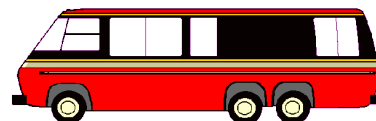




GMC Saguardo JetSet

STANDING RULES



Adopted by the Membership (December 6, 2003) Amended March 15, 2008

CHAPTER STANDING RULES

Standing Rules do not relate to parliamentary procedures, as do bylaws, but refer to operating procedures. Standing rules are adopted by a majority vote, are amended by a two-thirds vote without previous notice or by majority vote with such notice. This action may be done at any regular meeting by a vote of those present. Standing rules may be temporarily suspended for the duration of a meeting by a majority vote. Other rules that the chapter may not wish to put in bylaws may be created as needed by the chapter. While standing rules are not the same as bylaws, and should not be used to circumvent bylaws and they are easily changed, and chapters should use discretion to insure that a rule is really necessary and not frivolous.

PURPOSE

Purpose. These Standing Rules are established to address Chapter matters that do not fall within the scope of its Constitution and Bylaws. Their purpose is to address and clarify matters that affect the Chapter and its members in the course of the day-to-day operation of Chapter matters and activities.

APPROVAL AND AMENDMENTS

(1.) Approval. Standing Rules are adopted by majority vote.

(2.) Amendments. Standing Rules are amended by a two-thirds vote without previous notice, or by majority vote with such notice.

DUES AND FEES

(1.) Dues. Annual dues for the following year are due to the Chapter Treasurer on October 1. Annual dues are \$20.00. Partial year dues of \$10.00 will be assessed new members who join the Chapter after May 31.

(2.) Initiation Fees. Bylaws (Article III, Section 3.D) permit assessment of initiation fees for new and reinstated members. New members will be assessed a \$25 initiation fee, which will be applied toward Chapter name badges. Reinstated members will be assessed a \$15 reinstatement fee (\$25 if they don't have Chapter name badges).

MEMBERSHIP CLASSIFICATIONS

(1.) Full Member. As defined in Chapter Bylaws. Concurrent membership in FMCA is required. Has voting privileges and is eligible to hold elected office in the Chapter.

(A.) New membership is further limited to GMC Motorhome owners or former GMC owners.

(B.) Membership is limited to GMC Motorhome owners, or former GMC Motorhome owners who have become owners of another brand of Motorhome.

(2.) Associate Member.

(A.) Former members may become Family Associate Members by continuing to pay annual FMCA dues and may be recognized by this Chapter, however, such members may not vote or hold office in FMCA or in this Chapter.

(B.) As defined in chapter Bylaws. Concurrent membership in FMCA is required. No voting rights are extended to Associate Members, nor can associate members hold an elective office. Members from any of these classifications are required to pay the full rally fee (typically \$10-\$15) for each rally they attend.

OFFICER DUTIES

1. The duties of elected officers shall be as defined in the Member and Volunteer Handbook and FMCA Policies and Procedures. **(FMCA Bylaws Article XVI; FMCA Policies and Procedures # 45-49).**

Chapter President's Responsibilities. **(FMCA P&P # 45, dated 7/03)**
POLICY

The elected Chapter President is the leader of the Chapter and presides at meetings of the Chapter membership.

PROCEDURE

Responsibilities:

1. A President's Handbook is provided to each Chapter and is to be handed down to each succeeding president to use as a guideline during his or her term.

2. Chapter meetings should be conducted in an orderly manner and be in accordance with the FMCA Constitution, Bylaws, and Member Code of Ethics.

3. The Chapter President is responsible for seeing that all of the duties and responsibilities of all of the other Chapter officers are performed in a timely manner in accordance with FMCA's requirements.

4. The Chapter President receives all Governing Board mailings to help keep the Chapter informed on National FMCA activities.
5. The Chapter President should see that all needed committees are duly elected or appointed.
6. The Chapter President requests the annual Chapter prizes at least six weeks and no more than twelve weeks in advance of a Chapter rally.
7. The Nominating Committee shall consist of not less than three (3) Chapter members good standing, nominated and elected annually by the Chapter membership to serve a every other year term.

CONDUCT OF CHAPTER ELECTIONS:

1. **NOMINATING COMMITTEES:** The three(3) nominees selected by membership at a scheduled business meeting prior to May shall be provided to the Chapter membership by mail with instructions for mail-in balloting. The mail-in ballots shall provide for additional write-in votes. The returned ballots must be sent back to the Chapter Secretary within 30 days of the mailing. After 30 days voting is closed and the Secretary will notify the results to the nominating committee so they can meet to elect a chairperson.
2. **MAIL IN BALLOTS:** The list of nominees shall be provided to the Chapter membership by mail, with instructions for mail-in balloting to be received prior to the meeting which is designated as the annual election meeting. The mail in ballots shall provide for write-in votes. The mail-in ballots received by the secretary shall be brought to the annual election meeting, opened and counted by the nominating committee and results announced at the meeting. In the event of unforeseen difficulties, such as death, illness, or inability of a nominee to serve in office, the members present at the election meeting may vote to nullify the mail-in ballots for any position, and elect a qualified person to serve in the office. The date and results of the election of chapter officers shall be promptly reported in writing to the FMCA National Headquarters.

Chapter Vice President's Responsibilities (from FMCA P&P # 46, dated 7/03): **POLICY**

1. The Chapter Vice President assists the President and serves as presiding officer in the absence of the President at any duly called meeting.
2. Upon a vacancy occurring in the office of President, or upon the President's inability or refusal to preside, the Vice President performs all the duties of the President. When so acting, the Vice President exercises the authority and is subject to the same limitations as apply to the President.

PROCEDURE

Responsibilities

1. The Chapter Vice President assists the President in his or her duties. If a vacancy occurs in the office of the President, the Vice President shall perform in accordance with the “Chapter President’s Responsibilities” Policy and Procedure.
2. Chapter 2nd Vice President and Wagon Master’s Responsibilities (specific to this Chapter)
3. In addition to the duties detailed for Chapter 2nd Vice President, this position is responsible for determining the rally schedule, securing volunteer Rally Master(s) for each organized rally, and assisting Rally Masters in securing the locations for upcoming rallies. Responsibility covers the entire upcoming rally year (September/October through April/May). This position is further responsible for referring to the FMCA's Chapter Risk Management Manual and communicating the rally schedule details to the Chapter membership on a regular basis. (i.e., at meetings, and to the Newsletter Editor, and the Web Master).

Chapter Secretary’s Responsibilities (from FMCA P&P # 47, dated 7/03):

POLICY

The Chapter Secretary has the duty and responsibility to keep accurate and up-to-date records of the Chapter’s membership, the results of any election or change in status of Chapter officers, and annual Chapter certification and report same to the National Office. The Chapter Secretary is also expected to keep a formal record, usually called minutes, of the proceedings of all meetings of the Chapter’s membership.

PROCEDURE

Responsibilities

1. For certification purposes, no later than December 31st of each year, each Chapter Secretary shall furnish to the National Office of FMCA a list of its membership and a list of incumbent Chapter officers, and certification that the Chapter held the required number of meetings in the Chapter’s previous calendar year. Failure to annually forward a membership list and certification of meetings held shall result in the suspension of the right to vote by the National Director, Alternate National Director, or Temporary Delegate.
2. Within thirty days of election, each Chapter Secretary shall furnish the National Office of FMCA a list of newly elected officers or change in status of Chapter officers. This report shall include addresses and telephone numbers of each person so elected.

3. Prior to each Governing Board meeting, the Chapter Secretary shall complete and return the Governing Board roll call sheet verifying the National Director, Alternate National Director, or Temporary Delegate for the Chapter.

4. The Chapter Secretary may complete the Association Calendar mail-in form if the Chapter wants its rallies listed in the "Association Calendar" section of the appropriate issue of Family Motor Coach magazine.

5. The Chapter Secretary is expected to keep a formal record --usually called minutes --of the proceedings of all meetings of the Chapter's membership. This record shall be read and approved at the next meeting, unless said reading is waived by majority vote. The formal record of all meetings is to be kept available in the event a member of the Chapter desires to read them.

Chapter Treasurer's Responsibilities (from FMCA P&P # 48, dated 7/03):

POLICY

The Chapter Treasurer receives, safeguards, and holds all Chapter funds in the name of the Chapter and is its trustee and fiscal agent.

PROCEDURE

Responsibilities

1. The Chapter Treasurer keeps accurate accounts of all Chapter funds and render reports on same at each business meeting of the Chapter's membership.

2. The Chapter Treasurer disburses Chapter funds only when receipts are provided for authorized Chapter purposes, and only in accordance with the Chapter bylaws.

3. The Chapter Treasurer is responsible for obtaining and maintaining the Chapter EIN (Employer Identification Number). He or she is also responsible for providing verification of the Chapter's gross receipts to the National Office.

4. The Chapter Treasurer should assure that an annual audit of the Chapter's financial books and records shall be undertaken and reported to the membership.
Chapter National Director's and Alternate National Director's Responsibilities (from FMCA P&P # 49, dated 7/03):

POLICY

The National Director elected from each chapter serves on the Governing Board of FMCA.

PROCEDURE

Responsibilities

1. Each Chapter shall elect a member as National Director to serve on the Governing Board of FMCA, and elect a member as Alternate National Director to serve on the Governing Board if the National Director is unable or unwilling to serve.
2. The term of office of a newly elected National Director or Alternate National Director begins after the National Office receives written notice of said election and has verified that the person is qualified. The term extends for a one-or two-year period, or until his or her successor is duly elected and qualified.
3. If a vacancy occurs in the office of National Director, the Alternate National Director shall immediately assume this office, and this shall be promptly reported in writing to the National Office. If the incumbent Alternate National Director is unable to fill this vacancy, the Chapter is to promptly elect (not appoint) a member to fill the vacancy in the office of National Director and notify the National Office.
4. If neither the National Director nor Alternate National Director can attend the next Governing Board meeting, a Chapter member may be elected as a temporary delegate for the next Governing Board meeting only. If the delegate already holds two chapter offices, the restriction of holding only two offices in one Chapter will be waived only for the time the delegate is in attendance at the Governing Board Meeting. To fulfill this very important obligation the secretary should send in a list of its Chapter membership that agreed to be available as the temporary delegate on a short notice.

Chapter National Director

1. National Directors should keep their Chapters 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. Another important duty is participation in and voting during Governing Board meetings.
2. Members of the same family unit may serve as National Director or Alternate National Director in different chapters; such members may not hold these offices in the same Chapter concurrently.

RALLIES

Rally Attendance.

1. Unless otherwise announced, rally attendance is limited to members, prospective members, and guests who are FMCA members.
2. Former members who no longer pay FMCA dues may only be an occasional guest.

Rally Master.

Each rally is hosted by a member, known as the Rally Master or Rally Host. Rally responsibilities and procedures fall to the Rally Master, in accordance with guidelines from the Chapter Wagon Master.

No-Host Rallies.

If no one volunteers to be rally master for a rally, that rally will be conducted as a no-host rally, which means that the rally will be completely informal. There will be no host-provided meals; hence, no rally fee will be assessed. The Wagon Master will either make the rally location determination and make reservations with the selected RV park, or seek a volunteer to do the same.

Rally Schedule.

Monthly Chapter rallies are held from September/October to April/May. Arizona climate precludes organized rallies in June, July, and August. In September/October to April/ May are “between season” months, in terms of both climate and availability of Chapter members. Organized rallies in September, October, and May are optional, depending on interest and availability of Chapter members.

Rally Structure.

The monthly rallies follow a 4-day/3-night weekend structure (Thursday through Sunday), with check-out late-morning on Sunday. The 3-night structure assures rally rates for parking for those arriving a day early (Thursday). There will be no official Chapter or rally functions scheduled before noon on Friday.

Rally Assessments.

All rallies are expected to be self-funded (i.e., with no subsidy from the Chapter treasury). There are two components of rally expenses – parking and rally fees. Parking component is the actual cost for parking, and is determined by the RV park. Rally fees, usually \$10-15 per rally (for a Thursday-Friday-Saturday-Sunday rally), are to cover other host-provided rally expenses (e.g., groceries for two breakfasts -Saturday and Sunday). Rally hosts set the rally fee for their rally, based on their estimate of the expected costs of their host-provided food, etc. Rally hosts are to establish the rally fee when they make their rally registration information available for the rally flyer. Each family unit will be assessed the full rally fee component, as will guests. The rally fee component will be waived for one rally, for potential Chapter members who attend a rally with the purpose of determining whether they want to join the Chapter.

Rally Payments and Deposits.

Normally rally assessments are to be paid in full two (2) weeks prior to the start of the rally. Rally payments are to be sent to the Treasurer. Checks are to be made payable to “GMC Saguaro Jetset”. In some special situations, an advance rally deposit will be collected where demand for rally parking space is likely to exceed supply. These special situations will be communicated to Chapter members when they arise.

Rally Payment Refunds.

When a member has to cancel their plans for attending a rally after having paid a deposit or in full, refunds of payments or deposits will be made to the extent practicable. If the RV park will not forgive the parking fee, and/or if the rally host has already purchased rally groceries for the canceling member, the refund will be reduced accordingly. Refunds will be made as soon as practical, but usually following the rally. It is incumbent on the canceling attendee to communicate their cancellation plans to the rally host as soon as possible, in order to increase the opportunity for securing a maximum refund.

Rally Flyer.

Rally hosts are to provide rally registration and schedule information to the Newsletter Editor for inclusion in the newsletter published a month before the rally.

Rally Report.

Rally hosts are to provide a brief written report on their rally immediately upon the conclusion of the rally, and provide copies (Email is fine) to the President and Newsletter Editor for inclusion in the newsletter. The purpose of the rally report is to provide a brief recap for those who were unable to attend, as well as a constructive analysis of the rally that can be considered by future rally hosts. The rally report should include a list of attendees, a synopsis of rally events and happenings, and comments on what did and didn't work well (as well as suggestions or considerations for future rallies).

50/50 Raffle.

The Wagon Master, or his/her delegate Rally Master, will sell optional 50/50 raffle tickets to attendees during a rally. On the final morning of the rally, the raffle drawing will be held. The winner receives half of the proceeds; the balance is turned over to the Chapter Treasurer. Chapter proceeds from the 50/50 raffles will be used primarily to fund the special Christmas rally dinner. If there are insufficient annual 50/50 raffle revenues to pay for the special Christmas rally dinner attendees will pay for any remaining dinner balance.

Convoy Procedures.

When coaches are traveling as a large group or convoy, it is prudent to apply the following guidelines to insure the safety and well being of everyone in the convoy, and to other motorists. These guidelines are applied to ensure clear and efficient communications, and orderly travel.

- 1. Prior to departure, the Rally Master should meet with all drivers and give them these instructions.**
- 2. If the convoy exceeds 10 or 12 coaches, the convoy should be split into two equal-sized sections, each operating as a separate and independent convoy. The smaller convoy size insures better communications, by minimizing or eliminating the number of radio relays needed.**
- 3. The Rally Master will assign a lead and tail for each convoy. The coaches assigned to these positions must have reliable CB radios.**
- 4. Coaches without CB radios will be positioned between coaches with CB radios.**
- 5. Using paper plates, permanent marker and masking tape, a number is assigned to each coach in the convoy (e.g., 1-10 or, in the case of a split convoy, 1A-10A, 1B-10B). The identification plate shall be taped to the upper driver's side corner on the rear of the coach.**
- 6. Each convoy should depart 10 minutes apart.**
- 7. While traveling, convoy position should be maintained. The convoy travels as a unit. No coaches should separate from, or change position in, the convoy unless directed to do so by the lead.**
- 8. The convoy should allow enough space between coaches to accommodate a car trying to pass the convoy, but not so much space that the convoy becomes too spread out and unable to communicate effectively. It is important that lead and tail are never so far apart that radio communication between them is lost.**
- 9. During convoy travel, the identification number assigned to a coach becomes that coach's radio call sign or handle. This will solve identity problems and allow the lead of each convoy or section to know where the members of his convoy are located.**
- 10. The Rally Master designates the convoy CB channel to be used by all coaches. This will normally be channel 14.**

11. The lead will announce upcoming obstacles or situations. The tail will communicate situations coming from behind. Lead and tail will communicate with each other regularly regarding traveling speed, convoy spacing, etc.

12. When the convoy encounters choke points, such as a border crossing or busy intersection, each coach notifies the lead coach when it has cleared that point (using the CB radio). For example: “3A is clear the busy intersection”. It is the responsibility of the first CB-equipped coach behind a non-CB coach to communicate status for that coach.

13. Except for communication after clearing a check point, or in the event of an emergency, radio silence should be maintained by all convoy members except for the lead and tail.

14. If a problem occurs in one convoy, the other convoy(s) should proceed to the destination.

15. If a problem occurs in a convoy, the coach with the problem should communicate immediately with the lead (“1A, this is 4A; I have a problem.”). If the problem coach must stop, it should likewise communicate immediately (“1A, this is 4A; I have a problem and must stop immediately.”). If a coach without CB radio shows signs of having a problem, the CB equipped coach immediately behind that coach should communicate the situation to the lead.

16. If the convoy must slow down or stop, due to a problem, the entire convoy shall slow down or stop. The lead coach, with input and assistance from the tail, will manage the problem (i.e., the slow down or stop).

ADMINISTRATIVE APPOINTMENTS

1. The President may appoint members to Administrative positions such as Newsletter Editor, Web Master, Tool Keeper, and other positions, to perform administrative tasks deemed necessary to help insure smooth Chapter operations.

2. Any Full or Associate member in good standing with this Chapter (including Executive Board members) can be considered for administrative appointments.

Newsletter Editor.

1. This position is responsible for publishing the Chapter newsletter, which is published more-or-less monthly (typically October through June), usually shortly after a rally. This position is responsible for mailing printed copies of the newsletter to those members without Internet access, and for providing a computer file copy of the newsletter to the Web Master.

2. Each newsletter shall include official information from the Executive Board (i.e., message from the Chapter President, minutes of business proceedings from the Chapter Secretary, treasurer's report from the Chapter Treasurer, and National FMCA information from the National Director); rally report from the most recent rally (provided by that Rally Master); and any other such information (including pictures) that the Newsletter Editor deems to be of interest to the general membership.

3. In addition, this position is also responsible for publishing (printing and mailing) an annual "Membership Roster" to each member.

4. Finally, this position works with the Chapter Secretary to print and mail a letter of welcome to each new FMCA member in Arizona who has a GMC Motorhome.

Web Master.

1. This position is responsible for developing and maintaining the Chapter Web site, and for insuring the continued registration of the domain name ("www.gmcsj.com"). The primary purpose of the Web site is to provide a dynamic and immediately available resource for communicating chapter news and items of interest to the general membership. The Newsletter Editor will monitor the Chapter web site content and retain the user name and password and if any changes that are made will be given to the Executive Broad .

2. The Web site shall include copies of current and recent Newsletters; Chapter Constitution and Bylaws; current official information from the Executive Board; contact information for the Chapter Executive Board; current rally schedule; and any other such information (including pictures) that the Newsletter Editor deems to be of interest to the general membership and capable of being published on the Internet.

3. This position is responsible for notifying the general membership (via Email) when significant new information is posted to the Web site (e.g., new newsletter, rally changes, etc).

Tool Keeper.

This position holds the tool assets of the Chapter, and makes arrangements for loaning tools to Chapter members, and insuring their return. All shipping expenses are the responsibility of the borrowing member.

NOMINATING COMMITTEE

Nominating Committee.

One of the first actions by the incoming Executive Board shall be to the establishment of the Nominating Committee for the upcoming year, following the process detailed in the Chapter bylaws.

AD HOC COMMITTEES

The President may, from time to time, appoint committees to perform specific tasks for the Chapter (e.g., Bylaws Review Committee, Membership Committee, etc.). Duties and duration shall be specified by the President at the time the committee is appointed.

CHAPTER LOGO ITEMS

Chapter Jackets.

Chapter members can order Chapter logo jackets through the Chapter Treasurer. Detailed information, including pricing, is available at the Chapter Web site (www.gmcsj.com), or from the Chapter Treasurer. The jackets include front and back embroidery Chapter logo on the back, GMC Motorhome silhouette and first name on the front).

ADOPTED: December 6, 2003

AMENDED: March 15, 2008