

WEST TIFFIN VOYAGERS FMCA CHAPTER
STANDING RULES

GENERAL RULES

1. Standing Rules will conform to FMCA Standing Rules Format, Reference FMCA Index No. 3011/C. (Adopted 11/20/2022)
2. Standing Rules will conform to West Tiffin Voyagers FMCA Chapter (hereinafter Chapter) Bylaws and will not conflict with these Bylaws. (Adopted: 11/20/2022)
3. The terms chapter and club are synonymous. The terms rally master and wagon master (hereinafter WM) are synonymous. The terms rally and outings are synonymous. Rallies and outings include all Chapter functions including, but not limited to, dinners, meetings, and events. (Adopted: 11/20/2022)

DUES, INITIATION FEES, AND EXPENSES

4. Dues and initiation fees for one year will be \$15.00 per coach for an initial membership and are payable upon joining and are non-refundable. (Adopted: 11/20/2022)
5. Renewal membership will be \$10.00 per coach each year and payable October 1 of each year. (Adopted: 11/20/2022)
6. New members joining between July-September of any year will be considered paid for the following year. (Adopted: 11/20/2022)
7. Costs of Chapter name badges, shirts, and other products will be the responsibility of the individual member when purchased through a supplier designated by the Chapter. (Adopted: 11/20/2022)
8. Costs of rallies and outings will be the responsibility of members and guests attending. From time to time the Chapter WM or rally host may set and collect a rally fee to cover costs of group functions for a rally. (Adopted: 11/20/2022)
9. General costs of operating the Chapter will be paid from collected dues. The Executive Board will approve all expenditures prior to any expense being made. (Adopted: 11/20/2022)

NEW MEMBERS

10. Membership shall be open to all individuals on a non-discriminatory basis who satisfy the membership requirements described herein. (Adopted: 11/20/2022)

11. New members must be an FMCA member in good standing prior to making application for membership in the Chapter. (Adopted: 11/20/2022)
12. New members must be an owner of a Tiffin brand coach*. Tiffin brands include all Tiffin Class A, B, C, and Super C coaches and Vanleigh towable coaches, and any future Tiffin products that meet the FMCA definition of a recreational vehicle. (Adopted: 11/20/2022)
13. Once all membership requirements are met, new members will complete an application form that must include the new member's FMCA number and Tiffin coach information. (Adopted: 11/20/2022) (Charter members are not required to complete an application.)
14. *FMCA National Officers and Officers from the areas west of the Mississippi River (Rocky Mountain, South Central, Western, Northwest, and Midwest) may become members of the Chapter regardless of the brand coach owned. (Adopted: 11/20/2022)

OTHER MEMBERS

15. **Associate Member:** A member in good standing with the Chapter at the time he/she no longer owns a motor coach (as defined by the FMCA) will be considered an Associate Member. An Associate Member will maintain the same rights and privileges and pay the same dues as a regular member. Associate Members must maintain their membership with FMCA and should notify FMCA to reclassify their FMCA membership as an Associate Member. (Adopted: 11/20/2022)
16. **Qualified Regular Member:** An existing regular member of one year or longer that changes ownership of their Tiffin brand coach for another brand coach (as recognized by FMCA) may elect to stay a member of the Chapter. (Adopted: 11/20/2022)
17. **Honorary Member:** From time to time, the Chapter Executive Board may want to recognize someone as an Honorary Member of the Chapter. Honorary Members need not be members of FMCA. Honorary Members will not pay dues and have no rights or privileges with the Chapter. Honorary Members may attend Chapter rallies as outlined in the Standard Procedures. Any member of the Chapter may recommend someone for consideration as an Honorary Member to the Executive Board. The recommendation should be in writing providing support for the recommendation. Honorary Members will be provided a certificate documenting their honorary status. Examples of Honorary Members may include, but are not limited to, FMCA or Area Association Officers that visit Chapter meetings or rallies that are not regular members of the Chapter, an individual that provides substantial support to the Chapter but is not a regular RV camper or does not qualify to be a Chapter member, or a public official or community leader that visits a Chapter meeting or rally. (Adopted: 11/20/2022)

MEETINGS/BUSINESS MEETINGS/RALLIES

Meetings

18. Most Chapter meetings will be conducted via Microsoft TEAMS or a similar online meeting application because of the geographic makeup of the Chapter. The Executive Board will establish the yearly schedule for Chapter meetings and announce them to the general Chapter membership. Several types of meetings may be called by the Chapter President including, but not limited to, **Informational Chapter meetings**, where no items are being presented for a vote by the general membership **and Chapter Business meetings**, where items are being presented for a vote by the general membership. Minutes for all meetings will be taken. Whenever possible an in-person meeting will be held at a rally or event outside of any social gatherings. (Adopted: 11/20/2022)
19. In-person Chapter meetings will open with the Pledge of Allegiance to the US Flag and a prayer. The Chapter President, or his/her designee, will preside over the meeting. (Adopted: 11/20/2022)
20. The Chapter Treasurer will provide a treasurer's report at each meeting. (Adopted: 11/20/2022)
21. The Chapter Secretary will present the previous meeting minutes for adoption. (Adopted: 11/20/2022)
22. One meeting each year will be designated as the Chapter's official annual business meeting. (Adopted: 11/20/2022)
23. The Chapter President is responsible for drafting a meeting agenda and conducting the meeting. (Adopted: 11/20/2022)
24. Agenda items must be submitted in writing to the Chapter President two weeks prior to the meeting. (Adopted: 11/20/2022)
25. The Chapter WM or rally host(s) will provide an overview of upcoming rally events. (Adopted: 11/20/2022)

Rallies

26. The Chapter will participate in all FMCA International Conventions or other rallies regardless of location. (Adopted: 11/20/2022)
27. The Chapter will attempt to have a group function at annual area rallies of the Rocky Mountain, South Central, Western, Northwest, and Midwest areas provided a host from the Chapter is available to organize the function. (Adopted: 11/20/2022)
28. Within the areas designated above, the Chapter will participate in regional rallies provided a host from the Chapter is available to organize the function. (Adopted: 11/20/2022)
29. From time to time the Chapter will host Chapter rallies in locations west of the Mississippi River. (Adopted: 11/20/2022)

30. A rally host(s) will be recruited by the WM to help plan rally events. (Adopted: 11/20/2022)
31. Rally Fees: The WM in conjunction with the rally host(s) and/or rally committee will determine the estimated cost of a rally, and the cost will be divided equally among the participating Chapter members and guests attending the rally. Fees might include the cost of food, tickets for a group event, cost of entertainment, or a speaker, etc. Costs must be agreed upon by all attending the rally prior to the rally event. The WM, rally host, or rally committee may choose to collect rally fees in advance. (Adopted: 11/20/2022)
32. The WM will form an outing committee of a minimum of three, but not more than five, Chapter members during July of each year to plan the following January-December rallies. The Executive Board will serve as ad-hoc members of this committee. Taking suggestions from the membership, the committee will choose the dates/locations of the rallies and submit them to the Executive Board for approval. (Adopted: 11/20/2022)
33. Should the WM not be able to form an outing committee of member volunteers, the Executive Board will assume the responsibility of the outing committee. (Adopted: 11/20/2022)
34. At times, the Chapter may decide to hold rallies with other FMCA Chapters. (Adopted: 11/20/2022)
35. At times, the Chapter may decide to hold rallies with other camping clubs such as Good Sam clubs. (Adopted: 11/20/2022)
36. The Chapter will follow Covid Safety Guidelines as outlined by FMCA (FMCA.com). (Adopted: 11/20/2022)

SOCIAL MEDIA

37. The Chapter will establish a website which will promote the activities of the Chapter and be used to recruit new members. The website will have a "Members Only" section where Chapter minutes and the Treasurer's Report will be published. The Webmaster (hereinafter WEB) will provide access to this section to all active members. (Adopted: 11/20/2022)
38. The Chapter will use email, Facebook, and Signal to promote activities of the Chapter and to communicate with the Chapter membership. (Adopted: 11/20/2022)
39. A Signal Chapter chat group will be created. All officers and the Signal Administrator will be designated as Group Administrators for this chat group. All active members will be asked to participate in this chat group. (Adopted: 11/20/2022)
40. Individual chat groups for specific outings will be created with the WM and rally host(s) being Group Administrators. (Adopted: 11/20/2022)

41. The Chapter Secretary will maintain a roster of active members and their contact information including telephone numbers, email addresses, mailing addresses, birth month/year, FMCA Number, etc. (Adopted: 11/20/2022)
42. The Chapter, through a member volunteer, will write a monthly Chapter newsletter that will be published to the Chapter membership via email, Signal, the Chapter Facebook Group and the Chapter website. (Adopted: 11/20/2022)
43. The Chapter President, WM, and Chapter Secretary are responsible for advertising Chapter rallies with FMCA. (Adopted: 11/20/2022)
44. The Chapter President and Chapter Secretary are responsible for maintaining current Chapter information, contact information, website links, etc. with FMCA. (Adopted: 11/20/2022)

CONDUCT

45. Conduct will be that of mature, law-abiding adults. Guests are the responsibility of the active member host. (Adopted: 11/20/2022)
46. Minors will be under the care and control of the responsible active adult member. (Adopted: 11/20/2022)
47. Use of Tobacco Products: Common courtesy will be practiced when using tobacco products when at rallies. Any rules of the campground, park, and facility being used will be obeyed. (Adopted: 11/20/2022)
48. Use of Illicit Drugs: The use of illicit drugs, including marijuana, will not be accepted. (Adopted: 11/20/2022)
49. Pets: Owners are responsible for their pets and must abide by campground, park, and facility rules. (Adopted: 11/20/2022)
50. Use of Alcohol: The Chapter will follow campground, park, and facility rules regarding the use of alcohol. Minors shall never be provided alcohol. (Adopted: 11/20/2022)
51. The Executive Board reserves the right to ask any member or guest to leave an outing or social event for improper behavior or misconduct. This authority is forwarded to the WM and rally host when Executive Board members are not present. (Adopted: 11/20/2022)
52. When with good cause and for the general good of the Chapter, any member may recommend to the Chapter President for suspension or expulsion of any member of this Chapter who willfully and unreasonably disobeys matters relating to the health, welfare, or safety of the Chapter; Chapter members; guests; or the public-at-large. Such recommendation for suspension or expulsion shall be made in writing to the Chapter President who shall then convene a special meeting of the Executive Board to review the matter. (Adopted: 11/20/2022)
53. After due deliberation and upon a unanimous vote, the Executive Board will take such action as deemed appropriate. (Adopted: 11/20/2022)

GUESTS

54. Guests will abide by FMCA rules, Chapter Bylaws, and Chapter Standing Rules when attending all Chapter functions. (Adopted: 11/20/2022)
55. Guests will be responsible for their own reservations at Chapter rallies and functions. (Adopted: 11/20/2022)
56. Guests may be required to pay rally or function fees. (Adopted: 11/20/2022)

AD-HOC POSITIONS AND COMMITTEES

57. **Chapter Historian:** The Chapter Historian (hereinafter CH) is a voluntary position for the Chapter, unelected. The CH is not an officer and does not serve as an Executive Board member in his/her position as the CH. The CH may be filled by any active Chapter member willing to serve. The CH will have several layers of duties. As the Chapter grows, the CH should recruit a second Chapter member to assist with the historian duties. The CH will be responsible for observing/recording/reporting/researching. When the CH is not present at a rally or meeting, he/she should ask someone to do these things. The CH should collect/gather/store information regarding the Chapter. Examples of items that should be maintained are photos, programs, newsletters, minutes, awards, and other documents created in support of the Chapter. The CH will be in a unique position to write historical articles for the Chapter newsletter or during anniversary events of the Chapter. (Adopted: 11/20/2022)
58. **Chapter Sunshine & Cheer:** The Chapter Sunshine & Cheer (hereinafter CSC) is a voluntary position for the Chapter, unelected and approved by the Executive Board. The CSC is not an officer and does not serve as an Executive Board member in his/her position as the CSC. The CSC may be filled by any active Chapter member willing to serve. The CSC will be responsible for sending cards (sympathy, get well, birthday, and anniversary cards are a few examples) to Chapter members on certain occasions. Cost of cards, postage, etc., will be the responsibility of the Chapter. Additionally, he/she would reach out to members to see how things are going. The CSC will provide information to the Chapter WEB for inclusion in Chapter website. The CSC will keep the Executive Board apprised on any significant events regarding Chapter members. (Adopted: 11/20/2022)
59. **Wagon Master:** The WM is a voluntary position for the Chapter, unelected and approved by the Executive Board. The WM is not an officer and does not serve as an Executive Board member in his/her position as the WM. The WM position may be filled by any active Chapter member willing to serve. The WM is an experienced person designated by the Chapter to have jurisdiction over the Chapter rallies. The WM should visit or review via the internet any potential site and help in its selection. The WM will form an annual Rally Committee to develop the rally schedule. The committee should

consist of at least three active Chapter members, the Executive Board, and the WM. The WM will recruit rally hosts for rallies. The WM will coordinate with the Membership and Relations Committee (hereinafter MRC) for information regarding area and regional activities to be included in the Chapter rally schedule. The WM will coordinate with the WEB and FBA for timely publication of Chapter rally information. The WM in conjunction with the Rally Committee will develop and publish rally fees, if any, and coordinate with the Chapter Treasurer for the collection of fees. (Adopted: 11/20/2022)

60. **Webmaster:** The WEB is a voluntary position for the Chapter, unelected and approved by the Executive Board. The WEB is not an officer and does not serve as an Executive Board member in his/her position as the WEB. The WEB position may be filled by any active Chapter member willing to serve. The WEB will coordinate with FMCA and FMCA areas to make sure that Chapter information is posted to their websites. The WEB will be the administrator for the Chapter website and will provide access to the Members Only section of the website to active Chapter members. The WEB will coordinate with the Chapter Facebook administrator (hereinafter FBA) for posting of Chapter information to the Chapter Facebook page. (Adopted: 11/20/2022)

61. **Membership and Relations Committee:** The MRC is a voluntary position for the Chapter, unelected. The MRC members are not officers and do not serve as Executive Board members in their positions on the MRC. Members will be selected by the Executive Board. The MRC will consist of the Executive Board and one active Chapter member from each of the FMCA areas west of the Mississippi River and one active Chapter member from east of the Mississippi. The MRC will be responsible for recruiting new membership. They will promote the Chapter website and Facebook page in their respective areas. They will establish a relationship with the officers in their areas and provide area and regional ramble and rally information to the Chapter WM and the membership at large. They will act as liaisons for the Chapter members in their areas to the Chapter. (Adopted: 11/20/2022)

62. **Facebook Administrator:** The FBA is a voluntary position for the Chapter, unelected and approved by the Executive Board. The FBA is not an officer and does not serve as an Executive Board member in his/her position as the FBA. The FBA position may be filled by any active Chapter member willing to serve. The FBA will administer the Chapter Facebook Group and should be familiar with Facebook Groups. The FBA will coordinate with the general membership and all committees regarding the timely posting of information to the Facebook Group. The FBA in conjunction with the Executive Board will establish rules for posting information to the Chapter Facebook Group. The FBA will coordinate with WM and WEB for posting of timely information to the Facebook Group. (Adopted: 11/20/2022)

63. **Newsletter Editor:** The Newsletter Editor (hereinafter NE) is a voluntary position for the Chapter, unelected and approved by the Executive Board. The Editor is not an officer and does not serve as an Executive Board member in his/her capacity as the NE. The NE position may be filled by any active Chapter member willing to serve. The NE's primary job is to oversee the contents and publication of the newsletter. The NE sees that articles are submitted and that the newsletter reflects the purposes and goals of the Chapter and the newsletter itself. The NE will submit the Chapter Newsletter to the FBA and the WEB for timely publication. The NE will publish the newsletter via Signal, the Chapter website, Facebook, and email. The NE in conjunction with the Executive Board will determine the frequency of publication and the general content of the Chapter newsletter. (Adopted: 11/20/2022)

64. **Other Committees:** From time to time the Executive Board may find it necessary to form other committees. One such example is an Officer Nomination and Election Committee, to help properly administer activities of the Chapter. (Adopted: 11/20/2022)

65. Active Members may serve on one or more committees or non-elected positions of the Chapter as approved by the Executive Board. The Executive Board will serve as ad-hoc members of all committees. When necessary, the Executive Board will take over the duties of committees and Chapter positions. (Adopted: 11/20/2022)

