

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3011/C</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT  <b>Chapter Standing Rules Format</b>	EFFECTIVE <b>6/18</b>	SUPERSEDES <b>5/17</b>
		SPECIAL DISTRIBUTION	

**FAMILY MOTOR COACH ASSOCIATION  
CHAPTER STANDING RULES FORMAT**

Unlike bylaws, which relate to parliamentary procedures, Standing Rules (sometimes called policies) refer to operating procedures or policies. Standing Rules are generally adopted individually and when the need arises. Standing Rules are adopted by a majority vote at any business meeting and do not require previous notice. An amendment to a Standing Rule that deals with parliamentary procedure requires a two-thirds vote if prior notice has not been given or by a majority vote with such notice. Standing Rules may be temporarily suspended for the duration of a meeting by a majority vote. A two-thirds vote is required to permanently suspend a Standing Rule. An ordinary motion is used to adopt, amend or suspend a Standing Rule.

Discretion should be used to insure a rule is really necessary and not frivolous or in conflict with the bylaws. When presenting a proposed Standing Rule for adoption, a member should have the rule documented and available for the presiding officer and Secretary. If a Standing Rule is adopted for a specific procedure or policy, care should be taken to be sure that subsequent action is not taken that would impact the adopted Standing Rule. To easily identify when a Standing Rule is adopted or amended, the date may be shown in parenthesis following each rule.

Standing Rules are to be retained by the chapter; they are not to be submitted to FMCA for review.

**Standing Rules as identified in this document are not mandatory, they are provided for presentation only. Reference: *ROBERT'S RULES OF ORDER NEWLY REVISED.***

STANDING RULES OF \_\_\_\_\_ CHAPTER

1. The annual dues for membership shall be \$15.00. (Amended August 2007)
2. Officers shall be elected during the annual business meeting. (Adopted May 2005)
3. New members shall pay an initiation fee of \$25.00. (Adopted August 2007)



SUBJECT

## Chapter Standing Rules Format

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The following are examples of additional chapter policies some chapters have included in their standing rules.

Duties of chapter officer(s) if not defined in FMCA Policies and Procedures.

The hour and length of business meetings.

How dues are pro-rated or assessed a new member who joins late in the year.

Special policies that apply to a member who reinstates his/her membership.

Security procedures.

Chapter membership limit (if any).

Rally fees and refunds.

Chapter emblems, badges and policy for wearing badges and penalties (if any).

Smoking policy.

Operation of generators.

Pets.

Guest: Former members who no longer pay FMCA dues may only be an occasional guest of the chapter.

Provision for members who no longer own a recreational vehicle, but want to continue a relationship with the chapter.

Members may become Family Associate Members by continuing to pay annual FMCA and, if appropriate, chapter dues. However, such members may not vote or hold office in FMCA or in chapters.