

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

Unlike bylaws, which relate to parliamentary procedures, Standing Rules (sometimes called policies) refer to operating procedures or policies within the club. Standing Rules are generally adopted individually and when the need arises. Standing Rules are adopted by a majority vote by the Executive Board at any board meeting and require a majority vote of those Board members present at that meeting. An amendment to a Standing Rule that deals with parliamentary procedure requires a two-thirds vote of the general membership present at a club business meeting. Standing Rules may be temporarily suspended for the duration of a meeting by a majority vote. 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.

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

- 2A. **MEMBERSHIP CLASSIFICATIONS:**

There are three (3) club membership classes.

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

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

 - C. 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. **CLUB OFFICER RESPONSIBILITIES:**
 - A. **PRESIDENT**
 - 1.) Leader of the club and presides at meetings of the Executive Board and club membership. The President is 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 club officers are performed in a timely manner.
 - 3.) Sees that all needed committees are duly elected or appointed.

 - 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 club President Responsibilities.
 - 3.) Assumes responsibility as the club Wagon Master and works to develop the rally schedule, secure volunteer rally hosts and, as necessary, supports their rally planning activities.

C. **SECRETARY**

- 1). Has the duty and responsibility to keep a formal record, usually called minutes, of the proceedings of all meetings of the club's membership and handles club correspondence as necessary.
- 2). Records the results of any election or change in status of club officers and sends to any pertinent GMC Motorhome organizations.

D. **TREASURER**

- 1). Receives, safeguards, and holds all club funds in the name of the club and is its trustee and fiscal agent.
- 2). Keeps accurate accounts of all club funds and renders reports on same at each business meeting of the club'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 club annual income and expenses.
- 5). Disperses club funds for club authorized expenses.
- 6). Assures an annual financial audit is conducted and reported to the membership.

E. **DIRECTORS**

- 1). A minimum of three (3) Directors positions required by the State of Michigan Nonprofit Corporation Act to fulfill the club's nonprofit corporation requirement.
- 2). GMC Great Lakers Board Directors are the Newsletter Editor, Webmaster, and Membership Director.

5. **DIRECTOR JOB RESPONSIBILITIES:**

A. **NEWSLETTER EDITOR**

- 1). Solicits, receives and compiles newsletter articles, rally calendar, club president comments, business meeting minutes, rally summary, sunshine and treasurer reports, photographs and other pertinent information of interest to the club membership.
- 2). Establishes and communicates to the club 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 club 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 club website.
- 2). Assures the continued registration of the club 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 club 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 club membership dues in coordination with the club treasurer.
- 2). Receives new membership applications and fees, mails new club members a letter of welcome to the GMC Great Lakers Motorhome Club, Inc. and orders member name tags and vehicle plaques.
- 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 club members.
- 5). Maintains and makes available to prospective members the forms required for membership in the GMC Great Lakers.

6. TERMS OF OFFICE

- A. Club 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 club officer may serve in a different elective office immediately after his previous term expires without the consecutive year rule applying.
- D. When possible only two of the four officers should be newly elected in a given election year, for continuity of club knowledge.

7. ELECTION PROCESS

- A. Candidates for office will be nominated and presented, by the Nominating Committee, to the club membership at the September meeting.
- B. Any member in good standing may be nominated for any office from the floor at the September meeting (or the meeting prior to the distribution of club voting ballots).
- C. The ballot including the slate of candidates for election and any club business requiring membership votes will be emailed or mailed to all Great Lakers members eligible to vote prior to the October rally (or last rally of the season).
- D. Completed ballots will be mailed or emailed to a designated representative of the Nominating Committee, who will tabulate the votes and validate all ballots with the Membership Chair, prior to the start of the October 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 club members. Prospective members and non-member owners of GMC TZE chassis motorhomes, are invited to attend as guests. They are limited to attend one (1) rally per year and subject to the same rally fees as club members. Visitors are always welcome at rallies, paying the same rally fees.
- B. One or more volunteer club members, known, as the Rally Host(s), are responsible for conducting a club rally in accordance with the GMC Great Lakers Rally Guidebook. Assistance, if required, will be provided by the club Vice President (also known as the Wagon Master).
- C. The rally host will be reimbursed for their campsite fees for the nights of the rally (extra nights before or after the actually rally dates are not paid for by the club). The Executive Board will approve the reimbursements prior to the rally, so the Treasurer can reimburse the rally hosts after the completion of the rally. Rally Host roles and responsibilities are outlined in the GMC Great Lakers Rally Guidebook.
- C. All members attending a rally shall wear, at all times, their club 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 club wagon master will determine the rally location.
- E. Monthly club rallies will be held from May through October with the May Birthday Rally hosted by the Executive Board. The rally schedule will be published in the club newsletter and the wagon master will update the membership at club meetings.
- F. Rally fee refunds will only be provided in accordance to the GMC Great Lakers Rally Refund Policy, dated February 2018.

10. **EXPENDITURES**

- A. All expenditures in excess of five dollars (\$5.00) shall be paid by check. The club treasurer or president must sign the checks.
- B. The Treasurer 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 club membership meeting as defined in Article VI Section 3. A. of the Club Constitution and Bylaws.

Revision History

1. Approved by a membership vote on July 28, 2017.
2. Approved by membership vote and published on October 13, 2018.
3. Approved by Great Lakers Board to remove Honorary member and add "Friends of the GMC Great Lakers". August 23, 2019.
4. Approved by Great Lakers Board to remove FMCA chapter references and changed descriptions as needed to agree with "October 27, 2019 Revised By Laws", approved on November 30, 2019.
5. GMC Great Lakers Board changed the description of the required three Board Directors to be the club Newsletter Editor, Webmaster, and Membership Director, Also removed Rally Guidelines to separate document, approved on May 12, 2021.
6. Approved by Board on February 9, 2022 to remove section 2B Non Membership Classification (Friends of GMC Great Lakers) due to cancellation of affiliation with FMCA.