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	SPECIAL DISTRIBUTION Chapter Officer's Handbook		

FMCA – DBA (doing business as)

FAMILY RV ASSOCIATION

CHAPTER BYLAWS FORMAT

_____ **CHAPTER**

ARTICLE I - CHAPTER NAME

The name of this not-for-profit organization shall be the _____
_____ chapter (hereinafter referred to as “chapter”) of the Family RV
Association, Inc.

ARTICLE II - OBJECT

1. **PURPOSE:** This chapter exists to promote social, recreational, and informational exchange activities that provide for the enjoyment and pleasurable use of family member recreational vehicles (RVs).
2. **AREA:** This chapter shall be authorized to function in the _____ Area.
(insert one of the Family RV Association Area's names)
3. **SCOPE:** *(Select the type of chapter to be used throughout this document.)*

This **chapter** will have members with a mutual interest in _____ and/or
drawn from the location of _____. (activity, RV brand, etc.)
(geographical area)

(or)

This **associate chapter** will have members with a mutual interest in _____
and/or drawn from the location of _____. (activity, RV brand, etc.) (geographical area)

ARTICLE III - MEMBERS

1. **ELIGIBILITY:**
 - A. To be eligible for and to maintain membership in the chapter, a person must be in good standing with Family RV Association and meet the dues requirement and provisions set forth in the bylaws of this chapter.



B. Membership in this chapter shall be open to any family unit or individual regardless of race, age, gender, national origin, religion, marital status or disability.

A chapter is not required to accept all Family RV Association members.

This chapter welcomes all Family RV Association members.

(or)

This chapter is open to Family RV Association members who ...

The chapter may limit membership to specific types, makes or models of RVs, specific interest (Racecar, Military Veterans, etc.) or geographic area (North Carolina, Dakotas, etc.). Specify the chapter standards.

2. DEFINITIONS:

- A. The term “membership” is defined as either a family unit or an individual or individuals who share a membership number.
- B. The term “member” is defined as each adult who, jointly or individually, constitutes a membership. The rights of each member are defined in the description of each category contained in Article III (3) of the Family RV Association Bylaws.
- C. The term “family unit” is defined as a person; his or her spouse or partner; dependents of each, regardless of age; and non-dependent grandchildren and great-grandchildren aged 18 and under.
- D. The term “qualifying recreational vehicle (RV)” is defined as “a self-contained wheeled vehicle that includes permanently installed cooking, sleeping, and sanitary facilities.”

3. VOTING AND HOLDING OFFICE: A member must own a qualifying recreational vehicle (RV) or at least 1/3 interest in a qualifying recreational vehicle (RV) in order to vote or hold office in this chapter. Associate members and Pathfinder members do not qualify to vote in chapter issues, including elections.

4. DUES AND FEES:

A. ANNUAL DUES: Annual payment of chapter and national dues enables persons to become active members and entitled to all rights and privileges of the chapter and Family RV Association. The annual dues for membership in the chapter shall be an amount as the membership shall establish.

B. RENEWAL: Renewal dues from chapter members become due and payable

(insert date)



C. INITIAL APPLICATION: Application for new membership shall be accompanied by payment of annual chapter and national dues (unless already a Family RV Association member). If an initial application is accepted after _____, the dues shall be regarded as covering the next membership year. (insert a date e.g. September 30)

D. INITIATION FEE: New and reinstated members may be required to pay an initiation fee in an amount to be established by the chapter membership.

E. ARREARS: Any member whose dues remain unpaid for more than _____ after becoming due shall be considered delinquent; after _____ membership is canceled.

ARTICLE IV - OFFICERS

1. DUTIES OF OFFICERS: The duties of elected officers shall be as defined in the Family RV Association Policies and Procedures.
2. TERMS OF OFFICE: The elected officers of this chapter shall serve a _____ (one or two) year term of office, or until their successors are elected.
3. RIGHTS AND LIMITATIONS:
 - A. An individual Family RV Association member may hold either a single office in each of two chapters or two offices in one chapter. A member may hold the office of national director or alternate national director in only one chapter.
 - B. Any member in good standing and eligible to hold office may be nominated from the floor for any elective office.
 - C. No officer or member shall become vested of any right, title to, or interest in any chapter property, except as required by law.
4. EXECUTIVE BOARD:
 - A. The officers of the chapter shall constitute the Executive Board.
 - B. The Executive Board shall have general supervision of the affairs of the chapter between its business meetings. The Board shall be subject to the orders of the chapter, and none of its acts shall be in conflict with the chapter or Family RV Association.
5. VACANCIES:
 - A. A vacancy will be declared to exist in the case of death, resignation, or inability of any officer to serve, or any officer ceases to meet the membership requirements as stated in ARTICLE III, except as authorized by ARTICLE III, 3 (f) of the Family RV Association Bylaws.



- B. In the event of a vacancy, permanent or otherwise, in the position of the national director, the alternate national director shall promptly fill the vacancy. If the chapter does not have an alternate national director, the following paragraph applies.
- C. In the case of a vacancy in any office other than the president, the president with the consent of the Executive Board, will appoint a person to fulfill the duties temporarily until the Nominating Committee can nominate one or more candidates and the chapter can hold an election to fill the office.
- D. In the case of a vacancy in the office of the president, the vice president will become president and the vacant vice president position will be filled in accordance with ARTICLE IV. (**Note:** If the chapter has more than one vice president, the bylaws shall designate which VP becomes president.)

ARTICLE V – LIABILITY

The Executive Board or a Family RV Association member shall be indemnified in accordance with FMCA's Bylaws.

ARTICLE VI - COMMITTEES

- 1. **APPOINTMENT:** Committee members and chairpersons (except Nominating Committee) shall be appointed by the president.
- 2. **DUTIES:** All committees shall function within the policies of the chapter and (except Nominating Committee) under the direction of the president.
- 3. **QUORUM:** A committee quorum shall be a _____.
(recommend majority)

ARTICLE VII - CHAPTER ADMINISTRATION

- 1. **AUTHORITY:** This chapter shall be democratically self-governed, deriving its existence and authority from the consent of its membership.
- 2. **ORGANIZATIONAL YEAR:** The fiscal and membership year of the chapter shall commence on _____ and end on _____.
- 3. **CHAPTER MEETINGS:**
 - A. **TYPES:** The term “meeting” shall include RV rallies, campouts, dinner meetings, and any other gatherings suitable to the function of the chapter.



B. BUSINESS MEETINGS: In each fiscal year, a chapter shall hold at least one business meeting at which a quorum is present. The meeting can be a gathering in one area or where some or all of the members communicate with other members through electronic means such as the Internet or by telephone that allows all members the opportunity for simultaneous aural communication. Said meeting shall be duly announced in advance to the membership, including adequate description of how to participate.

C. OFFICER ELECTION:

The voting general membership is to elect **chapter** officers, including a president, _____ vice president(s), a secretary, a treasurer, and a national director. A chapter may elect in their bylaws to combine the positions of secretary and treasurer into a single position. A chapter has the option to elect an alternate national director. A chapter must maintain at least three (3) members holding the officer positions in that chapter.

(or)

The voting general membership is to elect **associate chapter** officers, including a president, _____ vice president(s), a secretary, and treasurer. A chapter may elect in their bylaws to combine the positions of secretary and treasurer into a single position.

D. QUORUM:

A quorum for the transaction of business at any duly-called **chapter** meeting is 25% of the chapter family unit memberships or fifteen (15) family unit memberships, whichever is less.

(or)

A quorum for an **associate chapter** shall be 25% of the chapter family unit memberships or seven (7) family unit memberships, whichever is less, but not less than four.

E. VOTING: Except as specified elsewhere in these bylaws, a simple majority vote of members in good standing, eligible to vote and voting shall be required to approve or disapprove any matter.

The chapter has established that voting will be _____

(NOTE: one vote per membership number or one vote for each adult member)

Voting may be conducted at a business meeting, or by mail, email or other electronic means.

(NOTE: If the voting for an election or other proposed matter is to be decided by mail, email or other electronic means, the chapter may not also allow voting on the election or the proposed matter at a meeting.)

F. PARLIAMENTARY PROCESS: The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this chapter's proceedings to which they are applicable and in which they do not conflict with the Constitution and Bylaws of FMCA and the bylaws of this chapter.



4. MAINTAINING ACCREDITATION:

This **chapter** must maintain a minimum of fifteen family unit memberships. Membership categories that apply to the minimum are Family and Life memberships. Associate and Pathfinders do not qualify for a chapter’s accreditation member count.

(or)

This **associate chapter** must maintain a minimum of seven family unit memberships.

The chapter secretary shall furnish to the national office of Family RV Association, no later than December 31st each year, a membership list, a list of chapter officers, and assurance that a business meeting was held.

5. ANNUAL AUDIT: An annual audit of the chapter’s financial books and records shall be undertaken and reported to the membership.

6. APPLICATION OF NATIONAL CONSTITUTION AND BYLAWS: This chapter accepts and agrees that the chapter bylaws shall conform to any mandatory requirements stipulated in the FMCA Constitution, Bylaws and FMCA Policies and Procedures.

ARTICLE VIII - ELECTIONS

1. NOMINATING COMMITTEE COMPOSITION:

A. The Nominating Committee shall consist of not less than three chapter members in good standing, nominated and elected _____ by the chapter membership.

(Note: Choose yearly or every other year.)

B. Election of an individual to the Nominating Committee shall not prohibit that person from being nominated for elected office.

2. NOMINATING COMMITTEE DUTIES:

A. To select one of its members as Nominating Committee Chairman.

B. To nominate candidates for the **chapter** offices of president, _____vice president(s), secretary, treasurer, and a national director for the new term to be presented for voting by the chapter membership. This chapter may elect in the bylaws to combine the positions of secretary and treasurer into a single position. This chapter has the option to elect an alternate national director.

(or)

To nominate candidates for the **associate chapter** offices of president, _____vice president(s), secretary, and treasurer, for the new term to be presented for voting by the



chapter membership. This chapter may elect in the bylaws to combine the positions of secretary and treasurer into a single position.

- C. To obtain clear acceptance of the nominees to serve the chapter should they be elected.
- D. To make certain that nominated candidates are members in good standing and qualified under applicable national and chapter bylaws.
- E. To nominate candidates to fill vacancies that occur in elected chapter offices.

ARTICLE IX - AMENDMENT OF BYLAWS

1. FMCA National Bylaws and FMCA Policies and Procedures amendments applicable to chapter operations are not subject to a vote by the chapter membership.
2. These bylaws may be amended by a 65% affirmative vote of the members present and voting at a duly-called meeting, providing that prior notice of at least 30 days has been given of the proposition(s) to amend.

Any member of the chapter may propose amendments to the bylaws.

Approved amendments to these bylaws become effective immediately upon their adoption or at such time as specified in the amendment.

3. Copies of changes, additions, amendments, or revisions to these bylaws shall be forwarded to the national office and to the Area President.

ARTICLE X - STANDING RULES

This chapter may adopt Standing Rules to provide guidelines and procedures by which the chapter may function and operate.

ARTICLE XI - LIQUIDATION AND DISSOLUTION

This chapter of Family RV Association may be dissolved by a majority vote of chapter members. All of the remaining assets of the chapter shall be contributed to the purpose(s) for which the chapter is organized, or to a qualified non-profit charity or charities.

EFFECTIVE _____
(Date the chapter voted on the bylaws or amendments to the bylaws)