



## **Chapter Formation Guidelines and Sample Chapter ByLaws**

### **Chapter Formation Guidelines**

FMA Chapters may be formed under the following conditions:

- The majority of the chapter members should be members of the FMA.
- Chapters may be formed on a regional and/or international basis.
- Chapters must be self sufficient; self financed and shall receive no direct financial support from the FMA or corporate.
- Chapters must develop a set of bylaws and submit them to the FMA Board of Directors for approval.
- Chapter bylaws must not be in conflict with the FMA bylaws.
- Each chapter that opens a bank account must apply for and receive individual chapter federal EIN identification and if required by federal law file a separate annual 990 tax report.
- Non FMA members may be invited to attend chapter rallies.
- Chapters must provide their own member applications.

1. The following is a brief indication of the frame work within which the particular needs of the chapter should be considered in determining the contents of its bylaws.

Article I Name

Article II Object

Article III Members

Article IV Board of Directors

Article V Officers and Duties

Article VI Meetings

Article VII Elections

Article VIII Principle Office

Article IX Parliamentary Authority

Article X Amendment of Bylaws

2. Bylaws should be made no more restrictive or more detailed in specifications than necessary.
3. Bylaws are subject to review and revision to ensure compliance and completeness.
4. Chapters should have a page on the FMA web site
5. FMA is agreeable to any type chapter forming as long as it is comprised of a majority of Fleetwood Motor Home owners.

Sample Chapter ByLaws

**FLEETWOOD MOTORHOME ASSOCIATION**

\_\_\_\_\_ Chapter

**BYLAWS**

**Date**

**ARTICLE I**

**NAME**

This non-profit unincorporated chapter of the FMA shall be known as the \_\_\_\_\_  
Chapter of the Fleetwood Motor Home Association.

**ARTICLE II**

**OBJECT**

The object of this chapter shall be to encourage, foster and promote the interest of motor homing among owners of Fleetwood Motor Homes and to encourage camaraderie, motor home rallies and trips among its member owners.

**ARTICLE III**

**MEMBERS**

Section 1. The majority of the chapter members should be members of the FMA.

Section 2. No person shall be barred from membership due to race, color, religion, gender, sexual orientation, national origin, martial status or the presence of any handicap.

Section 3. (If desired, add classes of membership, i.e. founding, regular)

## **ARTICLE IV**

### **BOARD OF DIRECTORS**

Section 1. The governance of this chapter shall be vested in the Board of Directors, comprised of four officers: the President, Vice President, Secretary and Treasurer.

Section 2. Regular meetings of the Board of Directors shall be held as directed by the President or Vice President, in the absence of the President. Such meetings may be conducted at any area rally, whether chapter rally or FMA rally, where a quorum of the Board of Directors is present, or upon a telephonic conference call or electronic mail attempted with all available members of the Board of Directors.

Section 3. A quorum shall consist of a majority of the Board of Directors.

Section 4. If a vacancy occurs in the office of Vice President, Secretary or Treasurer, the Board of Directors shall appoint a qualified successor to serve out the remainder of that term.

## **ARTICLE V**

### **OFFICERS AND DUTIES**

Section 1. The officers of the \_\_\_\_\_ Chapter shall be a President, Vice President, Secretary and Treasurer. These officers shall perform the duties prescribed by these bylaws or by Robert's Rules of Order, as applicable.

Section 2. The duty of the President shall be to preside at all meetings; and with the Secretary, to sign the record of the proceedings of all such meetings; to enforce all the bylaws and policies of the \_\_\_\_\_ Chapter and of the Fleetwood Motor Home Association; to carry out the will of the \_\_\_\_\_ Chapter Board of Directors; to appoint any committees that he/she deems necessary; and to perform such other duties appropriate to that office.

Section 3. It shall be the duty of the Vice President to assist the President in the discharge of his or her duties and, in the event of the President's absence or disability, to assume those duties and to perform such other duties appropriate to that office.

Section 4. It shall be the duty of the Secretary to keep a record of the proceedings when a chapter meeting is held; maintain a roster of the chapter membership; be the main point of contact with the Fleetwood Motor Home Association web master for providing input concerning the chapter activities; and to perform such other duties appropriate to that office.

Section 5. It shall be the duty of the Treasurer to receive and collect all funds that may be assessed for a chapter function; and to maintain an account of the funds and disbursements therefrom; and to perform such other duties as pertains to that office.

## **ARTICLE VI**

### **MEETINGS**

Section 1. Meetings of the \_\_\_\_\_ Chapter of the Fleetwood Motorhome Association will be held as set forth by the chapter BOD. (time and place)

Section 2. The \_\_\_\_\_ Chapter is not limited to a set number of meetings or events during the year. Meetings may be conducted anytime a group of chapter members get together. However, an official chapter meeting must have a quorum which shall consist of a majority of the Board of Directors.

Section 3. Roberts Rules of Order shall govern the conduct of all meetings of the regular membership, except as otherwise provided by these bylaws.

Section 4. The Chapter Board of Directors shall have the authority to make such rules and policies and to designate and form such committees as the Board of Directors deems advisable to carry out the object of this chapter consistent with these and the Fleetwood Motor Home Association Bylaws.

## **ARTICLE VII**

### **ELECTIONS**

Section 1 The interim officers are those responsible for organizing the \_\_\_\_\_ Chapter and shall serve until such time as a chapter election is held.

Section 2. The nominees for office once the chapter has been established, shall be elected by (ballot) or (show of hands) to serve for \_\_\_\_\_ year(s) \*or until their successors are elected. The term of office or effective date shall begin on \_\_\_\_\_. An incumbent may be re-elected for another term.

\*( A limited number of years or terms may be specified for each office or for all).

Section 3. The annual election of officers will be held as set forth by the chapter BOD.

Section 5. The president may appoint a nominating committee.

Section 6. ONLY one ballot or vote per coach will be permitted for any instance requiring voting.

Section 7 A majority of votes cast by those voting shall determine the outcome of any vote.

## **ARTICLE VIII**

### **PRINCIPLE OFFICE**

Section 1. The principle office of the \_\_\_\_\_ Chapter shall be determined by the chapter Board of Directors, recognizing that the residences of the officers may be spread among several states.

## **ARTICLE IX**

### **PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in Robert's Rules of Order shall govern the chapter in all cases to which they are applicable and are not inconsistent with these or the Fleetwood Motor Home Association bylaws.

## **ARTICLE X**

### **AMENDMENT OF BYLAWS**

Section 1. Any member of the \_\_\_\_\_ Chapter may submit, to the chapter president in writing, any proposed amendment(s) to the chapter bylaws with the following requirements:

- a. Proposed amendment change with referenced Article and Section
- b. Purpose or reason for recommending the amendment.

Section 2. Present the proposed amendment to the chapter Board of Director's for consideration. The chapter Board of Directors may not approve or disapprove any proposed amendment to the bylaws, but may make a recommendation to the membership.

Section 3. Submit the change to the membership for vote. (This will be based on when you have elections or a requirement for a vote.

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\_\_\_\_\_  
President

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\_\_\_\_\_  
Secretary