

CHAPTER BY-LAWS

FMCA PENN COACHMEN CHAPTER

Revised: March 25, 2024

ARTICLE I - CHAPTER NAME

The name of this not-for-profit organization shall be Penn Coachmen, Chapter of the FMCA, hereinafter referred to as Chapter and 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 hereafter know as RV's.
2. **AREA:** This Chapter shall be authorized to function in the Eastern Area of FMCA.
3. **SCOPE:** This Chapter will have members with a mutual interest in social functions with all types of RV's and/or drawn mainly from the location of Eastern Pennsylvania, but allowing any FMCA member to join our chapter.

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 the Chapter shall be open to any family unit or individual regardless of race, age, gender, national origin, religion, marital status or disability.
 - C. This chapter welcomes all FMCA members.
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 eighteen (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 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. A member must own a qualifying recreational vehicle (RV) or at least 1/3 interest 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 by December 31.

C. INITIAL APPLICATION: Application for new membership shall be accompanied by payment of annual Chapter and National dues (unless you are already an FMCA member). If an initial application is accepted after September 1st, the dues shall be regarded as covering the next membership year.

D. ARREARS: Any member whose dues remain unpaid for more than 30 days after becoming due shall be considered delinquent; after April 1, membership is canceled.

ARTICLE IV - OFFICERS

1. DUTIES OF OFFICERS: The duties of elected officers shall be as defined in the FMCA policies and procedures.

2. TERMS OF OFFICE: The elected officers of this Chapter shall serve a one (1) 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.

5 VACANCIES

- A. A vacancy will be declared to exist in the case of death, resignation, or inability of any officer to serve, or any officer ceases to meet the membership requirements as stated in Article III.
- B. In the event of a vacancy, permanent or otherwise, in the position of the National Director, the Alternate National Director shall promptly fill the vacancy. If the chapter does not have an Alternate National Director, the following paragraph applies.
- C. In the case of a vacancy in any office other than the President, the President, with the consent of the Executive Board, will appoint a person to fulfill the duties temporarily until the Nominating Committee can nominate one or more candidates and the chapter can hold an election to fill the office.
- D. In the case of a vacancy in the office of the President, the Vice President will become President and the vacant Vice President position will be filled in accordance with ARTICLE IV.

ARTICLE V – LIABILITY

The Executive Board or an FMCA member shall be indemnified in accordance with FMCA's Bylaws.

ARTICLE VI-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. Financial reports, vouchers, and monies due to the Chapter shall be submitted on a timely basis.
3. QUORUM: A Committee quorum shall be a majority.

ARTICLE VII - CHAPTER ADMINISTRATION

1. AUTHORITY: This Chapter shall be democratically, self-governed, deriving its existence and authority from the consent of its membership assembled in meeting or, in certain instances, by mail vote on stated propositions.
- 2 ORGANIZATIONAL YEAR: The fiscal and membership year of the Chapter shall commence on January 1 and end on December 31.
- 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: The Chapter must hold at least one (1) business meeting each fiscal year 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, one Sr. Vice President, at least two Area Vice Presidents, a Secretary, a Treasurer, and a National Director. A chapter may elect in their Bylaws to combine the position of secretary and treasurer into a single position. A chapter has the option to elect an Alternate National Director if one would be available. A chapter must maintain at least three (3) members holding the officer positions in that chapter.

- D. QUORUM: A quorum for the transaction of business at any duly called chapter meeting is twenty-five percent (25%) of the chapter family unit memberships or fifteen (15) family unit memberships, whichever is less.
- E. VOTING: Except as specified elsewhere in these Bylaws, a simple majority vote of F# or L# 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 one (1) vote per membership #. Balloting by mail may be undertaken when a proposed matter is voted to be of such importance or urgency that a total membership vote is advisable.

- 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.

- G. MAINTAINING AFFILIATION: This chapter must maintain a minimum of fifteen (15) 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 one (1) business meeting was held.

- H. ANNUAL AUDIT: An annual audit of the Chapter's financial books and records shall be undertaken and reported to the membership.

- I. 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 FMCA Policies and Procedures.

ARTICLE VIII – ELECTIONS

1. NOMINATING COMMITTEE COMPOSITION:

- A. The Nominating Committee shall consist of not less than three-chapter members in good standing, nominated and elected yearly by the chapter membership.

- B. Election of an individual to the Nominating Committee shall not prohibit that person from being nominated for an 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, 1 Sr. Vice President, Secretary, Treasurer and at least 2 Area Vice Presidents and a National Director for the new term to be presented for voting by the chapter membership. A chapter may elect in their Bylaws to combine the positions of Secretary and Treasurer into a single position. A chapter has the option to elect an Alternate National Director as well.
 - 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 IX – AMENDMENT OF BYLAWS

- 1. FMCA National Bylaws and FMCA Policies 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 X – STANDING RULES

This chapter may adopt Standing Rules to provide guidelines and procedures by which the chapter may function an operate.

ARTICLE XI – 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)

Revised: March 2024