

**Family Motor Coach Association
GMC Western States Chapter
Effective 5/1/2019**

CHAPTER BYLAWS

ARTICLE I – CHAPTER NAME AND INCORPORATION

1. **NAME:** The name of this not-for-profit organization shall be the GMC Western States Chapter of the Family Motor Coach Association, herein referred to as Chapter and FMCA.
2. **INCORPORATION:** This Chapter is incorporated in the state of California under the name GMC Western States, Inc. This corporation is a nonprofit mutual benefit corporation organized under the California Nonprofit Mutual Benefit Corporation Law.

A Chapter member, who is a resident of California, must be selected by the Chapter President to be the Designated Agent for Service of Process. The Chapter Secretary shall be responsible for the annual renewal and the safekeeping of all associated records.

ARTICLE II – OBJECT

1. **PURPOSE:** This Chapter exists to promote social, recreational, and informational exchange activities which provide for the enjoyment and pleasurable use of our GMC Motorhomes.

The specific Chapter purpose is to promote the preservation of the classic GMC Motorhome with a technical program of professional seminars and published information.

2. **AREA:** The area of interest and the objectives of this Chapter are not necessarily limited by any government or geographical boundaries; however, the area of mutual interest is basically the western states of the United States and the western provinces of Canada. This Chapter is authorized to function in the International Area.

ARTICLE III – MEMBERS

1. **ELIGIBILITY:** To be eligible for and to maintain membership in the Chapter, a member must be in good standing with FMCA, meet the dues requirement and provisions set forth in the Bylaws of this Chapter, and (a) own an original or re-manufactured GMC Motorhome, or (b) be a former Chapter member and own a motorhome (GMC or other).

Membership in this Chapter shall be open to any family unit or individual regardless of race, age, gender, national origin, religion, marital status or disability.

2. DEFINITIONS:

The term “family unit” is defined as a person, his or her spouse or partner; dependents of each regardless of age, and non-dependent grandchildren and great-grandchildren aged 18 and under.

The term “membership” is defined as either a family unit or an individual or individuals owning a qualifying motor coach who share a membership number.

The term “member” is defined as each adult who, jointly or individually, constitutes a membership. The voting rights of each member are defined in the description of each category. The rights of each member are defined in the description of each category contained in Article III(3) of the FMCA Bylaws.

A member must own a qualifying motor coach (motorhome) or at least 1/3 interest in a qualifying motor coach (motorhome) in order to vote or hold office in this Chapter.

The term “associate member” is defined as an individual who is a former GMCWS member who does not meet the definition of “member” and wishes to participate in Chapter activities. Associate members are required to pay the same dues as members but are not eligible to vote or hold office.

The term “qualifying motor coach” is defined as a self-propelled, completely self-contained vehicle that contains all the conveniences of a home, including cooking, sleeping, and permanent sanitary facilities, and in which the driver’s area is directly accessible in a walking position from the living quarters. The terms motor coach and motorhome may be used interchangeably.

3. DUES AND FEES:

A. Annual Dues: Annual payment of Chapter and FMCA dues enables persons to become members or associate members and entitled to all rights and privileges of the Chapter and FMCA, as defined in Section 2. The annual dues for membership in the Chapter shall be an amount as the membership shall establish.

B. Renewal: Renewal dues for the upcoming fiscal year (see Article IV, Section 2) from Chapter members become due and payable January 1st.

C. Arrears: Any member whose dues remain unpaid after March 1st shall be considered delinquent; after April 1st, membership is canceled.

D. Initial Application: Application for new membership shall be accompanied by payment of annual Chapter dues and verification of FMCA membership. If an initial application is accepted after September 15th, the dues shall be regarded as covering the next membership year.

ARTICLE IV – CHAPTER ADMINISTRATION

1. **AUTHORITY:** This Chapter shall be democratically self-governed, deriving its existence and authority from the consent of its membership assembled in a meeting or, in certain instances, by mail vote on stated propositions.
2. **FISCAL YEAR:** The financial and membership year of the Chapter shall commence on January 1st and end of December 31st.
3. **ORGANIZATIONAL YEAR:** The term that Chapter officers hold office See Article VI, Section 3 – Term of Office.

4. CHAPTER MEETINGS:

- A. The term “**meeting**” shall include coach rallies, campouts, dinner meetings, and any other gatherings suitable to the function of the Chapter.
- B. **Business Meetings:** In each fiscal year the Chapter shall hold at least one FMCA-mandated business meeting 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. **Annual Election:** The election of Chapter Officers will take place during the second Business Meeting of the year (the Fall Rally).
- 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 membership or fifteen (15) family unit memberships, whichever is less.
- E. **Voting:** Except as specified elsewhere in these Bylaws, a simple majority vote of members in good standing and voting shall be required to approve or disapprove any matter.

The Chapter has established that voting will be one (1) vote for each adult member. Balloting by mail may be undertaken when a proposed matter is voted to be of such importance or urgency that a total maximum membership vote is advisable. (Note: Per FMCA, chapters that allow for an election or other proposed matter to be decided by mail, email or other electronic means may not also allow voting on the election or the proposed matter at a meeting.)

- F. **Parliamentary Process:** The rules contained in Robert’s RULES OF ORDER NEWLY REVISED shall govern this Chapter’s proceedings in all cases 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.

- 5. MAINTAINING ACCREDITATION:** This Chapter must maintain a minimum of fifteen (15) family unit members.

The Chapter Secretary shall furnish to the national office of FMCA, no later than December 31st of each year, a membership list, a list of Chapter officers, and assurance that one business meeting was held.

- 6. ANNUAL AUDIT:** An annual audit of the Chapter's financial books and records shall be undertaken at the completion of each Chapter organizational year (to coincide with the start of the new term of Chapter Treasurer) and reported to the membership during the first business meeting of the Chapter's fiscal year (the Spring Rally).

- 7. APPLICATION OF NATIONAL CONSTITUTION AND BYLAWS:** This Chapter accepts and agrees that the Chapter Bylaws shall conform to any mandatory requirement stipulated in the FMCA Constitution, Bylaws, and *Member and Volunteer Handbook*.

ARTICLE V – ELECTIONS

1. NOMINATING COMMITTEE COMPOSITION:

- A. The Nominating Committee shall consist of not less than three (3) Chapter members in good standing, nominated and elected by the Chapter membership during the first business meeting of the Chapter's fiscal year (the Spring Rally).
- B. Election of an individual to the Nominating Committee shall not prohibit that person from being nominated for elected office or any member in good standing from being nominated from the floor for any elective office.

2. NOMINATING COMMITTEE DUTIES: The duties shall be:

- A. To select one of its members as Nominating Committee Chairman.
- B. To nominate candidates for the Chapter offices, including President, two Vice Presidents, Secretary, Treasurer, National Director and an Alternate National Director.
- C. To make certain that nominated candidates are members in good standing and qualified under applicable National and Chapter Bylaws.
- D. To obtain clear acceptance of the nominees to serve the Chapter, should they be elected.
- E. To select a slate of officers for the new year to be presented for voting by the Chapter membership during the Annual Election.

3. ANNUAL ELECTION: Candidates for office will be presented by the Nominating Committee at the Fall Rally and additional nominations taken from the floor. Election of officers takes place after nominations are closed.

The Chapter Secretary will notify FMCA immediately of changes in the Chapter's officers.

ARTICLE VI – OFFICERS

1. DUTIES OF OFFICERS: The duties of elected officers shall be as defined in the *FMCA Member and Volunteer Handbook*, and applicable Chapter policies.

2. PRESIDENTIAL SUCCESSION: Upon a vacancy or the President's inability to preside, the 1st Vice President will succeed the President. If the 1st Vice President is unable to perform the duties of the President, the 2nd Vice President will assume the role and duties of the President.

3. TERMS OF OFFICE: The elected officers of this Chapter shall serve a one-year term of office, the Chapter's Organizational Year. Officers take office immediately on election except for the Chapter Treasurer, who takes office after the Annual Audit.

4. OFFICER 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.

ARTICLE VII – EXECUTIVE BOARD

1. DEFINITION AND MEMBERSHIP: The Executive Board, hereinafter called Board, is a special committee consisting of all the elected Chapter officers. The Chairman of this Board is the Chapter President. Chapter Past Presidents may be invited to attend an Executive Board meetings to serve in an advisory capacity. Other Chapter members may also be invited for specific reasons.

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.

2. **DUTIES:** The Board helps the President with administrative details. Members of the Board are also expected to serve the President in an advisory capacity.
3. **BOARD MEETINGS:** The President makes arrangements for the Board to meet. It meets at the request of the President. However, individual Members of the Board may request that the Board meet to consider specific Chapter needs.
4. **BOARD MINUTES:** Minutes of the Board Meetings shall be kept by the Secretary and made available to Chapter members on request.
5. **QUORUM:** A Quorum of the Executive Board is a majority of the Chapter Officers.

ARTICLE VIII – COMMITTEES

1. **COMMITTEES:** Committee members and Chairmen, except the Nominating Committee, shall be appointed by the Chapter President.
2. **DUTIES:** All committees, except the Nominating Committee, shall function within the policies of the Chapter and under the direction of the Chapter President.

Financial reports, vouchers, and monies due the Chapter shall be submitted on a timely basis.

3. **QUORUM:** A Committee quorum shall be a majority.

ARTICLE IX – ADMINISTRATIVE ASSISTANTS AND SERVICES

1. **ESTABLISHMENT:** The Chapter may elect, by a vote of the membership, to use the services of one or more Administrative Assistants, hereinafter called Assistants. These are non-elected positions, selected by the Board and approved by the Chapter President, to assist Chapter Officers with routine chores associated with the day-to-day operation of the Chapter. Such Assistant(s) may be responsible for, but not limited to, the preparation and mailing of newsletters and other published material, keeping up-to-date membership records and rosters, and preparing, mailing and processing of new member requests and member renewal notices and dues. Further, Chapter officers may request, with the prior approval of the Chapter President, that other administrative duties be assigned to these Assistants.

The individuals selected by the Board to serve in this capacity will preferably, but not necessarily, be from within the Chapter's membership, and will function under the direction, and provide support to, the Chapter President. Compensation, if necessary, for Administrative Assistants will be determined by the Board, with approval by the Chapter President, and will be reported by the Chapter President to the Chapter membership at regular Chapter business meetings.

2. **ALTERNATIVE SERVICES:** As an alternative, the aforementioned services may also be purchased from commercial secretarial service providers if the Chapter membership elects to do so. The Chapter President or a designated Chapter officer will be responsible for coordinating these services.
3. **EXPENSE LIMIT:** The annual Chapter cost for administrative assistance (compensation plus miscellaneous (non printing or mailing expenses)) or charges by commercial secretarial services shall not exceed 45% of the annual Chapter member dues receipts.

ARTICLE X – AMENDMENT OF BYLAWS

1. **MANDATORY AMENDMENTS:** Amendments applicable to Chapter operations shall be automatically adopted as may be required by mandatory amendments to the National FMCA Constitution and Bylaws. Such mandatory amendments are not subject to voting by the Chapter membership.
2. **AMENDING PROCEDURE:** These Bylaws may be amended by a 2/3 affirmative vote of the members present and voting at a duly-called Chapter business meeting (or by mail-in ballot), provided that prior notice of at least thirty (30) days has been given of the Bylaw(s) to amend and are not in conflict with applicable provisions of the Constitution and Bylaws of FMCA.

Any member of the Chapter may propose changes in the Bylaws.

Approved amendments to these Bylaws become effective immediately upon their adoption, or at such time as specified in the amendments.

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 XI – LIQUIDATION AND DISSOLUTION

In the event of dissolution of the GMC Western States Chapter of the FMCA by majority vote of the Chapter, all of the remaining assets of the Chapter shall be contributed to the purpose for which the club is organized, or to a qualified non-profit charity or charities. See also Chapter Policies.