



MIDWEST PRAIRIE SCHOONERS STANDING RULES

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Standing Rules Amended:
10/11/2014, 10/10/2015, 4/14/2018

Article I – Members

1. **Definition of Members** – Members, as defined in the By-laws, are owners of qualified recreational vehicles, which are self-contained wheeled vehicles, that include permanently-installed cooking, sleeping, and sanitary facilities.
2. **New Members** – After attendance as guests at one Chapter rally and upon attendance of a second rally within a 12-month period, a prospective member shall submit a completed application along with payment of the current dues. The prospective member must receive the approval by majority vote of the membership present at the rally when membership is requested.
3. **Maintaining Membership** – Maintaining membership in the Chapter shall be contingent upon continued membership in FMCA and attendance of at least one rally per calendar year and hosting/co-hosting a rally as required by membership. Such attendance at a rally shall be defined as spending at least one night in the recreation vehicle as defined by the FMCA and qualified by MWPS.
4. **Membership Limitation** – Chapter roster shall be limited to 50 members. There shall be no limit on the number of Associate Members.

Article II – Annual Dues

1. **Annual Dues** – Annual dues shall be ~~\$20.00 per calendar year~~ and paid by December 31.
2. **Active Members** – Annual dues shall be \$20.00 per calendar year.
3. **Associate Members** – Annual dues shall be \$10.00 per calendar year.

Article III – Officers' Duties

1. **President** – The President shall be the Chief Executive Officer of the Chapter and shall:
 - A. Promote the welfare of the Chapter and FMCA.
 - B. Perform all duties customarily pertaining to the office.
 - C. Preside over all meetings of the Chapter membership and Chapter Executive Board.
 - D. Appoint all Chapter committees (except the Nominating Committee) as may be deemed necessary for the proper functioning of the Chapter.
 - E. Appoint when necessary substitutes for any officer unable to perform their duties temporarily.
 - F. Be an ex-officio member of all committees.
 - G. Appoint the Wagon Master, whose current function is to propose a schedule of rallies for the coming year, as well as other duties as defined in the Rally Guidelines. The term served by the Wagon Master may be for more than one year.
2. **1st Vice President** – The 1st Vice President shall preside over all meetings of the Chapter membership and Executive Board in the absence of the President as outlined in Section C above. The 1st Vice President, in consultation with the Wagon Master, shall review the Rally Guidelines annually for needed changes.
3. **2nd Vice President** – The 2nd Vice President shall perform all duties of the 1st Vice President in his absence.
4. **Secretary** – The Secretary's duties shall be in accordance with the instructions received from the FMCA Secretary and FMCA Executive Director. The Secretary shall also be charged with the following duties and obligations:
 - A. The Secretary shall submit to the FMCA Secretary and FMCA Executive Director, when required, a complete report of the election of Chapter officers in such form and completeness as required.
 - B. Any member's death should be reported to FMCA to be published in the "Final Trip" Column.

- C. Take minutes at the business meeting, record attendance of members and guests, and distribute a copy to the members along with the next month's rally schedule, if available. The Treasurer will give the secretary a copy of the current month's treasurer's report to be included in the minutes. Minutes and next month's rally schedule should be distributed ASAP following each rally.
 - D. After April 1, the Secretary should check with the Treasurer for members who have paid dues, prepare a roster to be given to each member and to new members as they join during the year. As the roster is updated a current roster will be posted.
 - E. Read correspondence received at the monthly meetings, thank you notes, etc.
 - F. Take minutes at any Executive Board meeting.
 - G. When a new member joins, have them complete an application for membership form, give them a copy of the Chapter By-Laws, Standing Rules and Guidelines, member roster, and current rally schedule.
 - H. Send to the South Central Area Vice President a copy of the rally schedule for the year when it becomes available.
 - I. If the Secretary is unable to attend a rally, the secretary will be responsible for getting a substitute to take the minutes.
 - J. Upon receipt of new Member List from FMCA, contact prospects inviting them to join the chapter by attending the required rallies and sending a rally schedule.
 - K. Shall be the custodian of the Chapter records as outlined in ARTICLE VI – Retention of Records and shall pass them on to the incoming Secretary.
5. **Treasurer** – The Treasurer's duties shall be in accordance with instructions received from the FMCA Treasurer. The Treasurer shall also be charged with the following duties and obligations:
- A. Shall collect and receive, hold and safeguard in the capacity of trustee and fiscal agent of the Chapter, all funds which come into the Chapter's possession or under its control.
 - B. Shall severally disperse such funds only for normal and usual Chapter uses, unless otherwise directed by the Executive Board.
 - C. Shall present a Treasurer's Report to the Chapter at each business meeting and give the Secretary a copy for the minutes.
 - D. Shall oversee the Chapter CD's and earnings. If the CD's have matured, the Treasurer shall renew them at the discretion of the Chapter. The Treasurer shall transfer funds from the CD's interest account to the Chapter checking account when money is needed.
 - E. Shall collect money for Member badges and Chapter dues. The Treasurer shall have the catalog for apparel available at each rally.
 - F. Shall send a \$25.00 memorial gift to a favorite charity of a deceased member.
 - G. Shall file a non-profit statement to FMCA to show club had not earned over \$25,000.00.
 - H. The outgoing Treasurer, at the change of officers, shall have new signature cards to be signed by the incoming Treasurer and President. Banks insist that the cards be signed before any transactions can be made.
6. **National Director** – The Chapter National Director shall represent the Chapter at all meetings of the FMCA Governing Board and report the results of the proceedings to the Chapter members.
7. **Alternate National Director** – The Alternate National Director shall attend to these duties in the absence of the National Director.
8. **In the event that neither the National Director nor the Alternate National Director can attend**, a temporary delegate may be elected, or appointed by the Chapter President, to represent the Chapter for the next FMCA Governing Board Meeting only. The Chapter is required to notify the FMCA national office of its voting delegate 7 working days prior to a Governing Board meeting. Notice may be faxed or e-mailed.

9. **Executive Board** – The Executive Board shall consist of the seven Chapter officers. The tenure of the Board shall terminate on December 31. Not less than four members of the Board shall constitute a quorum. Complete minutes shall be kept of all board meetings.

10. **Elections** – Election of officers shall be conducted during or prior to the month of October.

ARTICLE IV – Code of Ethics

1. **RESPONSIBILITY** – Each Chapter Member as defined by the By-Laws accepts and agrees to abide by the FMCA Member Code of Ethics, Rules and Standards of Conduct which represent all member endeavors to be good neighbors, careful and responsible recreational vehicle owners, operators and good citizens of our communities.

A. Consistent adherence to the FMCA Member Code of Ethics is required for every Chapter Member in order that all actions may reflect favorably upon each other and upon FMCA; and thereby earns the confidence and respect of the public and its acceptance of the Chapter and FMCA.

B. Chapter Member Personal Responsibilities:

1. Respect the rights and privacy of other members and recreational vehicle owners on and off the highways.
2. Comply with all federal, state and local laws and regulations governing the ownership and use of recreational vehicles.
3. Obtain permission to remain overnight in a shopping center parking lot or on other private property from the owner or responsible party of the property.
4. Comply with all rules of national, state, municipal and private facilities in which a member stays.
5. Members will use the universal guideline known as the **Golden Rule** that directs all proper endeavors.

2. **DISCIPLINE:** The member is subject to expulsion for any of the following offenses:

- A. Violation of the By-Laws and/or disregard of the Code of Ethics of the Chapter or FMCA, as adopted.
- B. Any willful act or course of conduct contrary to the interests of the Chapter or Chapter Member.
- C. Fraud, deceit, theft or embezzlement of any property of the Chapter.

3. **GRIEVANCE PROCEDURE:** Upon complaint against any member of the Chapter, the President shall appoint a Grievance Committee to investigate such complaint. If, in the opinion of the Committee there are possible grounds for expulsion of such member, a secret ballot shall be taken at any special or called meeting of the Chapter Members to determine the course of action to be taken.

ARTICLE V - Annual Audit

1. The President shall appoint a committee of three active Chapter members to perform an annual audit of the Chapter's financial books and records.
2. The Treasurer shall provide the committee with all pertinent information.
3. The committee shall make their report of their findings to the membership at a business meeting; and such report shall be placed on file.
4. If the committee reports negative findings, the Executive Board shall follow-up with recommendations for action as necessary.

ARTICLE VI – Retention of Records

1. The Secretary shall be the custodian of the Chapter records.
2. For historical and continuity purposes, the following items shall be retained and maintained by the Chapter Secretary. The records shall include at the minimum: Chapter charter documents; Current Chapter By-Laws, Standing Rules, and Rally Guidelines; Current and previous 4 years of Chapter Minutes & Treasurer's Report; Current & four previous year's Membership Roster; Annual Rally/Host Schedules; FMCA Annual Certifications; Chapter Anniversary Certifications; Newsletters; Also, all Chapter applications, all Minutes of Annual Meetings.
3. Website data to be held by the current Chapter President and Chapter Secretary as provided by, and also held by, the Chapter WebMaster and passed on to the next such officers.
4. Records on the computer will be saved onto a "jump" drive and onto a disc, with folders for each year.
5. There are binders containing the following records from the Chapter's beginning to current for display at Chapter Anniversary celebrations and other occasions as needed, and should be updated and maintained: a) Anniversary Celebration Documents, b) Chapter officers and members, and prior member applications, c) Rally Schedules, d) Newsletters.

ARTICLE VI I– Amendment of Standing Rules

1. **AMENDING PROCEDURE:** These Standing Rules may be amended by a majority affirmative vote of the members present and voting at a duly called meeting, providing the prior notice of at least 30 days has been given of the propositions(s) to amend.
 - A. Any member of the Chapter may propose amendments to the Standing Rules.
 - B. Approved amendments to these Standing Rules become effective immediately upon their adoption, or at such time as specified in the amendment.
2. **DISTRIBUTION:** Copies of changes, additions, amendments, or revision to these Standing Rules shall be noted in the minutes for the record.

Standing Rules Amended: 10/11/2014, 10/10/2015, 4/14/2018