

**GUIDELINES FOR**

**CHAPTER AND AREA ASSOCIATION**

**SECRETARIES**



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Congratulations on being elected as secretary of your FMCA chapter. We are here to assist you in your new volunteer position so please feel free to contact us at 800-543-3622 if you have any questions or need assistance.

Certain obligations and duties are required of the chapter secretary. The following information has been compiled to get you started with your new duties. In addition, you may need to reference your chapter's bylaws for any additional duties and obligations required by your chapter.

## **CHAPTER 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. This means that there must be two-way communication at the same time. Said meeting shall be duly announced in advance to the membership including adequate description of how to participate.

Meeting materials, such as an agenda can be sent with the notice. On the day of the meeting, a roll call will need to be conducted to know who is on the call and to indicate whether a quorum is present.

A chapter wanting to hold an electronic meeting will need to investigate services based on their own meeting needs and set them up individually. Some services charge a fee and some are free.

## **MEETING AGENDA**

One of your duties as secretary may be the responsibility of preparing the meeting agenda. If you prepare the agenda, you should review the agenda items with the president before copying and distributing to meeting attendees.

The customary order of business includes the following subdivisions:

- Call meeting to order.
- Read and approve minutes from previous meeting.
- Reports of Officers, Boards, and Standing Committees.
- Reports of Special Committees.
- Unfinished Business.
- New Business.
- Adjournment.

## **REPORT OF BOARD MEETING**

If there is a meeting of the board prior to the general membership meeting, you may be asked to provide a board meeting report to the general membership. The report should provide the date, time, and location the board met; a brief summary of subjects discussed; and any actions taken.

## **MINUTES**

Minutes are the record of the proceedings of a board or general membership meeting. They should contain a record of what was done during the meeting, not what was said by the members. A tape recorder may be of benefit to you in preparing the minutes, but a transcription of it should never be used as the minutes themselves. They should never reflect your personal opinion on anything that was said or done.

The first paragraph(s) of the minutes should contain the kind of meeting, board or general membership, name of the chapter or association, date, time, location, and the fact that the president and secretary were present. If the president is not present, the presiding officer should be identified. When the secretary is not present and the president or presiding officer has appointed someone to take minutes, the acting secretary should be identified.

Minutes should reflect whether the minutes of the previous meeting were read and approved as read, or as corrected. If there is a motion to waive the reading of the minutes of the previous meeting, the minutes should be noted as such and whether the minutes were approved or corrected.

The treasurer's report may be summarized to reflect the previous balance amount, amount of income, amount of expenses, and ending balance amount, or simply a statement of the cash balance on hand. The minutes should reflect the date of the treasurer's report. There is no action required by the assembly to accept the Treasurer's report.

A separate paragraph for each subject matter should be within the body of the minutes. All motions brought before the assembly should be stated in the minutes with the name of the person making the motion and whether the motion carried or failed. It is not necessary to identify the person who seconded the motion. There is no need to state all of the discussion that was made prior to the vote on the motion.

When a vote count has been ordered or a vote is taken by ballot, the minutes should reflect the number of votes on each side. If voting is by roll call, the names of those voting on each side and those answering "present" should be stated.

The last paragraph should state the time the meeting was adjourned. Minutes should be signed by you, as secretary, and can be signed by the president.

A record book of minutes should be maintained. Minutes of all meetings are to be kept available in the event a member of the chapter would like to read them.

## **BYLAWS AND STANDING RULES**

The Chapter Bylaws Format is available for use, and should be followed by a new chapter as they're developing their bylaws or by an existing chapter when they're amending their bylaws. Contact Chapter Services or access FMCA's web site to obtain the format.

An area association may follow the Area Association Bylaws when developing or amending their bylaws. A copy of the format is available from Chapter Services or from FMCA's web site.

Copies of new or amended chapter or area association bylaws approved by the membership must be forwarded to FMCA's Chapter Services. After review by the Constitution and Bylaws Committee, the chapter or association will receive a letter accepting their bylaws for file or suggesting changes that assure conformance with the national bylaws. Revisions of bylaws must be resubmitted to the national office.

A suggested sample of items usually found in standing rules, is available from Chapter Services or from FMCA's web site. Standing rules do not need to be forwarded to FMCA.

## **CORRESPONDENCE**

Copies of all correspondence should be maintained in a record book or file. You may want to maintain copies of important documents, e-mail messages pertaining to chapter or association business.

## **CHAPTER CERTIFICATION**

Each year all chapters must be certified. The last week of October we will mail the necessary forms, with instructions, to each chapter secretary. The completed forms need to be returned to Chapter Services no later than December 31<sup>st</sup> of that year. The forms are:

1. Chapter Officer Form
2. Chapter Meeting Verification/Chapter Membership Status
3. Chapter Roster

Your chapter's membership roster must be compared with FMCA's chapter membership roster and updated according to instructions. FMCA's roster reflects membership number, name, address, e-mail address, telephone number and status codes (as described in the certification memo). If there are discrepancies in addresses or telephone numbers noted during the certification process, remind the member that it is **their** responsibility to notify FMCA of changes to their personal membership record and that the Secretary cannot make changes for them.

A chapter that fails to maintain the qualifying requirements shall revert to inactive chapter status. The national director or alternate national director will have no vote in the proceedings of the Governing Board. An associate chapter that fails to maintain qualifying requirements will revert to inactive associate chapter status.

Additionally, the Secretary shall indicate whether the chapter will change its status:

1. From chapter to associate chapter
2. From associate chapter to chapter, or
3. Maintain its current status for the following year

Changes can also be made online by going to FMCA.com. You must log-in. Scroll to bottom of page under ABOUT FMCA – Documents and Forms/Chapter Updates. You can update Chapter Officers, Chapter Meeting Verification and Chapter Roster updates.

## **ROSTER CHANGES**

Once you have completed chapter certification, it is important to notify Chapter Services of any roster changes that occur throughout the year. Keeping records up-to-date on a routine basis makes the chapter certification process easier to complete at the end of the year. You can notify Chapter Services of members to be added or deleted to your roster by e-mail, mail, or fax or by going online to make the changes as described in above paragraph.

## **CHAPTER OR AREA ASSOCIATION OFFICERS**

You must notify the Chapter Services department within thirty (30) days of any officer changes due to elections. Notification may be done by regular mail, fax, or e-mail. It is important for the national office to have current officer information so mailings sent out during the year are directed to the correct individual.

Per FMCA Bylaws – Article XVII – Chapters (5) An FMCA member may hold no more than two chapter offices simultaneously. A member may hold one office in two chapters, however he/she may not hold the offices of National Director or Alternate National Director in more than one chapter.

A copy of the chapter officer form is attached to these guidelines. You may also contact Chapter Services or access FMCA's web site to obtain a copy of the form to use when notifying FMCA of officer changes.

## **CHAPTER GOVERNING BOARD ROLL CALL**

The national office will prepare a memo for each chapter secretary stating the name of the chapter's national director and alternate national director currently recorded at the national office. **NOTE: *Not applicable to associate chapters.*** This memo will be mailed out approximately three months prior to the date of a governing board meeting. You must verify the information on the sheet is correct, sign the Roll Call Information sheet, date, and send it back in the enclosed envelope.

If a vacancy occurs in the office of national director, the alternate national director shall immediately assume this office, and this shall be reported in writing to the national office. If an incumbent alternate national director cannot serve, the chapter is to promptly **elect** a member to fill the vacancy in the office of national director and notify the national office.

If the national director cannot attend the Governing Board meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a member of that chapter may be elected as a temporary delegate to represent the chapter for the next governing board meeting only.

A chapter voting member of the governing board is entitled to **represent only one chapter.**

Members of the same family unit may serve as national director or alternate national director in different chapters; such members may not hold these offices in the same chapter concurrently.

The chapter secretary is asked to notify the national secretary, in care of the national office, of any election held that would result in a change. Changes to a chapter's voting delegate shall be received at the national office no later than **21 days prior to the governing board meeting**. Fax or e-mail is acceptable.

If an event occurs after the 21-day notice requirement has passed that prevents the national director, alternate national director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's appointment of a temporary delegate shall be received by FMCA at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

## **MEMBERSHIP RECRUITMENT**

If the chapter would like to increase its membership, Chapter Services can process one mailing and/or e-mail blast per year for this purpose. You, or someone assigned the duty, should provide a camera ready solicitation to FMCA with a list of selected postal zip codes or coach codes. FMCA will mail/e-mail it to FMCA members who do not belong to a chapter in the selected area or who match the selected coach codes. FMCA will assume all costs to process the mailing and pay up to \$125.00 in postage or e-blasting costs.

The chapter could use the allotted amount to announce chapter membership opportunities in a local newspaper. Submit a copy of the ad and a paid receipt for the cost of advertising up to \$125.00 to Chapter Services and your expenses will be reimbursed by FMCA.

Chapters are eligible to receive the recruitment fund one time per calendar year.

## **CHAPTER DESCRIPTION**

A chapter description gives a chapter the opportunity to attract potential new members by describing who their chapter is. Potential new members will read your chapter's description online and decided if they would like to contact you for more information. Descriptions can include items such as general activities, geographical scope, special interests, and/or chapter requirements. Chapters can submit a description, or update, by e-mailing it to [chapters@fmca.com](mailto:chapters@fmca.com).

## **CHAPTER CONTACT PERSON**

Being a chapter contact person is a very important job. They are the first contact for potential new members who are curious about your chapter. So it's very important to keep your contact information up-to-date and respond to inquiries promptly. Contact information appears online, in the January and August issues of *family RVing* magazine, as well as printed directories that are distributed during events. Any changes to contact information can be submitted in writing on the chapter officer form or e-mailed to [chapters@fmca.com](mailto:chapters@fmca.com).

## **NEW AND PAST DUE LISTINGS**

For those chapters who qualify, there are two (2) listings available each month from Chapter Services for the purpose of recruiting new members and preventing members from being dropped as FMCA members.

### New Member Report

FMCA can provide your chapter with a list of new members who have joined FMCA in the past month so you can reach out to them to attract interest in your chapter. This report shows contact information for new members from a specific area, or with a specific coach brand who have joined FMCA during the past month. To receive the New Member List, the chapter must have a **designated person with an email address who can receive the list in either an Excel or PDF format.**

### Past Due Member List

All chapters should be receiving this report. The Past Due Member List consists of members in your chapter who have not paid their FMCA membership dues. You can remind them that they must keep their FMCA dues current in order to maintain their chapter membership, and to maintain important member benefits such as FMC Assist, the medical evacuation and travel assistance program **included** in the annual dues.

Each member on the Past Due list will be assigned a status code that indicates the status of their FMCA membership dues. If the status code is expired, you may want to contact them to remind them they must pay FMCA membership dues to remain a member of your chapter. You should be cautious when contacting a cancelled member. They have requested to close their FMCA membership and the reason could be due to death of a spouse, illness, or they no longer own a recreational vehicle.

Each membership status has a code as listed below:

**Active** – Current with their FMCA dues.

**Expired** – FMCA dues are past due more than 30 days.

**Cancelled** – identifies a member who has canceled their FMCA membership.

### **SUBMIT A RALLY (Formerly the ASSOCIATION CALENDAR)**

It's all about rally fun! The rallies listed in the magazine and online at FMCA.com are open to all RVers, and FMCA members who do not belong to the sponsoring chapter, or any chapter, are welcome to attend. **PLEASE NOTE:** Some rallies may have limited space and require reservations, so RVers are encouraged to check before visiting a rally.

If you want to submit rally information – The easiest way is to complete the online form at [www.fmca.com/rallyform](http://www.fmca.com/rallyform). You may also email rally info to [calendar@fmca.com](mailto:calendar@fmca.com) or send by postal mail to FMCA, 8291 Clough Pike, Cincinnati, OH 45244. Please include: Chapter name, Rally Dates, Chapter contact phone number and email, where you are holding the rally, city, state/Province, Reservations – yes/no; if yes what is the deadline for reservation? Your name, phone, email.

**MAGAZINE DEADLINE:** First of the month, two months prior to the magazine cover date (e.g. June 1 for August issue). Rallies can be listed up to a year in advance online.



## ***“KEEPING IN TOUCH” PUBLICATION***

The Chapter Services Department produces a publication, *KEEPING IN TOUCH*, which is distributed to chapter and area association secretaries. Its purpose is to keep you informed of business matters and to advise you of pending information that must be provided to FMCA. The national secretary includes a message in each newsletter. Included, too, are helpful reminders pertaining to material available to officers and chapters, area rally and convention dates, announcement of new chapters, and chapter anniversaries.

# Chapter Officers

Complete & Return Now & When Changes Occur  
(Please Print)



I hereby certify that the following officers were elected by the \_\_\_\_\_ Chapter Name

Chapter on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Date Year

Secretary's Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Date Year

## ■ PRESIDENT

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

## ■ \_\_\_\_\_ VICE PRESIDENT *(List additional Vice Presidents on a separate page and attach to this form)*

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

## ■ SECRETARY

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

## ■ TREASURER

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

## ■ SECRETARY / TREASURER

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

*continued on reverse side*

■ **NATIONAL DIRECTOR** *(Not required for Associate Chapter)*

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

■ **ALTERNATE NATIONAL DIRECTOR** *(Not required for Associate Chapter)*

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

■ **NEWSLETTER EDITOR**

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Date Taking Office \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

■ **CHAPTER CONTACT INFORMATION** *(As it should appear in the Chapter Directory of Family RVing magazine)*

Please be sure to list someone who will be able to respond to inquires and is readily available to answer chapter questions.

Name \_\_\_\_\_ FMCA # \_\_\_\_\_

Address \_\_\_\_\_ City/State / Zip \_\_\_\_\_

Start Date \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Return to: Chapter Services  
Family Motor Coach Association  
8291 Clough Pike  
Cincinnati, Ohio 45244

*Permanent changes to membership files cannot be made from this form. Please encourage your members to keep their membership records current by contacting the Membership Department: 513-474-3622 or 800-543-3622, e-mail to [addresschange@fmca.com](mailto:addresschange@fmca.com), or make changes online at [www.fmca.com](http://www.fmca.com)*