

## Chapter Bylaws

### ARTICLE I - CHAPTER NAME

The name of this not-for-profit organization shall be the Florida Space Orbiters Chapter of the Family Motor Coach Association, Inc. hereinafter referred to as Chapter and FMCA.

### 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 coaches.*
2. **AREA/SCOPE:** *This Chapter shall be authorized to function in the Southeast Area with location in East Central Florida.*

### ARTICLE III - MEMBERS

1. **ELIGIBILITY:** To be eligible for and to maintain membership in the Chapter, a person must own at least 1/3 of an FMCA-approved coach, be in good standing with FMCA, and meet the dues requirement and provisions set forth in the Bylaws of this Chapter.
2. Membership in this Chapter shall not be denied any person because of race, sex, religion, color, marital or family status, age, nationality, or disability.
3. The term "Family Unit," is defined as a person; his or her spouse, or partner; dependents of each, regardless of age; non-dependent grandchildren and great-grandchildren aged 18 and under.
4. The term "Membership," is defined as either a family unit or an individual or individuals owning a Qualifying Motor Coach who share a membership number.
5. The term "Member," is defined as each adult who, jointly or individually, constitutes a membership. The voting rights of each member are defined in the description of each category.
6. The term "Qualifying Motor Coach," is defined as a self-propelled, completely self-contained vehicle that contains all the conveniences of a home, including cooking, sleeping, and permanent sanitary facilities, and in which the driver's area is directly accessible in a walking position from the living quarters. The

terms motor coach and motor home may be used interchangeably.

**7. DUES AND FEES:**

- a. **Annual Dues:** Annual payment of Chapter and National dues enables persons to become active members and entitles them to all rights and privileges of the Chapter and FMCA. The annual dues for membership in the Chapter shall be an amount the membership shall establish in the Chapter's Standing Rules.
- b. **Renewal:** Renewal dues from Chapter members become due and payable January 1st.
- c. **Initial Application:** Application for new membership shall be accompanied by payment of annual Chapter and National dues (unless already an FMCA member). If an initial application is accepted after September 1st., the dues shall be regarded as covering the next membership year.
- d. **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 in the Standing Rules.
- e. **E. Arrears:** Any member whose dues remain unpaid for more than 90 days after becoming due shall be considered delinquent; after 120 days membership is canceled.

**ARTICLE IV - OFFICERS**

- 1. **DUTIES OF OFFICERS:** The duties of elected officers shall be as defined in the Member and Volunteer Handbook.
- 2. **TERMS OF OFFICE:** The elected officers of this Chapter shall serve a two year term of office, or until their successors are elected.
- 3. **RIGHTS AND LIMITATIONS:**
  - a. An individual FMCA member may hold office(s) in only one (1) chapter.
  - b. Individual FMCA members may hold no more than two (2) offices in the same chapter.
  - c. Any member in good standing may be nominated from the floor for any elective office.
  - d. Only Full Members, Full Lifetime Members, Life Members, or Honorary Members who have advanced from one of these classes have the right to hold office in this Chapter.

- e. No official 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 FMCA.

**ARTICLE V - COMMITTEES**

- 1. **APPOINTMENT:** Committee members and Chairperson (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. Financial reports, vouchers, and monies due the Chapter shall be submitted on a timely basis.
- 3. **QUORUM:** A Committee quorum shall be a majority.

**ARTICLE VI- CHAPTER ADMINISTRATION**

- 1. **AUTHORITY:** This Chapter shall be democratically self-governed, deriving its existence and authority from the consent of its membership assembled in meeting or, in certain instances, by mail vote on stated propositions.
- 2. **ORGANIZATIONAL YEAR:** The fiscal and membership year of the Chapter shall commence on January 1st. and end on December 31st.
- 3. **CHAPTER MEETINGS:**
  - a. **Types:** The term “meeting” shall include coach rallies, campouts, dinner meetings, and any other gatherings suitable to the function of the Chapter.
  - b. **Business Meetings:** The Chapter must hold at least two (2) business meetings each membership year at which a quorum is present. Said meetings must be at least 14 days apart and be duly announced in advance to the membership.
- 4. **C. Annual Election:** One of the business meetings shall be an Annual Meeting at which an election is held every two years. The voting general membership is to elect Chapter officers, including a President, two Vice President(s), a Secretary, a Treasurer, a National Director, and an Alternate National Director.
  - a. **Quorum:** A quorum for the transaction of business at any duly-called Chapter meeting is 25% of the Chapter family unit membership or 15 family unit members in good standing, whichever is less.

- b. **Voting:** Except as specified elsewhere in these Bylaws, a simple majority vote of members in good standing and voting shall be required to approve or disapprove any matter. The Chapter has established that voting will be one vote per family unit in good standing. Balloting by mail may be undertaken when a proposed matter is voted to be of such importance or urgency that a total membership vote is advisable.
- 5. **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 are not inconsistent with the Constitution and Bylaws of FMCA, and the Bylaws of this Chapter.
- 6. **MAINTAINING AFFILIATION:** This Chapter must maintain a minimum of 15 family unit members.
- 7. The Chapter Secretary shall furnish to the National Office of FMCA, no later than the last week in December, a membership list, a list of chapter officers, and assurance that two (2) business meetings were held.
- 8. **ANNUAL FINANCIAL EXAMINATION:** An annual examination of the Chapter's financial books and records shall be undertaken and reported to the membership.
- 9. **APPLICATION OF NATIONAL CONSTITUTION AND BYLAWS:** This Chapter accepts and agrees that the Chapter Bylaws shall conform to any mandatory requirements stipulated in the Constitution and Bylaws of FMCA.

## **ARTICLE VII - ELECTIONS**

- 1. **NOMINATING COMMITTEE COMPOSITION:**
  - a. The Nominating Committee shall consist of not less than 3 Chapter members in good standing, nominated and elected every other year by the Chapter membership at a business meeting.
  - 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, two Vice President(s), Secretary, Treasurer, National Director, and an Alternate National Director for the new term to be presented for voting by the Chapter membership.
  - 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 VIII - - AMENDMENT OF BYLAWS**

- 1. MANDATORY AMENDMENTS:** National Bylaw Amendments applicable to Chapter operations shall be automatically adopted by the Chapter and are not subject to a vote by the Chapter membership.
- 2. AMENDING PROCEDURE:** These Bylaws may be amended by a 66% 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.
  - a.** Any member of the Chapter may propose amendments to the Bylaws.
  - b.** Approved amendments to these Bylaws become effective immediately upon their adoption, or at such time as specified in the amendment.
- 3. DISTRIBUTION:** Copies of changes, additions, amendments, or revisions to these Bylaws shall be forwarded to the National Office and to the National Area Vice President.

#### **ARTICLE IX - LIQUIDATION AND DISSOLUTION**

- 1.** In the event of dissolution of this Chapter of FMCA, by majority vote of the chapter, 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** December 13, 2003 RPT

#### **Standing Rules**

- 1. ANNUAL DUES** - The annual dues are \$10.00 per year per coach.
- 2. INITIATION FEE** - The initiation fee is \$35.00 (\$25.00 plus yearly dues)
- 3. STANDING COMMITTEES** will be maintained for Activities, Sunshine, Web Master and Sergeant-At-Arms. They will be appointed by the President. The Asst. Wagonmaster will also be appointed by the President with a recommendation from the Wagonmaster. The Nominating Committee will assist the President in identifying candidates for the above positions.
- 4. WAGONMASTER** - The duly elected Second Vice-President shall serve as Wagonmaster.
- 5. RALLIES** - Regular monthly rallies will normally occur on the 3rd weekend of the month, except for December (usually held on the 2nd weekend) and other

special occasions. There are no official rallies in June, July and August.

6. **RALLY REFUND** - If a member has to cancel a rally due to any unforeseen reason, such as illness, broken coach or family emergency, the Chapter will refund or credit their rally payment toward a future rally, less any actual out-of-pocket costs to the chapter.
7. **MEMBERSHIP TARGET** - The Chapter will strive to maintain a membership of approximately 50 coach families.
8. **FMCA RECRUITING** - For the purpose of FMCA recruiting only, the Chapter boundaries are 90 miles north and south of Cape Canaveral and 60 miles west of the included coastline. (Members may reside anywhere in Florida.)
9. **HOSTING** - The Chapter will continue to simplify procedures to make hosting easier. It will be up to the host if they want to have dinner in or out during the weekend. The host will help the Treasurer and Wagonmaster determine the rally price. The Chapter will encourage all members to host a rally. The Chapter would like to identify hosts at least 3-4 months in advance of a rally. First time hosts are encouraged to team up with an experienced host family.
10. **HAPPY HOUR** - Hosts should bring simple snacks for cocktail hour. (pretzels, nuts, crackers, etc.)
11. **RALLY NOTICE** - The Chapter recognizes that campground requirements are tightening for advance notice, deposits and coach number commitment. The Chapter targets ten days for members to pay or phone the Treasurer to commit to attend a rally.
12. **APPOINTED OFFICERS DUTIES** (a brief description of Activities, Sunshine, Webmaster, Sergeant-at-arms and Asst. Wagonmaster duties to be inserted here when developed.)
13. **HOST DUTIES** (a brief description of Host duties to be inserted here when developed.)
14. **CHAPTER BADGES** - The Chapter encourages all members to wear identification badges at rally events. The Sergeant-At-Arms will collect 25 cents from all un-badged members. The money collected will go into the Activity fund.
15. **NEW MEMBERS** – A welcoming host will be assigned to each new member and their family at their first rally, to help them feel at home and guide them during the weekend.
16. **STANDING RULES** may be adopted, amended, suspended or abolished without previous notice by a majority vote of those attending any general meeting.

Effective Date: December 13, 2003 RPT