

Columbia Basin Cruisers
Member and Volunteer Handbook
STANDING RULES (revised 8/99, 4/04, 9/06, 4/07, 4/09, 8/11)

I. ARTICLE I - DUES

1. Dues are set by a resolution of the membership at the annual meeting.
2. Each member will be assessed for the cost of a required CBC name badge.
3. Dues from members are due and payable on October 1st of each year.

II. ARTICLE II - ELECTION

1. August is nomination month by individuals or a nominating committee. Any CBC member in good standing who wants to run for any office will be put on the ballot.

2. **BALLOTS:**

- A. Prior to ballots being mailed to the members, biographical sketches may be written (50 words or less) by the nominee or nominating committee. The ballot, with biographical sketches, will be mailed in time to be returned before the September Rally (with return envelopes provided.)
- B. All ballots will have blank lines for write-in votes for each office.
- C. Mail-in ballots must be in the Secretary's hands (sealed) prior to the voting at the September rally. These ballots will be opened during the counting at the election.
- D. The same ballot form will be used for the election at the September rally. Additional ballots will be available for those who forget theirs.

3. **VOTING:**

- A. Each individual CBC member may cast one vote either by mail or at the September rally.
- B. Nominations will be open from the floor prior to the election at the August meeting. If the need arises nominations from the floor will be accepted at the September meeting before the election.
- C. Ballots will be counted by a committee appointed by the President at the September rally. A motion should be made to destroy the ballots immediately after the election results are announced.

4. **TERM LIMITS:** There are no term limits.

III. ARTICLE III - EXECUTIVE BOARD

1. **COMPOSITION:**

- A. The EXECUTIVE BOARD consists of the current elected officers of President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and the immediate past President.

2. **RESPONSIBILITIES:**

- A. Board Members will enforce all Member and Volunteer Handbook (Standing Rules) and Bylaws.

B. Elected Officers will wear officer identification tags, in addition to name badges at rallies to enable new members and others to find a Board Member to air grievances, complaints or suggestions.

C. All outgoing officers will provide appropriate materials and their officer notebook to their successor.

IV. ARTICLE IV - DUTIES OF OFFICERS

1. **PRESIDENT:** Chief executive officer directing the business of this Chapter, presides at the meetings and appoints, necessary except nominating committee. Is responsible for ordering rally prizes and parking signs provided each year by FMCA.

2. **1ST VICE PRESIDENT & WAGONMASTER:** In the absence of the President, performs the duties of the President, and performs such other duties as this Chapter may require.

A. Coordinates and schedules all rallies, gatherings, and other official CBC events.

B. Forwards a list of rallies to Family Motor Coach Magazine for timely publication. Notifies President when list is sent so rally prizes may be ordered.

C. Obtains a Certificate of Liability from FMCA for each scheduled rally and provides a copy for the Rally Host(s) when required.

D. Ascertains that the Rally Host (s) will send to the Newsletter editor, in ample time, the Registration sheet for the planned rally.

E. Insures that a financial report for each rally is provided to the Treasurer in approved format within 2 weeks of the rally.

F. Insures that the Rally Host (s) provides a brief rally article immediately after the rally for the next newsletter.

G. Is responsible for Rally prizes and parking signs and for distribution rally hosts.

3. **2ND VICE PRESIDENT:** In the absence of any officer, be prepared to perform the required duties of the absent officer and performs such other duties as this Chapter may require.

4. **SECRETARY:**

A. Keeps the minutes of all meetings, maintains a file of the minutes, posts one copy to the webmaster for posting on the web site.

B. Is custodian of the permanent records of the Chapter, and carries on such correspondence as does not properly belong to other officers.

C. Keeps accurate and updated records of the Chapter's membership roster for Newsletter editor and Historian.

D. Forwards to the National FMCA Office a CBC Roster of names and FMCA numbers, CBC officers on the appropriate form with address and phone

numbers, as well as the certification that CBC held the required number of meetings in the previous fiscal year no later than December.

5. TREASURER:

- A. Receives and keeps accurate accounts of all Chapter funds and pays its bills under the direction of the Executive Board.
- B. Writes a financial report for each business meeting and provides a copy of the report to each board member..
- C. At the expiration of his/her term of office, all postings will be made current and all chapter monies, voucher books, and papers in his/her custody will be delivered to the income Treasurer.
- D. Maintains Chapter roster and reports any changes or updates to the Secretary for Newsletter mailing and Historian.

V ARTICLE V - DUTIES OF APPOINTED AND VOLUNTEER POSITONS

1. RALLY HOST(S):

- A. Works with the Wagon Master to secure rally sites, insurance certificates, and other reservations needed for the planned rally itinerary.
- B. Develops a rally budget to determine rally registration fees and to assure each rally is fiscally balanced.
- C. Uses rally guide to develop rally advertising flyer and registration forms.
- D. Will send to the Newsletter editor, in ample time, the Registration sheet for the planned rally to be distributed in a regular issue of the newsletter.
- E. Insures that a financial report, all monies, and invoices for payment for each rally are provided to the Treasurer in approved format within two weeks following the rally.
- F. Provides a brief rally article to the Newsletter Editor immediately following the rally for the next newsletter.

2. NEWSLETTER EDITOR:

- A. Insures timely publication and distribution of information to members concerning Chapter business, meetings, and other information as necessary.
- B. Sends a copy of the most current CBC Newsletter and Roster to members.

3. HOSPITALITY "SUNSHINE":

- A. Mails condolences, get-well cards, etc. to members or their families, or others in the name of the Chapter.

- B. Keeps the President informed of any members' special circumstances of which they have knowledge including the members' desires for keeping the information confidential.

4. HISTORIAN

- A. Maintains a notebook of CBC Newsletters
- B. Maintains a library of scrapbooks of activities, and makes these scrapbooks available for perusal at Chapter functions.
- C. Takes pictures of members with their coaches for Chapter scrapbooks.
- D. Collects color pictures of typical activities, processes film, includes appropriate pictures in Scrapbooks.
- E. Shall be reimbursed for all appropriate expenses related to this Chapter's functions.

5. MEMBERSHIP

- A. Assists the Secretary and Treasurer in maintaining the Chapter membership roster.
- B. Actively promotes membership in Columbia Basin Cruisers and answers inquiries into membership.
- C. Delivers a copy of, or coordinates with the Newsletter Editor to deliver, the most current CBC Newsletter and current Roster to new members.

6. SHERIFF/SERGEANT AT ARMS

- A. In a fun, friendly manor collects fines from members for violation of Article VI Rallies Sections 6 through 9 of the Member and Volunteer Handbook (standing rules).
- B. Supports all Board Members at rallies in maintaining site/camp security.
- C. In a fun friendly manor supports all members and guests by helping maintain order at rallies, membership meetings, and Board meetings.

7. WEB MASTER

- A. Insures timely posting of Chapter publications and other information concerning Chapter business, meetings, rally dates, and other information as necessary.
- B. Maintains the Chapter Web Site in compliance with FMCA guide lines/policy for Web Sites and the confidentiality/non disclosure of membership information.

VI ARTICLE VI - RALLIES

1. GUESTS

- A. Members have the privilege of inviting guests to stay in their coach or guests arriving independently in their own recreational vehicle.
- B. Members are responsible for insuring that their guests abide by all FMCA and CBC Rules during the rally.

2. REGISTRATION FEES:

- A. Registration fees for guests in their own recreational vehicle are the same as for members.
- B. Registration fees are not charged for a member's children or guests under the age of 12. Optional meals and events tickets will be charged at the vendor's price for the age group.
- C. Rally fees paid in advance may be refunded, provided timely notification of inability to attend is given to the Rally Host(s) and only the portion that has not been appropriated may be refunded.
- D. Rally fees of the Rally Host(s) (2 couples) will be borne by the rally. All fees not to exceed \$25.00 per Coach/Rally Host.
- E. On September 1st of each year the Treasurer will determine if CBC assets (Checking balance plus reservation deposits made less any dues received for the following years) exceeds \$5,000. If so, the funds, or a portion of the funds, over \$5,000 will be applied to the cost of a rally the following year, to be determined by the Executive Board.

3. GENERATOR HOURS:

- A. Generator hours will be 7:00 a.m. to 10:00 p.m. At all times, courtesy and consideration of neighboring coaches should be extended in the operation of generators. When a generator is expected to run for an extended period of time, a request should be made to be located in an area where others will not be disturbed.
- B. Rally Host(s) /Wagonmaster may modify the above paragraph to suit local conditions.

4. ALCOHOLIC BEVERAGES:

- A. CBC neither prohibits nor promotes the use of alcoholic beverages by individuals during a rally.

5. CATERED MEALS:

- A. Rally Host(s) should make catered meals an optional item rather than including them in the cost of registration fees whenever possible.

- B. Catered meals will be attended at the rate of one ticket per person not per coach.
 - C. For activities after a catered meal, all members and guests are invited to join the group commencing when all ticketed members and guests have been served.
6. BADGES:
- A. CBC badge must be worn at CBC functions and rallies. "Possible fine (\$.25) may be collected and put in the Chapter Treasury by the appointed sheriff if one is caught without wearing one's badge." Members may wear additional Chapter badges if they so choose.
 - B. The Host(s) will issue guests at rallies guest badges.
7. SWAP MEETS:
- A. Any Rally Host(s) may have and set aside a swap meet area.
 - B. No other public display of goods, services or products for sale, whether handcrafted or commercially made is allowed at a CBC rally without prior approval of the Executive Board.
 - C. Any member's coach for sale at rallies must be a personal coach displaying an FMCA number.
8. HEALTH AND SAFETY:
- A. There will be no smoking in buildings, or outside food areas during any Chapter activity. Cigarette butts should be deposited in the proper receptacles, not on the ground (subject to \$.25 fine).
9. ANIMAL CONTROL AND CLEAN-UP:
- A. Owners of pets are personally responsible for the proper control of their animals and must clean up after their pets at Chapter rallies (subject to \$.25 fine).