



THINKING ABOUT FORMING A CHAPTER?

Chapters of FMCA are the fun groups of the Association. Each chapter has its own personality and develops its own way of getting together, having meetings, etc. The basic function, however, is the chapter gathering. Rallies/meetings are usually designed to take advantage of some specific function, attraction, or events which will be enjoyable to the majority of the members. Gatherings held within the chapter area should be accessible by reasonable driving distance.

A chapter “Charter,” which specifies the general geographic area/scope of the chapter operation, is authorized by the Executive Board of FMCA.

A general procedure for forming a chapter which has proven successful in numerous instances involves the planning and arranging of a series of (possibly two or three) meetings of RV owners. These meetings, like chapter meetings, are usually more successful if the meeting is held in conjunction with an FMCA event. Although FMCA membership is not a prerequisite to the initial formation meetings, membership in the national FMCA organization is required to be a member of the chapter.

It does not necessarily follow that “formation of a chapter” be emphasized at the first meeting; it is more important that the meeting itself be pleasurable and worthwhile to those attending. Quite logically, at the first meeting many of the families will be strangers to each other but if at the conclusion of the meeting the general consensus has been that they’ve had fun, they will more than likely be in favor of a second meeting. If the planners of the first meeting have also planned the second meeting, the announcement of the place and time may then be made.

At the second meeting, those who were at the first will be returning to visit with their new-found friends. In the interim, they will have also passed the word to other RV owners. It is probable then that at the second meeting the matter of formation of a chapter will generate of its own accord, at which time the basic requirements may be conveyed by those who have spearheaded the initial meeting.

During the formation stage, and up until actually chartered, the participants are referred to as a “group” or “proposed chapter” and may not be referred to as a chapter until the Executive Board has issued a charter. The basic requirements for chapter charter described by the Governing Board and outlined in the Bylaws of FMCA.

FMCA National Bylaws – can be found at fmca.com – log into your account – go to bottom of page to heading About FMCA – Click on Documents and Forms and go to FMCA Documents.

OFFICIAL CHAPTER REQUEST

PLEASE RETURN TO THE NATIONAL OFFICE WITH FORMATION MATERIAL

Director of Chapter Services
FAMILY MOTOR COACH ASSOCIATION
8291 Clough Pike
Cincinnati, OH 45244

Requested Chapter Name

Date of Formation Meeting

These members (list attached) of the Family Motor Coach Association officially request recognition of chapter status by the Association. Our group has been officially organized and has elected the following officers:

President _____ F# _____

Phone _____ E-Mail _____

Vice President _____ F# _____

Phone _____ E-Mail _____

Secretary _____ F# _____

Phone _____ E-Mail _____

Treasurer _____ F# _____

Phone _____ E-Mail _____

Secretary/Treasurer (Combined) _____ F# _____

Phone _____ E-Mail _____

National Director _____ F# _____

(Not applicable for Associate Chapters)

Phone _____ E-Mail _____

Alternate National Director _____ F# _____

(Not applicable for Associate Chapters)

Phone _____ E-Mail _____

Our group has adopted the Constitution and Bylaws of the Family Motor Coach Association, which is supplemented by our own rules and regulations, and has adopted the Code of Ethics of the Association.

The scope of our proposed chapter will be: _____.

The area in which our chapter will be represented is (see area of representation map): _____

A copy of the minutes of our organizational meeting affirming the items mentioned on this petition is attached.

Signed _____ Signed _____

Chapter President

Chapter Secretary

Permanent changes to membership files cannot be made from this form. Please encourage your members to keep their membership records current by visiting www.fmca.com or call 513-474-3622 or 800-543-3622.

FMCA AREAS OF REPRESENTATION EXPLANATION

FMCA has ten geographical areas of representation and their areas are shown on the Area of Representation Map. At each chapter's formation, they must choose an area in which they are to be represented. Please examine the Area of Representation Map and select the area which will best suit your chapter's needs.

After choosing your area of representation, put this information on the line provided on the Official Chapter Request form. This information should also be provided in your Chapter Bylaws.



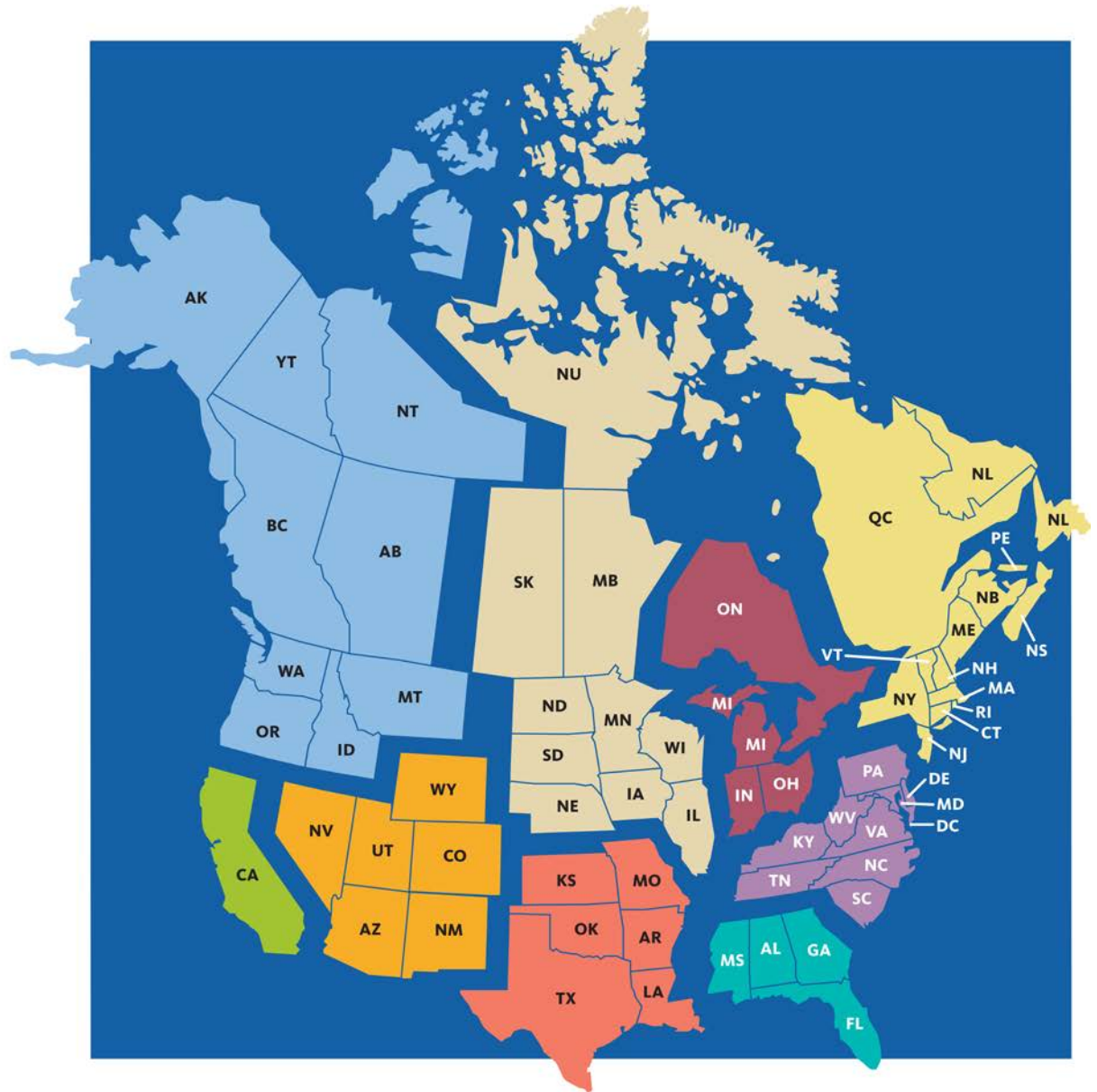


FMCA AREAS OF CHAPTER REPRESENTATION

KEY

 NORTHEAST	 SOUTH CENTRAL
 EASTERN	 ROCKY MOUNTAIN
 SOUTHEAST	 WESTERN
 GREAT LAKES	 NORTHWEST
 MIDWEST	 INTERNATIONAL*

* International Area encompasses United States & Canada



PLEASE RETURN TO THE NATIONAL OFFICE WITH FORMATION MATERIAL

CHAPTER DIRECTORY LISTING AND CHAPTER CONTACT

The Chapter Directory listing for the _____
Chapter will appear in *family RVing* magazine and on our web site.

The 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 is very important to keep your contact information up-to-date and respond to inquires promptly. Contact information appears online, in the January and August issues of *family RVing* Magaine, as well as in printed directories that are distributed during events. Any changes to contact information can be surmitted in writing on the chapter officer form, FMCA web site, or e-mailed to chapters @fmca.com.

Chapter Contact Person _____ F# _____

Address _____

Email address _____

Phone _____

Signed _____

Chapter Secretary

PETITION FOR CHAPTER CHARTER

PLEASE RETURN TO THE NATIONAL OFFICE WITH FORMATION MATERIAL

We the undersigned do hereby apply for membership in and the formation of the _____chapter of FMCA. We do also confirm by our **signatures** **(MUST HAVE SIGNATURES)** that we are active members of the national FMCA.

*****Please note that this form must be signed by the member (one signature per family unit) and cannot be signed on behalf of another member.*****

- Chapter (minimum 15 member families)
Voting representation on FMCA's Governing Board**
- Associate Chapter (minimum 7 member families)
No Governing Board representation**

1.	_____	F#	_____
2.	_____	F#	_____
3.	_____	F#	_____
4.	_____	F#	_____
5.	_____	F#	_____
6.	_____	F#	_____
7.	_____	F#	_____
8.	_____	F#	_____
9.	_____	F#	_____
10.	_____	F#	_____
11.	_____	F#	_____
12.	_____	F#	_____
13.	_____	F#	_____
14.	_____	F#	_____
15.	_____	F#	_____
16.	_____	F#	_____
17.	_____	F#	_____
18.	_____	F#	_____
19.	_____	F#	_____
20.	_____	F#	_____

PLEASE RETURN TO THE NATIONAL OFFICE WITH FORMATION MATERIAL

MINUTES OF CHAPTER FORMATION MEETING

FOR PROPOSED _____ CHAPTER OF FMCA.

Date _____ Signed _____

Chapter Secretary

Signed _____

Chapter President

Dear Chapter Leader:

The "**CHAPTER BYLAWS FORMAT**" is intended to serve as a reference for FMCA chapters forming or revising their bylaws. The model document contains the basic provisions which conform to FMCA National Bylaws and are binding upon chapters. The Chapter Bylaws Format is included in the Formation Kit and is also available on FMCA's web site in the Members/Documents section that requires sign- in.

The chapter may choose to complete the recommended Chapter Bylaws Format or the chapter may expand or modify the format to fit the chapter's needs. Generally, the size and activities of the chapter determine whether added content and detail will be helpful. FMCA's Constitution and Bylaws Committee reviews all new and revised chapter bylaws for conformance with FMCA Bylaws.

Operating procedures or policies of the chapter which do not relate to parliamentary procedures, as do bylaws, may be formulated within a separate document called "Standing Rules." Standing Rules refer to administrative matters unique to a chapter such as: rally fees, dues, initiation fee (if any), guest policy, operation of generators, financial accountability procedures, pets, Annual Meeting schedule, etc. Standing Rules are created as needed by the chapter and are adopted by a simple majority vote. The creation of Standing Rules is not required nor do they need to be submitted to the National Office.



FAMILY MOTOR COACH ASSOCIATION

CHAPTER BYLAWS FORMAT

_____ CHAPTER

ARTICLE I - CHAPTER NAME

The name of this not-for-profit organization shall be the _____
_____ chapter (hereinafter referred to as “chapter”) of the
Family Motor Coach Association, Inc. (hereinafter referred to as “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 recreational vehicles (RVs).
2. **AREA:** This chapter shall be authorized to function in the _____
Area. (insert one of the FMCA Area’s names)
3. **SCOPE:** *(Select the type of chapter to be used throughout this document)*

This **chapter** will have members with a mutual interest in _____
and/or drawn from the location of _____. (activity, RV brand, etc.)
(geographical area)

(or)

This **associate chapter** will have members with a mutual interest in _____
and/or drawn from the location of _____.
(activity, RV brand, etc.) (geographical area)

ARTICLE III - MEMBERS

1. **ELIGIBILITY:**
 - A. To be eligible for and to maintain membership in the chapter, a person must be in good standing with FMCA, and meet the dues requirement and provisions set forth in the bylaws of this chapter.
 - B. Membership in this chapter shall be open to any family unit or individual regardless of race, age, gender, national origin, religion, marital status or disability.

A chapter is not required to accept all FMCA members.

(1) This chapter welcomes all FMCA members.

(or)

(2) This chapter is open to FMCA members who ...

The chapter may limit membership to specific types, makes or models of RV's, specific interest (Racecar, Military Veterans, etc.) or geographic area (North Carolina, Dakotas, etc.) Specify the chapter standards.

2. DEFINITIONS:

- A. 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.
- B. The term "membership," is defined as either a family unit or an individual or individuals owning a qualifying recreational vehicle (RV) who share a membership number.
- C. The term "member," is defined as each adult who, jointly or individually, constitutes a membership. The rights of each member are defined in the description of each category contained in Article III (3) of the FMCA Bylaws.
- D. The term qualifying recreational vehicle (RV) is defined as "a self-contained wheeled vehicle that includes permanently installed cooking, sleeping, and sanitary facilities."

3. VOTING AND HOLDING OFFICE: A member must own a qualifying recreational vehicle (RV) or at least 1/3 interest in a qualifying recreational vehicle (RV) in order to vote or hold office in this chapter.

4. DUES AND FEES:

- A. ANNUAL DUES: Annual payment of chapter and national dues enables persons to become active members and entitled to all rights and privileges of the chapter and FMCA. The annual dues for membership in the chapter shall be an amount as the membership shall establish.

B. RENEWAL: Renewal dues from chapter members become due and payable

(insert date)

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 _____, the dues shall be regarded as covering the next membership year. (insert a date e.g. September 30)

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.

E. ARREARS: Any member whose dues remain unpaid for more than _____ after becoming due shall be considered delinquent; after _____ membership is canceled.

ARTICLE IV - OFFICERS

1. DUTIES OF OFFICERS: The duties of elected officers shall be as defined in the FMCA Policies and Procedures.

2. TERMS OF OFFICE: The elected officers of this chapter shall serve a _____ (one or two) year term of office, or until their successors are elected.

3. RIGHTS AND LIMITATIONS:

A. An individual FMCA member may hold either a single office in each of two chapters or two offices in one chapter. A member may hold the office of national director or alternate national director in only one chapter.

B. Any member in good standing and eligible to hold office may be nominated from the floor for any elective office.

C. 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.

5. VACANCIES:

- A. A vacancy will be declared to exist in the case of death, resignation, or inability of any officer to serve, or any officer ceases to meet the membership requirements as stated in ARTICLE III, except as authorized by ARTICLE III, 3 (f) of the FMCA Bylaws.
- B. In the event of a vacancy, permanent or otherwise, in the position of the national director, the alternate national director shall promptly fill the vacancy.
- C. In the case of a vacancy in any office other than the president, the president with the consent of the Executive Board, will appoint a person to fulfill the duties temporarily until the Nominating Committee can nominate one or more candidates and the chapter can hold an election to fill the office.
- D. In the case of a vacancy in the office of the president, the vice president will become president and the vacant vice president position will be filled in accordance with ARTICLE IV. (**Note:** If the chapter has more than one vice president, the Bylaws shall designate which VP becomes president.

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.
- 3. QUORUM: A committee quorum shall be a _____.
(recommend 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.
- 2. ORGANIZATIONAL YEAR: The fiscal and membership year of the chapter shall commence on _____ and end on _____.
- 3. CHAPTER MEETINGS:
 - A. TYPES: The term “meeting” shall include RV rallies, campouts, dinner meetings, and any other gatherings suitable to the function of the chapter.

B. **BUSINESS 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. Said meeting shall be duly announced in advance to the membership, including adequate description of how to participate.

C. **OFFICER ELECTION:**

The voting general membership is to elect **chapter** officers, including a president, _____ vice president(s), a secretary, a treasurer, a national director, and an alternate national director. A chapter may elect in their Bylaws to combine the position of secretary and treasurer into a single position.

(or)

The voting general membership is to elect **associate chapter** officers, including a president, _____ vice president(s), a secretary, and treasurer. A chapter may elect in their Bylaws to combine the position of secretary and treasurer into a single position.

D. **QUORUM:**

A quorum for the transaction of business at any duly-called **chapter** meeting is 25% of the chapter family unit memberships or fifteen (15) family unit memberships, whichever is less.

(or)

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 four.

E. **VOTING:** Except as specified elsewhere in these bylaws, a simple majority vote of members in good standing, eligible to vote and voting shall be required to approve or disapprove any matter.

The chapter has established that voting will be _____

(NOTE: one vote per membership number **or** one vote for each adult member)

Voting may be conducted at a business meeting, or by mail, email or other electronic means. (**NOTE:** Chapters that allow for an election or other proposed matter to be decided by mail, email or other electronic means may not also allow voting on the election or the proposed matter at a meeting.)

F. **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.

4. MAINTAINING ACCREDITATION:

This **chapter** must maintain a minimum of fifteen family unit memberships.

(or)

This **associate chapter** must maintain a minimum of seven family unit memberships.

The chapter secretary shall furnish to the national office of FMCA, no later than December 31st each year, a membership list, a list of chapter officers, and assurance that a business meeting was held.

5. ANNUAL AUDIT: An annual audit of the chapter's financial books and records shall be undertaken and reported to the membership.

6. APPLICATION OF NATIONAL CONSTITUTION AND BYLAWS: This chapter accepts and agrees that the chapter bylaws shall conform to any mandatory requirements stipulated in the FMCA Constitution, Bylaws and FMCA Policies and Procedures.

ARTICLE VII - ELECTIONS

1. NOMINATING COMMITTEE COMPOSITION:

A. The Nominating Committee shall consist of not less than three chapter members in good standing, nominated and elected _____ by the chapter membership.

(Note: Choose yearly or every other year)

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, _____ 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. A chapter may elect in their Bylaws to combine the positions of secretary and treasurer into a single position.

(or)

To nominate candidates for the **associate chapter** offices of president, _____ vice president(s), secretary, and treasurer, for the new term to be presented for voting by the chapter membership. A chapter may elect in their Bylaws to combine the positions of secretary and treasurer into a single position.

- 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. FMCA National Bylaws and FMCA Policies and Procedures amendments applicable to chapter operations are not subject to a vote by the chapter membership.
2. **AMENDING PROCEDURE:** These bylaws may be amended by a 65% 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.

Any member of the chapter may propose amendments to the bylaws.

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 - STANDING RULES

This chapter may adopt Standing Rules to provide guidelines and procedures by which the chapter may function and operate.

ARTICLE X - LIQUIDATION AND DISSOLUTION

This chapter of FMCA may be dissolved by a majority vote of chapter members. 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 the chapter voted on the bylaws or amendments to the bylaws)

INSURANCE COVERAGE FOR FMCA CHAPTERS

- **Certificate of Insurance**
FMCA can provide a “Certificate of Insurance” to fairgrounds, parks, campgrounds, etc. who provide rally sites.
- **Crime/Fidelity Coverage**
Coverage is provided for any non-compensated person while performing services as a volunteer worker for the chapter, area, association or cooperative. This acts as a bonding for chapter or area officers who handle money.
- **Media Liability**
Coverage applies to rally programs and daily bulletins, chapter websites and newsletters published by chapters. Coverage includes defamation, disparagement, harm to character, reputation, invasion of privacy, copyright infringement, libel, slander, outrageous conduct, plagiarism and advertising liability.
- **Rally Guests**
FMCA’s insurance would respond if a non-member rally guest was injured due to the negligence of FMCA. The policy provides coverage for bodily injury, personal injury, and property damage if an occurrence or an accident is a result of FMCA’s negligence. This coverage protects FMCA and its members from parties outside of FMCA.
- **Liquor Liability**
FMCA is not in the business of selling liquor, but may incidentally serve some form of alcohol as part of a rally. Coverage is provided for situations such as BYOB, Happy Hour, cocktail parties or events where members pay for liquor served by a rally sponsor or an outside vendor.
- **Directors & Officers Liability**
The policy covers directors and officers of all chapters of FMCA. The D&O policy covers wrongful acts, which means any actual or alleged error, misstatement, misleading statement, act or omission, and neglect or breach of duty by the entity or individual insureds in the discharge of their duties.

NOTE: *For more details on Insurance Coverage, please reference FMCA Risk Management Guide at FMCA.com. Support/MemberForms/FMCA Documents/FMCA Risk Management – Summary of Insurance Coverage*
<https://www.fmca.com/pdfs/riskmanagementguide.pdf>



Family Motor Coach Association, Inc.

FMCA.com Chapter Descriptions

Dear Chapter President,

FMCA is always striving to make our web site better. Part of that effort is to keep the chapter search updated. Our goal is to have a chapter description for every chapter.

The Chapter Search serves two purposes. For the new members, it's an easy way to find and learn about the FMCA chapters they might reasonably have an interested in. For the chapters, it gives a no cost way to let all interested FMCA members know about your chapter and how great your group is!

Each chapter's president is responsible for providing the information on their chapter. This information should be prepared and submitted to: chapters@fmca.com.

We are providing an example for you to use in developing your own chapter description to show your chapter's unique qualities.

EXAMPLE DESCRIPTION:

The Puppy Love Chapter accepts all FMCA members (**OR** has a restriction for members who are dog owners). {RV Brand Specific} Our mission is to be the best dog owners in the world. We have approximately 50 chapter members. We find new dog parks in every state we visit. We generally meet once a month from May through October each year. Our chapter dues are \$5.

(Please keep your description short! Members will lose interest after reading 3 or more lines of text.)

Special Interests:

To assist with the RV brand and hobby/interest areas, we have created a check list for you to indicate any special qualities your chapter has. Please complete and return the enclosed list. Please check all that apply.

Hobbies/Interest Areas that have FMCA chapters.

- 4-Wheeling
- FMCA activities surrounding events
- Amateur Radio Communications
- Atheists
- Bicycles
- Bus Conversions
- Casinos
- Charity Support
- Christian
- Diesel RV
- Dining
- Elks
- Fan Clubs
- Full Timing
- French Speaking
- Games
- Golfers
- Hobby/Crafts
- Jewish
- Mah Jongg
- Membership Parks/Resort Camping
- Military Veterans
- Motorcycles
- Music Makers
- Racing
- RV Vendors
- Singles
- Socializing
- Volunteering

RV Brands that have FMCA chapters.

- Airstream
- Alfa
- Alpine
- American Coach
- Apollo
- Avco
- Beaver
- Blue Bird
- Bounder
- Coach House
- Country Coach
- Discovery
- Entegra
- FMC
- Foretravel
- GMC
- Mandalay
- Marathon
- Miscellaneous Brands
- Monaco
- National
- Newmar
- Pace Arrow
- Prevost
- Revcon
- Rexhall
- Roadtrek
- Royale
- Safari
- Spartan Chassis
- Thor
- Tiffin
- Vogue
- Workhorse Chassis

Chapter Name: _____