

HOW TO FORM A CHAPTER











1. Call meeting to order
2. Elect temporary Secretary
3. Announce reason for meeting - formation of new FMCA Chapter
4. Get ideas for name - to avoid duplication, please reference FMCA's Chapter Directory
5. Select name and vote
6. Select Area of Representation - may reference enclosed map
7. \$35.00 Chapter Registration Fee Approval
8. Set dues structure
9. Agree to abide by National Constitution and Bylaws
10. Read suggested Bylaws (temporary) - get approved
11. Nominate and Elect Chapter Officers:

President	Treasurer
Vice President	National Director *
Secretary	Alternate National Director*
Newsletter Editor (optional)	
- *Associate chapters are not required to elect a National Director or Alternate National Director.
12. Close meeting

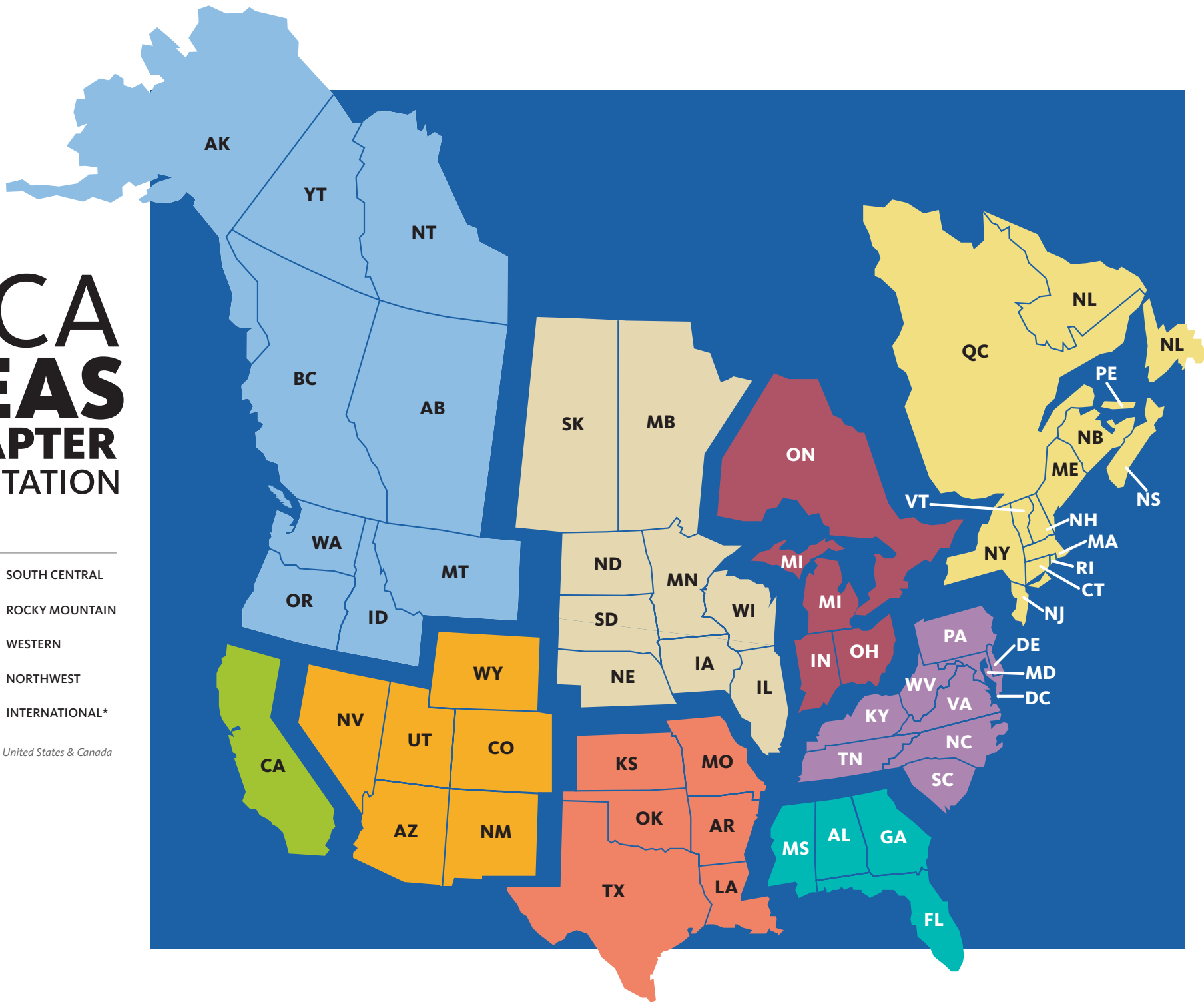


FMCA AREAS OF CHAPTER REPRESENTATION

KEY

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

* International Area encompasses United States & Canada



OFFICIAL CHAPTER REQUEST

OFFICIAL CHAPTER OFFICER LISTING

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 _____

National Director _____ F# _____

(Not applicable for Associate Chapters)

Phone _____ E-Mail _____

Alternate National Director _____ F# _____

(Not applicable for Associate Chapters)

Phone _____ E-Mail _____

Chapter Contact Person *(Please be sure to list someone who will be able to respond to inquiries and is readily available to answer chapter questions.)*

Name _____ F# _____

Address _____

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.

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 20 member families)
Voting representation on FMCA's Governing Board**
- Associate Chapter (minimum 10 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# _____

MINUTES OF CHAPTER FORMATION MEETING

PLEASE RETURN TO THE NATIONAL OFFICE WITH FORMATION MATERIAL

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 _____.
- 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)
- 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 *Member and Volunteer Handbook*.
- 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.

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.
 - (or)*
 - The voting general membership is to elect **associate chapter** officers, including a president, _____ vice president(s), a secretary, and treasurer.

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 family unit memberships, whichever is less.

(or)

A quorum for an **associate chapter** shall be 25% of the chapter family unit memberships or fifteen 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 Member and Volunteer Handbook.

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.
- (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.
- 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 Bylaw and Member and Volunteer Handbook – Policy 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)



Family Motor Coach Association, Inc.

Dear Chapter President,

FMCA.com Chapter Descriptions

FMCA is making a significant effort to improve the website. Part of this update is to have a chapter description for each chapter and to improve the Chapter Search function.

This Chapter Search function has two purposes. For the new members, it's an easy way to find and learn about the FMCA chapters that they might reasonably be interested in. For the chapters, it gives a no cost way to let all interested FMCA members know about your chapter and how wonderful it would be for them if they joined.

We are hoping to add the capability to search by RV brand and hobby/interest areas in the future.

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.

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: _____