

Standing Rules Country Coach Texans of FMCA, Inc.

DUTIES OF OFFICERS

As defined in the FMCA *Member and Volunteer Handbook* and particularly:

President:

1. Presides at all meetings.
2. Appoints committees and committee chairs as needed.
3. Acts as the liaison between Country Coach Texans and FMCA.
4. Appoints a parliamentarian who will advise the club on parliamentary procedure.

Vice President:

1. Assists the president in the performance of his/her duties and in the absence of the president, performs the duties of the president.
2. Secures rally hosts and helps to locate rally sites.
3. Coordinates with Technicians providing services to members at rallies.

Secretary:

1. Takes accurate minutes of each business meeting.
2. Sends the minutes to the editor to be included in the following newsletter.
3. Handles correspondence as directed by the president.

Treasurer:

1. Collects all dues, rally fees, and other money due the club and pays out same as directed by the Executive Board.
2. Renders a financial report and an up-to-date financial account at each meeting.
3. Keeps accurate and up-to-date membership records.

National Director:

1. Keeps the chapter informed of items pertaining to the National Organization and of the FMCA Areas as well as keeping the National Organization apprised of items happening on the chapter level.
2. Attends FMCA conventions, participating and voting during Governing Board meetings.

Alternate National Director:

1. Assumes the duties of the National Director in the event he/she is unable or unwilling to serve.

DUES & FEES

1. The annual dues for membership shall be \$25.00 (approved October 2011). Dues for the coming year are due by October 31 of the current year. Members who join after November 1: dues payment is applied to the upcoming year.
2. New members pay an initiation fee in the amount of \$50.00, or as decided by the executive board, and shall receive name badge(s), a copy of the Chapter Bylaws, Standing Rules, a membership list and a Member Directory. Replacement Badges will be issued at the member's expense. Annual dues are collected separately from this initiation fee.
3. Members who do not renew membership within SIXTY (60) days are considered "previous members" and must pay an initiation fee and annual dues should they choose to renew membership.

GENERAL

1. Business meetings will be the second day of each rally. Whenever possible, meetings will last no longer than one hour.
2. The Annual election of officers shall be at the fall rally. Officer elections will be staggered: President, Secretary, National Director one year; Vice President, Treasurer, and Alternate National Director the next year.
3. Qualified motorhome owners who may be interested to join CCT should visit our club website, www.cctexans.com for newsletters, pictures from previous rallies, and applicable application documents.
4. Neither the initiation fee nor the membership dues is refundable.
5. The club may spend up to \$50 for flowers or a memorial for deceased members who were active members at the time of their death.
6. Gifts of no more value than \$50 each may be given to outgoing officers.
7. Robert's Rules of Order (Revised) shall govern all procedures of this chapter not provided for in the by-laws.

RALLIES

1. Rallies for this chapter will be a minimum of once per year; however, are suggested twice per year, generally in either April or May and again in September or October, at the discretion of the rally hosts. Additional rallies may be held if desired.
2. Members are required to wear their name badges during the rallies.
3. Any member may invite a guest to a rally; potential new chapter members may attend as a guest one time. Designated "Guest" registration fees must be paid for all non-members attending a rally.

4. There will be one rally host (couple) for each rally. Other members will be asked to assist the rally host on an as-needed basis.
5. The rally fee will be waived for the rally host, treasury permitting.
6. In order to receive technical assistance at a rally, the coach must be a member of CCT.
7. Rally hosts are in charge of the arrangements, safety, assistance in emergencies, maintenance of law and order, control of objectionable noise, placing of direction signs, ground housekeeping, control of campfires, food and program arrangements, and any and all other matters which relate to the physical arrangements and conduct of the chapter rally.
8. At the close of the rally the rally host will submit to the treasurer an accounting summary of expenses including all supporting receipts.
9. Refund Policy: Request for rally fee refund will be accepted if made prior to 7 days of the start date of the rally; provided no chapter funds have been expended. Request for rally refunds should be directed to the treasurer.
10. There will be a discount for early registration.

Revised September-2017

Approved September 28, 2017