

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3011</b>	APPROVAL LEVEL <b>GB</b>
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	SPECIAL DISTRIBUTION <b>Chapter Formation Kit</b>		

**POLICY**

The sole authority of each chapter for its internal government rests in its entire membership. Said chapter's authority operates through policies and directives duly adopted by vote of the chapter's members assembled in meetings, or, in certain instances, by mail ballot on stated propositions.

**PROCEDURE**

Operations

Authority and Bylaws

1. Voting rights by individual or by member number (other than in constitutional matters) shall be determined by the chapter. Except as specified elsewhere in the chapter bylaws, a simple majority vote of members in good standing and voting shall be required to approve or disapprove any matter.
2. Each chapter shall formulate and adopt its own bylaws (using the Chapter Bylaws Format as a guideline) for its internal self-government. Such chapter bylaws must conform with the Constitution, Bylaws, and Policies and Procedures of FMCA. A chapter shall present its Bylaws to FMCA's Constitution and Bylaws Committee for its review.
3. Each chapter may formulate Chapter Standing Rules using the Chapter Standing Rules Format as a guideline. These standing rules are not to be submitted for review but retained by the chapter.
4. A chapter wishing to change its name, its area of representation, or its scope shall do so by amending its bylaws accordingly and sending a copy to the national office with a letter identifying the change. This request shall be forwarded to the National Executive Board for its review and concurrence.

Discipline

A chapter found guilty of violating the Constitution, the Bylaws, and/or the FMCA Member Code of Ethics shall be subject to a written reprimand or suspension or revocation of its charter in accordance with the Bylaws.

Emblems

Each chapter may purchase at cost, from the designated supplier, a set of suitable special emblem attachment plates for its chapter officers. National director plates may be obtained only from the national office.



### Finances

1. The fiscal year of a chapter shall conform with that of FMCA whenever practical.
2. A chapter may assess its members reasonable annual dues, by vote of its membership, to defray its own normal operating expenses.
3. Upon approval of its membership, a chapter may engage in fund-raising activities for the benefit of its own programs and purposes.
4. An associate chapter with a scope outside the United States and Canada must pay the added cost of materials and/or merchandise that is provided to chapters by Chapter Services.
5. An annual audit of the chapter's financial books and records shall be undertaken and reported to the chapter membership.

### Insurance

1. An associate chapter with a scope outside the United States and Canada, their functions, and their officers will not be protected by FMCA insurance.
2. An associate chapter with a scope outside the United States and Canada must provide FMCA a certificate of insurance that is applicable to the country in which the chapter is located.
3. FMCA chapters are often involved in activities that go beyond a normal "RV Rally." Coverage for chapters extends to them when the rally is held in a contained area, for example, a campground, a municipality, etc. Coverage for activities outside of this area would not be covered. For example, if the chapter would volunteer to refurbish a house for a needy family; if members of the chapter went four wheeling; if members of a chapter provided relief during a disaster; if members of a chapter would go out to dinner; etc. Each of these chapter activities present different potential liability exposures for the member and are routinely not covered by FMCA's insurance.

### Meetings

1. In each fiscal year, chapters shall hold at least one business meeting at which a quorum is present. Said meeting shall be duly announced in advance to the membership.
2. A quorum for transaction of business at any duly called chapter meeting is 25% of the chapter family unit membership or fifteen family unit members, whichever is less. 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 4.
3. Special meetings of the chapter membership may be called by the chapter president, by majority vote in a chapter meeting, or by other procedures specified in the chapter bylaws. Special meetings must be held within thirty days from the date of the request thereof.



4. All chapter meetings must be in accord with relevant FMCA Bylaws and FMCA Policies and Procedures.
5. It is recommended that the current edition of *Robert's Rules of Order, Newly Revised* govern all chapter proceedings in which it is applicable and in which it is not inconsistent with the national or chapter bylaws or standing rules of order of the chapter.
6. Any members of FMCA are privileged to attend meetings of all chapters. The number of an individual's visits may be limited by action of each chapter.
7. A chapter meeting can be a gathering in one area or where some or all of the members communicate with the 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 and be authorized by the chapter's bylaws.

#### Security

1. Chapter officers should take whatever appropriate measures needed to protect persons attending a rally or meeting of the chapter.
2. Chapters may appoint one or more members as sergeants at arms.