providing the membership with an up-to-date Chapter Membership Roster a minimum of every six months.

Membership Chairperson will send out the rally registration and rally schedule of events.

**Sunshine Chairperson** sends appropriate cards to members and families and provides (and is reimbursed for) the birthday cake at each rally.

**Historian** – In charge of keeping an historical record of Chapter events and maintaining the Chapter scrapbook.

**Parade Chairperson** is in charge of coordinating and planning the FMCA Indio Rally parade entry.

**5. RALLY REGISTRATION**

a. Rally registration fees are as follows:

1) Received by the Treasurer or postmarked prior to deadline stated in signup form sent by Membership Chairperson; \$12.00 (minimum) per person or what is deemed necessary by the Wagon Master and Trail Bosses to cover the food/rally costs.

2) After the deadline the fee will be an additional \$5.00 per person.

**6. QUORUM**

a. A quorum for conducting official Chapter business shall consist of 25% of the total active coach units. A simple majority of those forming the quorum is required to pass any motion presented at the business meeting, unless other restrictions are specified in the Chapter Bylaws.

**7. VOTING NOTIFICATION**

a. Changes of the Standing Rules will be voted upon at the next business meeting after members have received copies of the proposed changes (at least 30 days prior to the meeting) either by e-mail or U.S. Mail.