

**VINTAGE BIRDS CHAPTER
OF
FMCA
STANDING RULES**

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Table Of Contents

	Page
I. OBJECT	3
II. PARLIAMENTARY RULES	3
III. MEMBERSHIP	4
IV. DUES AND ASSESSMENTS	4
V. MEETINGS	5
VI. EXECUTIVE BOARD	12
VII. CHAPTER OFFICERS	14
VIII. COMMITTEES	21
IX. LIQUIDATION AND DISSOLUTION	23
X. DISCIPLINARY ACTIONS	24
XI. ETHICS	24

**VINTAGE BIRDS CHAPTER
OF
FMCA**

STANDING RULES

NOTE: Membership in FMCA and the Chapter requires that Members and Officers adhere to the FMCA *Member and Volunteer Handbook* and other documents such as *Guidelines for Officers*. Without the adoption of Chapter policies and procedures, when procedural questions arise the Handbook shall take precedence. Through the adoption of policy and procedures, the Chapter assures its continuous existence within a structure it creates.

I. Object

1. The Vintage Birds Chapter of FMCA is a premiere organization promoting family fun and fellowship for owners of Bluebird Wanderlodge and Bluebird Motor Coach (BMC) coaches. The Chapter shall engage in programs and activities that reflect the following core values: member focus, family fun and fellowship, integrity, the sharing of common interests, volunteerism, and motor home safety and education.

II. Parliamentary Rules and Procedures

1. The current edition of Roberts Rules of Order Newly Revised shall govern all Chapter meetings and proceedings except in circumstances where inconsistencies exist with Chapter By-Laws, Standing Rules, FMCA Constitution or By-Laws, or the *Member and Volunteer Handbook*.
2. The Chapter shall adhere to the FMCA Governing Board's Member and Volunteer Handbook that provides guidelines

and procedures by which the Chapter functions and operates, thus ensuring a uniform system from year to year.

III. Membership (*see By-Laws, Article III*)

1. Membership is deemed a personal privilege and shall not be subject to sale, transfer, assignment, or bequest. No member shall become vested of any title, interest in, or right to any property of the Chapter, except as provided by law.

IV. Dues and Assessments (*see By-Laws, Article III*)

1. The Executive Board shall recommend and the voting membership shall approve changes to dues and assessments. For special or promotional membership drives, the Executive Board may establish temporary changes in dues without membership approval.
2. Written notice of a proposed change in dues or assessments is not required, but may be announced prior to the date the matter is to be considered at a duly called business meeting.
3. Proposals for change in dues and assessments are presented and voted on at a duly called business meeting. A simple majority of those present and voting is required for approval.
4. Each year all members will have their application for membership reviewed to determine if they qualify for Chapter membership. Once all requirements for membership have been satisfied, the member's application for membership is classified as Active.
5. Renewal Vintage Birds dues are due and payable on January 1st. If a member's Vintage Birds dues are not paid by January 1st, the membership is canceled.
6. If Vintage Birds dues have been paid, the membership application will be classified as Pending, until all other membership requirements are satisfied.

Membership Application Situations Worksheet

Membership Application Situations	Dues Paid		Member Application		Vintage Birds Membership Privileges							Applicant Included In	
	VB	FMCA	Status		Rally	Newsletter	Facebook	Email	Appointed	Elected	Voting	Published	Membership
			FMCA	VB	Attendance	Email	Access	Mailing	Office	Office	Rights	List* To	List To
					As	List		List	Holder	Holder		Members	FMCA
One	Yes	Yes	Active	Active	Member	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Two	Yes	No	Pending	Pending	Guest	Yes	Yes	Yes	No	No	No	Yes	No
Three	No	Yes	Active	Pending	Guest	No	No	No	No	No	No	No	No
Four	Yes	No	No	Pending	Guest	Yes	Yes	Yes	No	No	No	Yes	No
Five	Yes	No	Pending	Pending	Guest	Yes	Yes	Yes	No	No	No	Yes	No
Six	Yes	Yes	Active	Pending	Guest	Yes	Yes	Yes	No	No	No	Yes	No
Seven	No	Yes	Active	None	Guest	No	6 months	No	No	No	No	No	No
Eight	No	No	None	None	Guest	No	6 months	No	No	No	No	No	No

Membership Application Situations Explained in Further Detail: *Titled "Membership & Pending Application List"

- One – Member pays all dues on time and qualifies for FMCA and VB membership. (Active Status Member)
- Two – Member has been active status (one above), has paid VB dues, but has not paid FMCA dues on time. (pending until VB dues are not current)
- Three – Member has been active status (one above) has paid FMCA dues, but has not paid VB dues on time. (pay your VB dues on time or you are not a member)
- Four –Member has been active status (one above), has paid VB dues, but does not qualify to join FMCA. (pending until VB dues are not current)
- Five – Applicant submits application, pays VB dues, but does not join FMCA on time. (Pending until VB dues are not current)
- Six – Applicant submits application, pays FMCA and VB dues but does not qualify for VB membership. (pending until VB dues are not current)
- Seven – Applicant submits application, pays FMCA dues but does not pay VB dues on time.(pay your VB dues on time or you are not a member)
- Eight-- Person submits request to join Facebook Group, does not belong to FMCA or VB, no application. (Never met basic VB membership requirement or paid VB dues)
- Nine – Not listed above,member has been active status (one above), does not pay FMCA or VB dues on time. Combination of application situations Two & Three above.
- Nine continued – (pay your VB dues on time or you are not a member.)

Summary of MAS Worksheet – Once you have paid Vintage Birds dues your application is classified as pending. You will receive the Newsletter and Chapter communications directly via email and have access to the Vintage Birds Facebook Group. When you have satisfied all FMCA membership requirements your application is classified as an active member and you will be able to vote and hold elected office in the Chapter.

7. All Vintage Birds Chapter dues are non-refundable, unless specially approved by the Executive Board.

8. Dues and Fees

1. Initiation Fee includes two name badges and first year dues - \$30
2. Annual Dues- \$15
3. Rally Fees (*See V. Rallies, 2.0*)

V. **Meetings** (*See By-Laws Article IV*)

1. Business Meetings:

1. Time and Place

1. The annual business meeting normally shall be held in conjunction with a Chapter rally, and at such time and place designated by the Executive Board. Additional business meetings may be held at the discretion of the Executive Board.
2. Business meetings involving changes to the By-Laws and the election of officers require a minimum of 30 days prior notice to the membership.
3. Business meetings called by the Executive Board are slated 'duly called' if:
 1. members are given the usual 30 day prior notice, or
 2. unusual circumstances warrant the Executive Board deems an immediate meeting is required. Even though the thirty-day notification rule may be suspended for a specially called meeting, the Executive Board shall notify the membership as quickly as feasible of the specially called meeting when the meeting time is established.

2. Meeting Notification

1. Notice of forthcoming business meetings shall be considered sufficient if published in an e-mail to the membership or the Vintage Birds electronic newsletter. Notification shall include:
 1. date, time, and place of the meeting,

2. announcement of any proposed By-Law changes,
3. any slate of nominations for elected officers, and
4. any other information deemed appropriate by the Executive Board.

2. President Presides

1. The President presides at all duly called meetings. In the event the President is absent, the Executive Board shall determine who shall preside. The presiding officer may appoint another Chapter member to conduct all or portions of a meeting.

2. Rallies

1. Responsibility:

The Rally Vice President is responsible for the origination and implementation of rallies with assistance from, among others, the Executive Board and Rally Host.

2. Fees

Rally fees, determined by the Rally Host, are designed to cover rally expenses. Monies collected in excess of total rally costs shall be refunded to the attendees if greater than ten dollars per coach. Otherwise, excess fees are remitted to the Chapter Treasurer for deposit into the Chapter bank account. Rally expenses in excess of rally fees collected may be assessed to rally participants.

3. Registration Form

The rally registration form and information announcing the rally to the membership shall include:

1. amount of rally deposit and due date,
2. fee per coach with two adults,
3. fee for additional adults,
4. fee for coach with one adult, and

5. other pertinent information as to location, activities, etc
4. Rally Fee

A rally fee required of all participants shall be determined by the rally host. The fee should be sufficient to cover all costs (ex., tickets, ground transportation parking fees, etc., if applicable).
5. Whenever possible, the Chapter will attempt to refund any uncommitted rally fee due to a member's cancellation. Chapter policy for a Vintage Birds Chapter Rally is to spend all rally fees for the specific rally and normally subsidize the member's rally fees with Chapter funds to enhance rally activities. Therefore, in the case of a cancellation after the rally fee due date, most likely all of the member's rally fee will have been committed as well as Chapter funds. Refund policies for all other rallies, Non Vintage Birds Chapter Rallies, are determined and communicated by the Rally Host.
6. Rally Sponsorship

Requests for rally support may be made to commercial vendors, companies, or interested parties. Such support should not be stated in specific amounts of money, but rather for a donation to be used for various purposes including entertainment, prizes or food, etc. The member seeking the donation shall clearly indicate the purpose and location of the gift and that it is not for any other organization other than Vintage Birds. Donated gifts to the Chapter are not tax deductible.
7. Rally Guests

A non Vintage Birds member who registers for a Vintage Birds rally will be considered a guest of Vintage Birds. Chapter members register before guests when there are space limitations.

Guest fees are the same as those for members at the event, however, if the Chapter is providing the rally with financial support for activities or promotion, then the Executive Board can exclude the guests from receiving this support. It is not expected a guest would be excluded from a Chapter supported meal.

8. Rally Support Provided by Vintage Birds Chapter

I. General:

Rally Designation-

The designation as a 'Vintage Birds Chapter Rally' will be use for the Chapter's Annual Meeting Rally. Using this designation for any other rally must be approved in advance by the Executive Board.

Vintage Birds Chapter Rally-

Designation of a rally as a 'Vintage Birds Chapter Rally' will include the following considerations:

1. The rally must be planned to initially accommodate the Vintage Birds members who wish to attend. Rally scheduling should be far enough in advance to provide members the ability to plan their attendance and RV sites should be reserved to accommodate this planning.
2. The rally should be of a length and have planned activities to warrant the members attendance and expenditure to attend.
3. An agenda should be published indicating activities, rally fees and paid for events.

Financial Support-

Any agreement to provide financial support to a rally by the Chapter must be requested by the rally host and approved by the Executive Board prior to the rally. The exact amount of the support may be determined after the rally if the

support is based upon number of coaches attending the rally. If requested by the rally host, the Chapter will advance up to one half of the estimated support prior to the rally.

Financial support will only be given if there is a responsible rally host. Responsible Rally Host Duties-

A responsible rally host be a Vintage Birds member in good standing and will perform the following in a timely manner:

1. Request the Chapter to provide financial support;
2. Agree to and perform the Chapter's requirements as listed;
3. Provide the Chapter necessary information concerning the rally;
4. Attend the rally and be the primary decision maker for the rally; and
5. Certify the financial support is spent on the rally attendees.

Non-compliance with Conditions-

If a rally host receives financial support from the Chapter, but does not comply with the conditions for the support, the host will be asked to repay the financial support to the Chapter. If repayment is not made, the rally and rally host will no longer be eligible for Chapter financial support.

Joint Rallies-

It is not the policy of the Vintage Birds Chapter to hold joint rallies with other Bluebird groups. However, in special situations, joint rallies can be approved by the Executive Board. Financial support for a joint rally by the

Chapter will be determined on a specific request basis by the Executive Board.

II. Support For Vintage Birds Members Hosting a Rally Not Designated as a Vintage Birds Chapter Rally:

Financial Support for a Vintage Birds Member Hosting a Rally-

The Chapter will provide \$5 per coach in attendance up to \$150 provided the rally host agrees to:

1. Publicly recognize the Chapter's support at the rally.
2. Allow a Chapter representative to address the rally.
3. Allow the Chapter to provide handouts, including membership applications, mementos, and display Chapter flags.
4. Allow the Chapter to sell chapter shirts, hats, etc, and to recruit members.
5. Provide the Chapter with a list of attendees. Also, if collected, the attendees email addresses.

III. Support For Vintage Birds Members Hosting a Rally Designated as a Vintage Birds Chapter Rally:

Financial Support for a Rally which is designated as a 'Vintage Birds Chapter Rally'-

The Chapter will provide an additional \$5 per coach in attendance provided the Vintage Birds member hosting the rally agrees to:

1. Advertise the rally as a 'Vintage Birds Chapter Rally'.

2. Allow the Chapter to display it's Vintage Birds Coachcraft Sponsor Banner.
3. Publicly recognize the Chapter's support at the rally.
4. Allow a Chapter representative to address the rally.
5. Allow the Chapter to provide handouts, including membership applications, mementos, and display Chapter flags.
6. Allow the Chapter to sell chapter shirts, hats, etc, and to recruit members.
7. Provide the Chapter with a list of attendees. Also, if collected, the attendees email addresses.

Vintage Birds Chapter Feather Flag-

The Chapter will give the rally host and one co-host a Chapter Feather Flag for hosting a Vintage Birds Chapter Rally. If the rally host or co-host already has a feather flag, then the Chapter will provide a gift card of equal value to the host or co-host. If there is more than one co-host, the rally host will determine the division of the Chapter's one co-host gift.

IV. The Vintage Birds Chapter will provide the following support to all Bluebird rallies:

Advertising-

All Bluebird rally information and Highlights will be included in the All Bird Rallies web site sponsored by members of Vintage Birds and listed in the Vintage Birds electronic Newsletter.

Rally Advice-

Upon request by a rally host, Vintage Birds will advise the rally host, but will not assume responsibility for the rally.

Member Attendance-

The Chapter will encourage members to attend and support all Bluebird rallies and communities

Rally Scheduling-

The Chapter will try to coordinate and encourage rally scheduling to maximize rally attendance and accommodate travel between rallies.

V. Special Situations:

Financial Support for Special Requests-

The Executive Board may approve financial support or additional financial support for any rally provided there is a responsible rally host who agrees to:

1. Publicly recognize the Chapter's support at the rally.
2. Allow a Chapter representative to address the rally.
3. Allow the Chapter to provide attendees handouts, including membership applications, mementos, and display Chapter flags.
4. Allow the chapter to sell Chapter shirts, hats, etc, and to recruit members.
5. Provide the Chapter with a list of attendees. Also, if collected, the attendees email addresses.

VI. **Executive Board** (*see By-Laws- Article IV*)

1. The Executive Board shall:

1. have oversight responsibility for the affairs, funds, and property of the Chapter, and shall carry out the Chapter

- purpose in accordance with the By-Laws and Standing Rules;
2. have authority to act for the Chapter on all ordinary matters requiring attention between Chapter business meetings, or in the event of unusual or emergency situations;
 3. exercise governance responsibilities except for those that are specifically required by the Chapter By-Laws and Standing Rules and FMCA;
 4. recommend changes to the By-Laws, Standing Rules and procedures needed to conduct the fundamental aspects of the various activities of FMCA and the Chapter;
 5. exercise fiscal oversight, review and adopt the annual budget;
 6. enforce the Constitution, By-Laws, and FMCA Member Code of Ethics;
 7. censure, discipline, recall, suspend, or expel officers, members, Chapters, or area associations in accordance with *FMCA Members Handbook*;
 8. have the Chapter Secretary maintain a formal record (usually called minutes) of Board actions. Upon request, within a reasonable time after the Board action, any Chapter member may inspect the minutes.
 9. accept as a quorum the number of Board members present and voting; and
 10. Executive Board meetings may take any form as approved by the Executive Board, however, Executive Board meetings are not required for Executive Board actions. Any Executive Board member may propose an Executive Board motion by submitting the motion to the entire Executive Board for discussion and vote.

2. An Executive Board Member:

1. may hold either a single office in each of two chapters or two offices in one chapter. However, the Vintage Birds offices of Secretary and Treasurer can not be combined or held by the same individual. Also, serving as a Nominating Committee member shall not count as holding an elected office in this requirement.
 2. who shares either a Vintage Birds or FMCA membership number is allowed only one vote on the Executive Board. In the past the Chapter has limited Executive Board membership to only one member sharing a Vintage Birds membership number(member or spouse, but not both). This rule remains in effect for elected officers, however, if the Executive Board appoints the second member sharing a Vintage Birds membership number to the Executive Board, the second member will not have voting rights (thus the member and spouse would only have one vote on the Executive Board).
 3. may not accept a nomination for more than one office simultaneously and must be eligible to serve the entire term of office for which election is sought.
3. The resignation of any Executive Board member shall be effective on a date determined by the Executive Board.

VII. **Officers** (*see By-Laws-Article IV*)

1. Elected Officers

1. The President, Rally Vice President, Membership Vice President, Secretary, Treasurer and Nominating Committee shall constitute the elected voting membership of the Executive Board.
 1. The term of office is two years.

2. An incumbent officer may be re-nominated and re-elected.
 3. Each elected member of the Executive Board will receive one Vintage Birds Feather Flag for their use at Vintage Birds rallies and other appropriate times. This Feather Flag will be the property of the Executive Board member. The Chapter will not provide another Feather Flag for subsequent elections, however if a Flag is worn out or damaged, the Chapter will provide a replacement. An Executive Board member may refuse accepting the Feather Flag at their discretion. The treasurer is authorized to purchase Feather Flags at the best price as needed and maintain a listing of the Flags use.
2. Other elected officers include the National Director and the Alternate National Director.
 1. The term of office is two years.
 2. An incumbent officer may be re-nominated and re-elected.
 3. All elected officers shall assume duties January 1st following an election. The period between election and January 1st is a transitional learning time.
 4. Officers are elected by majority vote of those members voting by email or present and voting at a duly called business meeting. In the event that more than two candidates run and none receive a majority vote, the two candidates receiving the highest number of votes shall have a run-off election.
2. The elected voting membership of the Executive Board, will appoint each year members to the Executive Board. These members shall have full Executive Board voting rights and privileges and be responsible for defined Chapter functions.

These functions may include, but are not limited to:

- Vintage Birds Chapter Rally Coordination
- Rally Development Coordination
- Rally Support Coordination
- Rally Timing and Location Coordination
- Rally Web Site Master
- Membership Coordination
- Newsletter Coordination
- Vintage Birds Web Site Master
- Area President(s)
- Mileage Driven Recognition Coordination
- Special Projects Coordination

3. Officer Duties

1. President

1. is the chief elected officer;
2. shall promote the Chapter's welfare and progress;
3. shall preside at business meetings of the membership;
4. shall cause the Executive Board to control Chapter affairs and business affairs;
5. may be removed from office by a unanimous vote of the Executive Board;
6. The Executive Board will appoint an elected officer who volunteers to be responsible for the electronic version of the Vintage Birds newsletter. If no officer is willing to volunteer for this responsibility, the President will be the responsible officer.

With this responsibility, the appointed elected officer has the authority to change the newsletter's content, process and electronic distribution in order to have a timely, accurate and cost effective official communication

tool. This responsible officer may engage other members of the Chapter to support this responsibility, but the appointed elected officer cannot delegate their authority over the newsletter.

7. shall use as a guideline the FMCA Member and Volunteer Handbook, subject: Chapter President's Responsibilities.

2. Rally Vice President:

1. shall assume the leading role for and coordinate activities in development, implementation and promotion of rallies.

3. Membership Vice President

1. shall assume the primary responsibility for the development and implementation of Chapter activities that maintain and increase membership;

4. Secretary

1. shall record, in a Chapter records the proceedings of all Chapter membership and Executive Board actions;
2. shall approve the official copy of the record minutes of all business and Executive Board meetings and actions;
3. shall present unapproved minutes of previous meetings at the next business meeting for approval unless a majority waves the reading vote of members present and voting;
4. shall, upon approval of a motion to amend, change minutes as presented to secure approval;
5. shall assure that all meetings or Executive Board actions, when required, have approved minutes;

6. shall, upon request, make minutes available to the membership;
7. shall forward to the Data Base Manager, upon receipt in December, the Chapter's FMCA Membership Roster. The roster is reconciled to the Chapter's records and returned to the Secretary for review, approval, and certification by the FMCA specified date;
8. shall send annually on the specified date to FMCA annually certification that the Chapter held the required annual meeting during the previous fiscal year (copies of minutes are not forwarded to FMCA);
9. shall handle Chapter correspondence, maintain copies of correspondence, and provide copies to members as appropriate;
10. shall receive copies of and maintain files of all Chapter correspondence, including that of other officers and members, where appropriate;
11. shall report immediately in writing to FMCA any change in the office of National Director or the Alternate National Director;
12. shall, upon receipt from FMCA approximately six weeks prior to the FMCA Governing Board meeting, verify accuracy of the National Director and Alternate National Director as recorded in the FMCA National Office;
13. shall notify the FMCA National Secretary, at least twenty-one days prior to the FMCA Governing Board meeting, of any election resulting in a change of National Director or Alternate National Director; and
14. shall use as a guideline the FMCA Member and Volunteer Handbook, Guidelines for Chapter and Area

Secretary. In case of conflicting information, the Chapter By-Laws and Standing Rules take precedence.

5. Treasurer

1. shall safeguard and hold all Chapter funds in a name of the Chapter;
2. shall serve as the Chapter Trustee and Fiscal Agent;
3. shall maintain accurate accounts of all Chapter funds;
4. shall render financial reports at each annual Chapter Business Meeting and at other times as requested by the President or Executive Board;
5. shall disburse Chapter funds only for Chapter obligations authorized by the Executive Board,
6. shall be subject to direction and review by the Executive Board;
7. shall annually submit financial records for an audit when requested; and
8. shall use as a guideline the FMCA Member and Volunteer Handbook-Treasurers Guidelines. In case of conflicting information, the Chapter By-Laws and Standing Rules take precedence.

6. National Director and Alternate National Director

1. shall be elected for a term of two years but may serve indefinitely to maintain continuity with FMCA;
2. if the National Director cannot attend the FMCA Governing Board meeting, the Alternate National Director may serve instead;
3. in the event that neither the National Director nor the Alternate National Director can attend, a temporary Delegate may be elected to represent the Chapter for the next FMCA Governing Board meeting only; and

4. Shall use as a guideline the FMCA Member and Volunteer Handbook-National Director Guidelines: A Guide to the duties of the National Director and Alternate National Director. In case of conflicting information, the Chapter By-Laws and Standing Rules take precedence.
5. National Director
 1. shall keep the Chapter membership informed of items pertaining to the National Organization and of the FMCA areas;
 2. shall keep the FMCA National Organization apprised of items happening at the Chapter level; and
 3. shall participate in and vote during the Governing Board meetings.
6. Alternate National Director
 1. shall, in the event of the National Director's position vacancy, permanent or otherwise, promptly fill the vacancy; and
 2. should the incumbent Alternate National Director be unable to fill the National Director vacancy, the Chapter is to elect promptly (not appoint) a member to fill the vacancy in the office of National Director and notify FMCA.
7. Official Chapter Correspondence
 1. Officers and members shall forward to the Secretary copies of all pertinent communications sent or received on behalf of the Chapter; and
 2. The Secretary shall maintain a cumulative correspondence file that is available to members upon request.

3. An electronic version of the Vintage Birds newsletter will be the Chapter's recognized primary communication tool for officially communicating with the membership on a regular and timely basis. The electronic version of the newsletter will be published as least four times a year or more frequently as needed.
4. The Vintage Birds paper newsletter production and distribution will be reduced to as necessary. Furthermore, due to printing and mailing costs, the paper newsletter will not be as inclusive as the electronic newsletter and the electronic newsletter will be encouraged and promoted over the paper newsletter to the membership.

VIII. Committees (*see By-Laws Article V & VII*)

1. Standing Committees

1. A committee, appointed by the Executive Board consists of a Chairman and members, if any. Once established, Standing Committees serve continuously until disbanded.

1. members may serve concurrently on two or more committees;
2. terms of office are normally for two years, but members may, appointed, serve an indefinite number of terms.
3. The Executive Board may alter or change committee chair and/or membership at will.
4. The Executive Board may disband a committee or change it at will;

2. Committees require Executive Board approval of committee actions.

3. Standing Committees include

1. Audit Committee

1. the Parliamentarian, at the discretion of the Executive Board serves as the Chairman of the Audit Committee;
2. shall perform annually an audit of the Chapter financial records;
3. shall make available to the membership a written audit report at the next Chapter meeting; and
4. shall determine that chapter officers are in adherence with FMCA requirements for reports and regulations.

2. By-Laws Committee

1. the Parliamentarian, at the discretion of the Executive Board serves as the Chairman of the By-Laws Committee; and
2. reviews the By-Laws and Standing Rules and recommends changes in accordance with FMCA and Chapter regulations.

3. Historian Committee

1. maintains a Chapter historical scrapbook of pertinent pictures, rally reports, and other items of interest, as disseminated by the newsletter, on the Web Page, by mail or e-mail, or other means.

4. Hospitality Committee

1. assists rally hosts with the welcoming of Chapter members or first-timers;
2. send cards to members suffering from bereavement or illness; and
3. notifies the newsletter editor and web page editor of members who are ill or in bereavement.

5. Membership Committee

1. send applications for membership to those who join FMCA and own, or previously owned, a Wanderlodge or BMC as notified by FMCA; and

2. forwards to the Treasurer, as soon as practical, all membership fees received.
6. Mileage Committee
 1. recognizes members who have driven a Wanderlodge or BMC motor home 100,000 or more miles; and
 2. the Chairman collects Mileage Club applications and secures and distributes badges noting the appropriate 'mileage club'.
7. Newsletter Committee
 1. the newsletter editor compiles, edits, publishes, and distributes the Newsletter as directed by the Executive Board appointed elected officer responsible for the electronic version of the Vintage Birds newsletter.
8. Web Page Committee
 1. the web page editor is responsible for the on-line presentation of Chapter information as directed by the Executive Board appointed elected officer responsible for the electronic version of the Vintage Birds newsletter. and
 2. shall ensure that the materials broadcast achieve a high quality of presentation and information worthy of Chapter goals and aspirations.
9. Nominating Committee (*see By-Laws Article VII*)

4. Ad Hoc Committees

1. The Executive Board may appoint, at will, special purpose committees, committee chairs, and members to serve for any period to accomplish a given charge. Once the charge is completed, the committee may be disbanded.

IX. **Liquidation and Dissolution**

FMCA Requirements

1. The Chapter shall maintain a minimum of fifteen memberships. Upon failure to maintain the required memberships, the Chapter shall revert to inactive Chapter status and the National Director and Alternate National Director elected by the Chapter shall have no vote in proceedings of the Governing Board.

X. Disciplinary Action

1. The Executive Board shall have the responsibility of taking disciplinary action against any member for the following reasons:
 1. violation of Chapter By-Laws and Standing Rules;
 2. violation of FMCA Constitution or Member Code of Ethics (see Appendix D)
 3. conviction of a felony or conviction of an indictable offense,
 4. established guilt of unbecoming conduct rendering a Member unfit to continue in office or position within the Chapter; or
 5. established guilt of action contrary to the best interests of the Chapter or FMCA.
2. Member found guilty of offenses above shall be subject, as appropriate, to written reprimand, suspension, expulsion, or other actions appropriate to the offense.
3. The Executive Board shall follow procedures for handling disciplinary actions in the FMCA Member and Volunteer Handbook.

XI. Ethics

1. At Chapter meetings members shall avoid act or words, on their part, that might be interpreted as indicating they were using the meeting to further their personal business

interests. If in a campground, coaches shall not operate generators between the hours of 11pm and 7am, unless campground or site rules provide otherwise.

2. Every member of FMCA, as defined in the By-Laws, accepts and agrees that a condition of membership is the obligation to abide by the FMCA Member Code of Ethics and the other rules and standards of the organization, which represents all our endeavors to be good neighbors, careful and responsible coach owners and operators, and good citizens of our communities.

Consistent adherence to the FMCA Member Code of Ethics is desired and required of every member so that the actions of all members may reflect favorably upon each other and upon FMCA; and thereby earns the confidence and respect of the public and acceptance of FMCA and all its members.

3. FMCA Member Personal Responsibilities

1. Respect the rights and privacy of other members and coach owners on and off the highways;
2. Comply with all federal, state, and local laws and regulations governing the ownership and use of family motor coaches;
3. Obtain permission to remain overnight, in a shopping center parking lot or 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. Last but not least, members should not lose sight of the fact that there is a universal guideline known as the Golden Rule that directs all proper endeavors;
6. Therefore, recognizing that the public will judge all family motor coach owners by their individual actions.
All members of FMCA, as well as its employed personnel,

are enjoined to honor and comply with the FMCA Code of Ethics.

END