

FORETRAVEL MOTORCADE CLUB MID-SOUTH CHAPTER

STANDING RULES

Standing Rules, as defined in Robert's Rules of Order- Revised are resolutions of a permanent nature that are occasionally adopted by organizations. These Standing Rules are in addition to the Bylaws and are binding on the organization until they are rescinded or modified. They can be adopted by a majority vote of the members present at any meeting. At future meetings, they may be suspended for the duration of that meeting, or amended or rescinded for future meetings by a majority of the members present with previous notice, without notice, a 2/3 vote, or a vote of a majority of the entire membership of the voting body. No Standing Rule can be adopted that conflicts with the Bylaws.

1.Current Authorized Expenditures of Mid-South Chapter Funds.

- a. Pay Wagon Master and Assistant Wagon Master's rally fees and up to seven (7) days parking fees. This cost will be covered by the Rally fees.
- b. Pay up to five (5) days parking fee for two (2) people to park coaches.
- c. A rally Wagon Master shall be allotted \$400.00 per rally as a Mid-South Chapter expense (with bills presented) to offset scouting expenses and will be paid at time of rally.
- d. Pay the Foretravel Motorcade Club's International Convention fee for the Mid-South President or the Proxy.
- e. Pay rally and parking fees for the Current International President when attending a Mid-South Rally.
- f. The Executive Committee (consisting of the President, Vice President, Secretary, and Treasurer) may approve the purchase of items of less than \$200.00 when not related to funds collected for a rally.
- g. Expenditures greater than \$200.00, must be approved by the members at a business meeting of the Chapter.
- h. Chapter administrative expenses shall be reimbursed by the Treasurer without membership approval.
 - i. The Purchase of recognition/appreciation awards shall be a chapter expense.

2. Meetings

- a. At least two chapter meetings shall be held each year in addition to the one in conjunction with the International Convention. **[Chapter Bylaws: Article IV – Meetings]**
- b. There are two (2) types of meetings: Regular and “Friends”. **[Chapter Bylaws: Article IV – Meetings]**
- c. The election of Officers for the next year shall take place at the last meeting prior to January 1 of the succeeding year. **[Chapter Bylaws: Article VIII-Nominations & Elections, section 1]**
- d. An Audit Committee shall be appointed at the last rally of the year to examine the Treasurer’s books for an annual report. The President shall appoint the Audit Committee. **[Chapter Bylaws: Article III – Structure, section 5]**
- e. A Nominating Committee of three members to select a slate of officers for the ensuing year shall be appointed by the President and announced to the membership at the meeting preceding the meeting in which the officers will be elected. **[Chapter Bylaws: Article VIII – Nominations & Elections, section 2]**
- f. All Meetings shall be conducted by Robert’s Rules of Order – Revised.

3. Who is Eligible to Attend a Rally?

Article IV – Meetings: Chapter is permitted, but not required to make one or both of these meetings a “friends” rally. (“Friends” are owners of motor homes not manufactured by Foretravel.) However, no individual “friend” shall be allowed to attend more than one “Friends” rally per year, nor can that “Friend” attend a “Friends” rally in consecutive years.

- a. **Regular Rally** – Mid-South Chapter members and their guests. Guests must attend in the Members motor home. **[Chapter Bylaws: Article IV – Meetings]**
- b. **“Friends Rally”** - As in “a” above and in addition invited guests may attend the rally in some other brand of motor home other than those manufactured by Foretravel. **[Chapter Bylaws: Article IV – Meetings.]**
- c. Foretravel Motorcade Club Members in **Good Standing** who cannot drive their motor home or no longer own a Foretravel or any other brand of motorhome may attend the rally while staying in commercial facilities.
- d. Foretravel Motorcade Club Staff. **[Chapter Bylaws: Article V – Membership, section 4]**
- e. Members from other Foretravel Motorcade Club chapters.

- f. Personnel from Foretravel, Foretravel Authorized Sales Dealers, and Foretravel Authorized service Centers. **[Chapter Bylaws: Article V – Membership, section 5]**

4. Who is not eligible to attend a Rally?

- a. **“Regular Rally”** – Guests in other brands of motorhomes are prohibited from attending a regular Mid-South rally. They and the member(s) who invited them will be asked to leave.
- b. Members who do not have their Motorcade Number and Insignia on their motorhomes and in the proper position will be asked to put them on or leave the rally.
- c. Foretravel Motorhome owners who are not “members in good standing” of the Foretravel Motorcade Club.

5. Who Pays Rally Fee?

- a. Mid-South members and guests except those listed in (1a and 1d above...Wagon Master, Assistant Wagon Master and International President.)
- b. Foretravel Motorcade Club Staff.
- c. Members from other Foretravel Motorcade Club chapters.
 - i. Personnel from Foretravel, Foretravel Authorized Sales Centers, and Foretravel Authorized Service Centers. Should any or all of the above provide a monetary contribution to the rally equal to or greater than the out of pocket expense for having them attend the rally, the rally fee is waived. Otherwise they must pay. Door prizes, gifts, gift certificates, etc., while greatly appreciated, are not a substitute for money.

6. Reporting

- a. The President is responsible for presenting an oral progress report to the membership at the ‘Chapter Reports Meeting’ at each International Convention. **[Chapter Bylaws: Article VI – Officers, section 3]**
- b. A copy of the ‘Chapter Report’ shall be sent to the Foretravel Motorcade Club Manager prior to each International Convention. **[Chapter Bylaws: Article VI- Officers, section 3]**
- c. A final ‘Newsletter of the year shall be issued after the last rally of the year. This ‘Newsletter’ shall include the officers for the new year and the Financial Report of the ‘Audit Committee’.
 - i. Minutes of the last meeting
 - ii. Financial report
 - iii. Summary of previous rally
 - iv. Date, location, program, and registration information for the next rally
 - v. Report of any other activities.
 - vi. Any news of general interest to the membership.

- vii. The Nominating committee Members
- viii. The Audit Committee Members.
- ix. Name and members of any other committees that might be appointed.

7. Financial Reporting

- a. There shall be a Financial Report at every meeting. [**Chapter Bylaws: Article VI – Officers, section 6**]
- b. Each Newsletter shall contain a Financial Report covering the period from the last Newsletter.
- c. After the last Meeting of the year, there shall be a financial report for the year after auditing the records by the Audit Committee.
- d. The Financial report shall be detailed enough so that any member, if desired, can look at it and ascertain where the monies came from and where the monies were spent.
 - i. Income
 - 1. Rally fees
 - 2. Contributions
 - 3. Chapter membership fees
 - 4. Other sources
 - ii. Expense
 - 1. Refunds
 - 2. Meals (listed for each meal)
 - 3. Entertainment (listed for each event)
 - 4. Campground fees (parking)
 - 5. Busses
 - 6. Prizes
 - 7. Other major expenses (listed separately)
 - 8. Miscellaneous fees of less than \$100.00

8. Smoking shall be prohibited in all meeting areas and smokers will dispose of their 'butts' properly.

9. The abuse of alcoholic beverages is prohibited. The use of Chapter funds to purchase alcoholic beverages is also prohibited. Where not prohibited by the campground or facility, bring your own and use in good taste.

10. Pets, outside of coach, will be kept on a leash at all times and are not allowed in meeting or food areas. Campground rules for walking area and cleanup rules must be followed at all times.

11. "Friends Rally", The Wagon Master for the rally, in consultation with the President may determine whether the rally is considered a "Friends" Rally based on the number of parking sites and meeting room capacity at rally site.

12. Duties of the President

- a. The President shall be the principal executive officer of the Chapter and in general supervise and control all of the business affairs of the chapter.
- b. The President shall preside at all meetings. **[Chapter Bylaws: Article VI – Officers, section 3]**
- c. *The President shall appoint all committees.*
- d. The President shall present an oral progress report to the Foretravel Motorcade Manager prior to the International Convention. **[Chapter Bylaws: Article VI –Officers, section 3]**
- e. The President shall mail a copy of the progress report to the Foretravel Motorcade Club Manager prior to the International Convention at which it is to be given. **[Chapter Bylaws: Article VI – Officers, section 3]**
- f. The President shall write or make sure that a “Chapter Reports Article” for the Quarterly Motorcader is written and mailed at the appropriate time to the Foretravel Motorcade Club Manager.
- g. The President is responsible for all reports. Should any of the other officers fail to issue reports they are responsible for in a timely manner; it is the President’s responsibility to issue the reports for them. The “Buck Stops at the President”.
- h. The President shall ensure that all the arrangement for the scheduled chapter meetings have been made and that the contracts for services have been fulfilled.
- i. The President is responsible for advising Wagon masters when policy matters are involved and being available to the Wagon masters when needed to help make the chapter meeting a success.
- j. The President is responsible for purchasing and presenting an appreciation plaque to the outgoing President at the first rally of the year.
- k. The President is responsible for purchasing and presenting an appreciation plaque for the outgoing Secretary/Treasurer at the first rally of the year.
- l. The President is responsible for purchasing and presenting Wagon master and assistant Wagon master plaques at the rally in which they served.
- m. President is responsible to maintain the Notebook of the Office of the President

13. Duties of the Vice President

- a. In the absence of the President or in the event of his/her death, inability or refusal to act, the Vice President shall perform the duties of the President (in addition to his/her duties as Vice President), and when so acting, shall have all the powers of and be subjected to all restrictions upon the President.

- b. The Vice President shall be responsible to ensure planning the next year's rallies, obtaining Wagon masters, and suitable sites. The Wagon Master shall contract for services as deemed necessary to hold the rally at a location, with the approval of the President.
- c. The Vice President shall ensure that each Wagon Master is supplied with a copy of the Mid-South Chapter's "Wagon master Guide" and that the Wagon master is well informed of any arrangements previously made.
- d. The Vice President shall be available to the Wagon Masters to assist them in any manner to ensure the rally is a success.
- e. The Vice President shall perform such other duties as assigned by the President.
- f. The Vice President shall maintain the Notebook of the office of Vice President.

14. Duties of the Secretary

- a. The Secretary will record the minutes of all meetings. **[Chapter Bylaws: Article VI – Officers, section 5]**
- b. The Secretary shall keep accurate and up to date records of the Chapter members.
- c. The Secretary shall be responsible for the 'Newsletter' and mail to the members approximately six weeks before the next rally. The final 'Newsletter' of the year should be mailed to the members as soon as practical after the last rally of the year.
- d. The secretary shall report to the Foretravel Motorcade Club Manager the results of election of Officers for the next year. This report shall include the telephone number and addresses of each person elected.
- e. The secretary shall answer all correspondence.
- f. The Secretary shall report to the Foretravel Motorcade Club Manager a schedule of future rallies to be published in the Motorcader.
- g. The Secretary will follow up in the appropriate manner with the potential new members contacts provided by the Motorcade Club.
- h. The Secretary shall perform all duties incident to the office of the secretary and such other duties as may be assigned by the President.
- i. The Secretary shall preside at all meetings if the President and Vice President are absent.
- j. The secretary shall maintain the Notebook of the Office of Secretary.

15. Duties of the Treasurer

- a. The Treasurer shall keep an accurate record of all money received and dispersed.
- b. The Treasurer shall pay out sums/accounts authorized by the President or the Executive Committee.
- c. The Treasurer shall prepare a Financial Statement shall be filed with the Secretary.
- d. The Treasurer shall present an oral Treasurer's report at each meeting.
- e. The Treasurer shall send a list of members whose dues (international or chapter) were paid directly to the Chapter to the Foretravel Motorcade Club Manager.
- f. The Treasurer shall perform all the duties of the office and any other duties that may be assigned by the President.
- g. Treasurer shall preside at meetings when the President, Vice President, and Secretary are absent.
- h. The treasurer shall maintain the Notebook of the office of Treasurer.

16. Nominating Committee

- a. A Nominating Committee shall be appointed by the President and announced to the membership at the rally preceding the last rally of the year.
- b. The Nominating Committee shall consist of three members.
- c. The Nominating Committee shall select a chairman from among the three appointed members.
- d. The Nominating Committee shall nominate and present a slate of nominees for the following: President, Vice President, Secretary, and Treasurer.
- e. The nominee for Treasurer shall be a person other than one from the President's family. Preferably, it should be a person not associated with any other officer. However, if such person were not available, the Vice President's spouse would be a viable alternate or even the Vice President himself.
- f. The slate of officers shall be voted upon at the last rally of the year.
- g. Membership on the Nominating Committee does not preclude such person from eligibility for nomination and election.
- h. Each nominee shall be contacted in order to obtain his/her acceptance of the nomination and assurance to serve in the specified office, if elected.
- i. The nominating committee shall ensure each potential nominee is supplied with a copy of the job duties.

17. Audit Committee

- a. An Audit Committee shall be appointed by the President and announced to the membership at the last rally of the year.
- b. The Audit Committee shall consist of two (2) members. **Refer to previous discussion on Section 2 'd'.**
- c. The purpose of the Audit Committee is to review the financial records of the Chapter maintained by the Treasurer.
- d. The Audit Committee shall review the financial records of the Chapter for the preceding year as soon as possible after the last rally of the year.
- e. The results of the Audit Committee review should be included in the last 'Newsletter of the year prior to the new officers taking office.

18. Election of Officers

- a. Officers shall be elected at the last rally of the year by the membership present.
- b. The term of office shall be one (1) year beginning on January 1. **[Chapter Bylaws: Article VIII – Nominations and Elections, section 1.]**
- c. No one shall be eligible for the same office for more than two consecutive years unless voted otherwise by the majority of members present. **[Chapter Bylaws: Article VIII – Nominations and Elections, section 1.]**
- d. The Nominating Committee shall present one nominee for each office to the membership during the 'New Business' segment of the Business Meeting at the last rally of the year.
- e. Nominations from the floor will be allowed for all positions.
- f. A call for nominations from the floor will be made three (3) times for each office.
- g. Election of the nominees will be by a majority of the members present.
- h. Should there be two or more nominees for an office, **the voting will be by secret ballot.** Voting by secret ballot shall continue until one nominee has a clear majority. **[Chapter Bylaws: Article VIII – Nominations and Elections, section 3.]**

19. Quorum; A Quorum for a Business Meeting shall be a majority of the members registered at the rally.

20. Chapter Records

- a. The President shall be the custodian of the Chapter records

- b. All records, as applicable, will be closed at the end of the fiscal year and transferred to the succeeding President.
- c. The President shall ensure the each office pass their Notebook to the newly elected officer.

21. Chapter Funds Bank Account

- a. A permanent bank account has been established at the Bancorp South Bank in Nacogdoches, TX
- b. The account is in the name of the Mid-South Chapter.
- c. At any given time during the fiscal year, only the current President and Treasurer are authorized to draw from this account.
- d. At the end of the fiscal year, the outgoing President and Treasurer's signatures are removed from the account and the signatures of the new President and Treasurer are added.

22. Excess Treasurer Funds

- a. Excess funds shall be deemed to be those funds in excess of \$15,000.00 at the end of the fiscal year. The use of these funds shall be determined by the members present at the first business meeting of the year.
- b. The use of excess funds for drawings, which benefits only a few people, shall be prohibited.

23. Should the Chapter be disbanded, all funds and property shall be distributed as determined by the members present at a meeting called for that purpose.