

STANDING RULES FOR THE GMC GREAT LAKERS MOTORHOME CLUB, INC. CHAPTER

Unlike bylaws, which relate to parliamentary procedures, Standing Rules (sometimes called policies) refer to operating procedures or policies. Standing Rules are generally adopted individually and when the need arises. Standing Rules are adopted by a majority vote at any business meeting and do not require previous notice. An amendment to a Standing Rule that deals with parliamentary procedure requires a two-thirds vote if prior notice has not been given or by a majority vote with such notice. Standing Rules may be temporarily suspended for the duration of a meeting by a majority vote. A two-thirds vote is required to permanently suspend a Standing Rule. An ordinary motion is used to adopt, amend or suspend a Standing Rule.

Discretion should be used to insure a rule is really necessary and not frivolous or in conflict with the bylaws. When presenting a proposed Standing Rule for adoption, a member should have the rule documented and available for the presiding officer and Secretary. If a Standing Rule is adopted for a specific procedure of policy, care should be taken to be sure that subsequent action is not taken that would impact the adopted Standing Rule. To easily identify when a Standing Rule is adopted or amended, the date may be shown in parenthesis following each rule.

Standing Rules are to be retained by the chapter; they are not to be submitted to FMCA for review.

1. **PURPOSE:** These Standing Rules are established to address chapter matters that do not fall within the scope of its Constitution and Bylaws. Their purpose is to identify and clarify matters that affect the chapter and its members in the course of the day-to-day operation of the chapter.

2. **MEMBERSHIP CLASSIFICATIONS:**

There are four (4) chapter membership classes, each of which requires concurrent membership in FMCA.

 - A. Charter Member – Any person who was a chapter member as of April 14, 1976.

 - B. Full Member – Any person owning a GMC motorhome as defined in Article III, 1. A. and B. of the Constitution and Bylaws.

 - C. Honorary Member - Any member, who, in the opinion of the Executive Committee is worthy of the honor, may be extended an honorary annual membership. Honorary members have voting rights and pay no dues in their year of honor.

 - D. Associate Member - Any previous member who no longer owns a GMC motorhome. Associate members have no voting privileges and are not allowed to attend every rally.

3. **CHAPTER OFFICER RESPONSIBILITIES:**
 - A. **PRESIDENT**
 - 1.) Leader of the chapter and presides at meetings of the Executive Board and chapter membership. An ex-officio member of all committees except the Nominating Committee.
 - 2.) Responsible for seeing that all of the duties and responsibilities of each of the chapter officers are performed in a timely manner in accordance with FMCA's requirements.
 - 3.) Sees that all needed committees are duly elected or appointed.
 - 4.) A President's Handbook is provided to each chapter.
 - 5.) Abide by and perform in accordance with FMCA Policy and Procedure #3018.

B. VICE PRESIDENT

- 1). Assists the president and serves as presiding officer in the absence of the president at any duly called meeting.
- 2). If a vacancy occurs in the office of the president, the vice president shall perform in accordance with Policy and Procedure #3018, chapter President Responsibilities.
- 3). Assumes responsibility as the chapter Wagon Master and works to develop the rally schedule, secure volunteer rally hosts and, as necessary, support their rally planning activities.
- 4). Abide by and perform in accordance with FMCA Policy and Procedure #3019.

C. SECRETARY

- 1). Has the duty and responsibility to keep a formal record, usually called minutes, of the proceedings of all meetings of the chapter's membership and handles chapter correspondence as necessary.
- 2). Record the results of any election or change in status of chapter officers and send to the national FMCA office the annual chapter certification and active chapter member roster.
- 3). Abide by and perform in accordance with FMCA Policy and Procedure #3020.

D. TREASURER

- 1). Receives, safeguards, and holds all chapter funds in the name of the chapter and is its trustee and fiscal agent.
- 2). Keeps accurate accounts of all chapter funds and renders reports on same at each business meeting of the chapter's membership.
- 3). Prepares final rally financial report at the conclusion of each rally.
- 4). Recommends annual membership dues adjustment, as necessary, based on the chapter annual income and expenses.
- 5). Disperses chapter funds for chapter authorized expenses.
- 6). Assures an annual financial audit is conducted and reported to the membership.
- 7). Abide by and perform in accordance with FMCA Policy and Procedure #3021.

E. NATIONAL DIRECTOR AND ALTERNATE NATIONAL DIRECTOR

- 1). Serves on the Governing Board of FMCA.
- 2). Keep the chapter members 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.
- 3). Participate in and voting during Governing Board meetings.
- 4). Abide by and perform in accordance with FMCA Policy and Procedure #3022.
- 5). Both the National Director and Alternate National Director are two of the three Director positions required by the State of Michigan Nonprofit Corporation Act to fulfill the chapter's nonprofit corporation requirement.

F. DIRECTOR-AT-LARGE

- 1). Represents the chapter members at the Executive Board meetings.
- 2). One of three (3) Director positions required by the State of Michigan Nonprofit Corporation Act to fulfill the chapter's nonprofit corporation requirement.

5. ADMINISTRATIVE POSITION / COMMITTEE MEMBER RESPONSIBILITIES

A. NEWSLETTER EDITOR

- 1). Solicits, receives and compiles newsletter articles, rally calendar, chapter president comments, business meeting minutes, FMCA updates, rally summary, sunshine and treasurer reports, photographs and other pertinent information of interest to the chapter membership.
- 2). Establishes and communicates to the chapter membership deadlines for articles, rally information, reports, etc. to be included in the next newsletter.
- 3). Reviews articles, proofreads the final draft and lays out the newsletter.
- 4). Publishes five to seven (5-7) newsletters per year, April through November. The April newsletter is published 4-5 weeks prior to the May rally start date.
- 5). Distributes the newsletter electronically as a .pdf file to the chapter members on the newsletter email list, via USPS to those members without internet access and provides an electronic version to the Webmaster to be posted on the Great Lakers website.

B. WEBMASTER

- 1). Designs, develops, maintains and troubleshoots the chapter website.
- 2). Assures the continued registration of the chapter website domain name, <http://www.gmcgreatlakers.org>, and the website is secure, user friendly and compatible with various web browsers.
- 3). Establishes the appropriate login and password for members authorized to add content to the website and chapter membership access to the "Members Only" site.
- 4). Updates the website content (organization, newsletters, Constitution and Bylaws, Standing Rules, contact information of and official information from the Executive Board, current rally schedule, links, pictures, items for sale, etc.) on a regular basis.

C. MEMBERSHIP DIRECTOR

- 1). Processes annual chapter membership dues in coordination with the chapter treasurer.
- 2). Receives new membership applications and fees, mails new chapter members a letter of welcome to the GMC Great Lakers Motorhome Club, Inc. and orders member name tags and vehicle plaques.
- 3). Works with the chapter secretary to insure members maintain active FMCA memberships.
- 4). Maintains an electronic Membership Directory and USPS mailing list that is provided to the newsletter editor for emailing the newsletter and distributes an annual electronic Membership Directory to the chapter members.
- 5). Maintains and makes available to prospective members the forms required for membership in FMCA and the GMC Great Lakers.

6. **TERMS OF OFFICE**

- A. Chapter officers shall hold their offices from January 1 through December 31.
- B. No officer shall serve for more than three (3) consecutive one (1) year terms in any given office.
- C. Any chapter officer may serve in a different elective office immediately after his previous term expires without the consecutive year rule applying.

7. **ELECTION PROCESS**

- A. Candidates for office will be nominated and presented, by the Nominating Committee, to the chapter membership at the September meeting.
- B. Any member in good standing may be nominated for any office from the floor at the September meeting.
- C. The slate of candidates will be published in the Great Lakers newsletter and voting will take place during the October rally. Members unable to attend the October rally can mail a completed newsletter ballot to the Chairman of the Nominating Committee. Members attending the rally will receive paper ballots to be completed and returned to the Chairman of the Nominating Committee.
- D.** Ballots received in the mail are to be opened at the October meeting by the Nominating Committee and tabulated with the ballots collected at the rally. The Nominating Committee will announce the results and the total number of ballots cast during the October rally member meeting. Only at the October meeting, ballot results by office and nominee will be announced, upon voice **request**.

8. **EXECUTIVE BOARD MEETINGS**

- A. Meetings of the Executive Board may be called by the President or by request of a majority of the members of the Board.
- B. A majority of the Executive Board members must be present at any given meeting to constitute a quorum for the transaction of business.
- C. Each member of the Executive Board shall have one (1) vote on any given matter.

9. **RALLIES**

- A. Rally attendance is limited to chapter members. Prospective members and non-member owners of GMC TZE chassis motorhomes, are invited to attend as guests, providing they are members in good standing with FMCA. Otherwise, they are limited to attend one (1) rally per year and subject to the same rally fees as chapter members. Visitors are always welcome at rallies.
- B. One or more volunteer chapter members, known, as the Rally Host(s), is responsible for conducting the rally in accordance with the Rally Guidelines or assistance, if required, from the chapter Wagon Master. The rally hosts and co-hosts will receive a gift certificate from the Executive Board applicable towards a rally fee and must be used within one (1) year. Rally Host roles and responsibilities include:
 - 1). Selection of a suitable facility, making the necessary arrangements with the facility management and providing details, rally fees and the rally registration form to the chapter newsletter editor for inclusion in the newsletter.
 - 2). Determining the start and end dates and communicating all pertinent rally details to the chapter wagon master and newsletter editor.
 - 3). Establishing the rally structure – activities, tours, meal times, etc.
 - 4). Work with the chapter treasurer to establish the rally budget and the participant fees to assure the rally is self funded and does not require financial

support from the chapter treasury. If necessary, campground, caterer and other significant deposits may be requested from the chapter treasurer.

- 5). Receiving the rally registration forms and payment from those members planning to attend the rally. Rally fees are payable to "GMC Great Lakers Motorhome Club, Inc." by the date specified on the registration form.
- 6). Establishing parking arrangements and provide travel directions, as necessary, to the newsletter editor and attendees.
- 7). Providing a written rally schedule, list of attendees and local points of interest to the chapter participants upon their arrival at the rally.
- 8). Retaining receipts of all out-of-pocket expenditures. No expense will be reimbursed without providing a bonafide receipt for the items or services to the treasurer.
- 9). Reviewing the rally receipts and expenditures with the Chapter Treasurer before the rally ends and passing the documents on to the treasurer before payment is made.
- 10). The Rally Host may, with good cause and for general good, recommend the suspension or expulsion of any member who willfully and unreasonably disobeys a proper request in matters involving the health, welfare, or safety of the assembled group or the public at large.
- 11). Such recommendation for the suspension or expulsion shall be made to the chapter President, who shall then promptly convene a special meeting of the Executive Board, plus not less than four (4) additional chapter members, not a party to the proceedings, to hear the charges and defense. The participants of the special meeting shall, after due deliberation and upon a two-thirds vote, take such action as it deems appropriate to the situation.
- 12). Write a Rally Summary Report and send it to the chapter newsletter editor. The report should present a recap of the rally, including photographs whenever possible, for those members unable to participate. The report will be included in the next newsletter.

- C. All members attending a rally shall wear, at all times, their chapter nametags.
- D. If no one volunteers to host a rally, that rally will be conducted as a "no-host" or "do nothing rally" which means the rally will be completely informal. The chapter wagon master will determine the rally location and participants will make their own reservations with the campground.
- E. Monthly chapter rallies are held from May through October with the May Birthday Rally hosted by the Executive Board. The rally schedule is published in the chapter newsletter and the wagon master updates the membership at chapter meetings.
- F. Rally Fee Refund Policy: Chapter members who have paid a rally fee and are unable to attend must contact the Rally Host a minimum of seven (7) days prior to the rally start date in order to initiate a rally fee refund. The rally fee paid is subject to a reduced refund by the amount of any and all nonrefundable and/or cancellation fees incurred by the chapter.

10. EXPENDITURES

- A. All expenditures in excess of five dollars (\$5.00) shall be paid by check. The chapter treasurer or vice president must sign the checks.
- B. The Treasurer or Wagon Master shall approve rally expenditures before payment is made.

- C. Capital equipment expenditures up to five hundred dollars (\$500.00) can be approved by the Executive Board. Capital expenditures exceeding \$500.00 shall require approval of the membership at a chapter membership meeting as defined in Article VI Section 3. A. of the Chapter Constitution and Bylaws.

Revision History

- 1. Approved by a membership vote on July 28, 2017.