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

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**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 1<sup>st</sup> of each year.

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**II. ARTICLE II ELECTION**

1. August is nomination month by individuals or a nominating committee. Nominees must indicate acceptance to the Executive Board. 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 September rally.
    - 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 are one year and re-election for no more than three years in succession to the same office.
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18 **III. ARTICLE III EXECUTIVE BOARD**

19 1. COMPOSITION:

20 A. The EXECUTIVE BOARD consists of the current elected officers of President, 1st Vice  
21 President, 2nd Vice President, Secretary, Treasurer, National Director, Alternate National  
22 Director and the immediate past President.

23  
24 2. RESPONSIBILITIES:

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

27  
28 B. Elected Officers will wear officer identification tags, in addition to name badges at rallies  
29 to enable new members and others to find a Board Member to air grievances, complaints  
30 or suggestions.

31  
32 C. All outgoing officers will provide appropriate materials and their officer notebook to their  
33 successor.

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35 **IV. ARTICLE IV DUTIES OF OFFICERS**

36 1. PRESIDENT: Chief executive officer directing the business of this Chapter, presides at the  
37 meetings and appoints, with Executive Board approval, all committees and appointments as  
38 required, to fill vacancies to the Executive Board that may occur between general elections. Is  
39 responsible for ordering rally prizes and parking signs provided each year by FMCA.

40  
41 2. 1ST VICE PRESIDENT & WAGONMASTER: In the absence of the President, performs the  
42 duties of the President, and performs such other duties as this Chapter may require.

43  
44 A. Coordinates and schedules all rallies, gatherings, and other official CBC events.

45  
46 B. Forwards a list of rallies to Family Motor Coach Magazine for timely publication.

47  
48 C. Obtains a Certificate of Liability from FMCA for each scheduled rally and provides a copy  
49 for the Rally Host(s) when required.

50  
51 D. Ascertains that the Rally Host (s) will send to the Newsletter editor, in ample time, the  
52 Registration sheet for the planned rally.

53  
54 E. Insures that a financial report for each rally is provided to the Treasurer in approved format  
55 within 2 weeks of the rally.

56  
57 F. Insures that the Rally Host (s) provides a brief rally article immediately after the rally for  
58 the next newsletter.

59  
60 G. Is responsible for Rally prizes and parking signs and for distribution of them between the  
61 Chapter rallies.

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63 3. 2ND VICE PRESIDENT: In the absence of any officer, be prepared to perform the required  
64 duties of the absent officer and performs such other duties as this Chapter may require.  
65

16 4. SECRETARY:

- 17
- 18 A. Keeps the minutes of all meetings, maintains a file of the minutes, posts one copy on the
- 19 rally bulletin board.
- 20
- 21 B. Is custodian of the permanent records of the Chapter, and carries on such correspondence
- 22 as does not properly belong to other officers.
- 23
- 24 C. Keeps accurate and updated records of the Chapter's membership roster for Newsletter
- 25 editor and Historian.
- 26
- 27 1. Forwards to the National FMCA Office a CBC Roster of names and FMCA numbers,
- 28 CBC officers on the appropriate form with address and phone numbers, and the
- 29 certification that CBC held the required number of meetings in the previous fiscal
- 30 year.

31 5. TREASURER:

- 32 A. Receives and keeps accurate accounts of all Chapter funds and pays its bills under the
- 33 direction of the Executive Board.
- 34
- 35 B. Writes a financial report for each business meeting.
- 36
- 37 C. Posts the current financial report on Chapter bulletin board at each rally and mails a copy
- 38 to each voting Board Member not present at the meeting.
- 39
- 40 D. At the expiration of his/her term of office delivers to the incoming Treasurer all monies,
- 41 voucher books, and papers of the Chapter in his/her custody with all postings made
- 42 current.
- 43
- 44 E. Maintains Chapter roster and reports any changes or updates to the Secretary for
- 45 Newsletter mailing and Historian.

46 6. NATIONAL AND ALTERNATE DIRECTOR:

- 47 A. The National Director shall represent and carry out the wishes of the general membership
- 48 at the National level and shall make periodic reports back to the CBC membership when
- 49 applicable.
- 50
- 51 B. The Alternate National Director shall, in the absence of the National Director, carry out
- 52 the duties of the National Director. If the National Director or Alternate National
- 53 Director is unable to represent the Chapter at the Annual FMCA Governing Board
- 54 Meeting the Chapter shall elect a designated delegate at the Spring Membership Meeting.
- 55
- 56 C. The Chapter will donate the amount of \$250 to reimburse the National Director, Alternate
- 57 National Director or designated delegate for expenses incurred in attending a National
- 58 Governing Board Meeting, up to two meetings per year.”
- 59
- 60
- 61
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14 **V DUTIES OF APPOINTED AND VOLUNTEER POSITONS**

15 1. RALLY HOST(S):

- 16
- 17 A. Works with the Wagon Master to secure rally sites, insurance certificates, and other  
18 reservations needed for the planned rally itinerary.
- 19
- 20 B. Develops a rally budget to determine rally registration fees and to assure each rally is  
21 fiscally balanced.
- 22
- 23 C. Uses rally guide to develop rally advertising flyer and registration forms.
- 24
- 25 D. Will send to the Newsletter editor, in ample time, the Registration sheet for the planned  
26 rally to be distributed in a regular issue of the newsletter.
- 27
- 28 E. Insures that a financial report, all monies, and invoices for payment for each rally are  
29 provided to the Treasurer in approved format within two weeks following the rally.
- 30
- 31 E. Provides a brief rally article to the Newsletter Editor immediately following the rally for  
32 the next newsletter.
- 33

34 3. NEWSLETTER EDITOR:

- 35
- 36 A. Insures timely publication and distribution of information to members concerning Chapter  
37 business, meetings, and other information as necessary.
- 38
- 39 B. Sends a copy of the most current CBC Newsletter and current Roster to members.
- 40

41 4. HOSPITALITY "SUNSHINE":

- 42
- 43 A. Mails condolences, get-well cards, etc. to members or their families, or others in the name  
44 of the Chapter.
- 45
- 46 B. Keeps the President informed of any members' special circumstances of which they have  
47 knowledge including the members' desires for keeping the information confidential.
- 48

49 5. HISTORIAN

- 50
- 51 A. Maintains a notebook of CBC Newsletters
- 52
- 53 B. Maintains a library of scrapbooks of activities, and makes these scrapbooks available for  
54 perusal at Chapter functions.
- 55
- 56 C. Takes pictures of members with their coaches for Chapter scrapbooks.
- 57
- 58 D. Collects color pictures of typical activities, processes film, includes appropriate pictures  
59 in Scrapbooks.
- 60
- 61

12 E. Shall be reimbursed for all appropriate expenses related to this Chapter's functions.

13  
14 6. MEMBERSHIP

15 A. Assists the Secretary and Treasurer in maintaining the Chapter membership roster.

16 B. Actively promotes membership in Columbia Basin Cruisers and answers inquiries into  
17 membership.

18 C. Delivers a copy of, or coordinates with the Newsletter Editor to deliver, the most current  
19 CBC Newsletter and current Roster to new members.  
20

21  
22 7. SHERIFF/SERGEANT AT ARMS

23 A. In a fun, friendly manor collects fines from members for violation of Article VI Rallies  
24 Sections 6 through 9 of the Member and Volunteer Handbook (standing rules).

25 B. Supports all Board Members at rallies in maintaining site/camp security.

26 C. In a fun friendly manor supports all members and guests by helping maintain order at rallies,  
27 membership meetings, and Board meetings.  
28

29 8. WEB MASTER

30 A. Insures timely posting of Chapter publications and other information concerning Chapter  
31 business, meetings, rally dates, and other information as necessary.

32 B. Maintains the Chapter Web Site in compliance with FMCA guide lines/policy for Web Sites  
33 and the confidentiality/non disclosure of membership information.  
34

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36 **VI RALLIES**

37 1. GUESTS

38 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 1<sup>st</sup> 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.

37 7. SWAP MEETS:

- 38
- 39 A. Any Rally Host(s) may have and set aside a swap meet area.
- 40
- 41 B. No other public display of goods, services or products for sale, whether handcrafted or
- 42 commercially made is allowed at a CBC rally without prior approval of the Executive
- 43 Board.
- 44
- 45 C. Any member's coach for sale at rallies must be a personal coach displaying an FMCA
- 46 number.
- 47

48 8. HEALTH AND SAFETY:

- 49
- 50 A. There will be no smoking in buildings, or outside food areas during any Chapter activity.
- 51 Cigarette butts should be deposited in the proper receptacles, not on the ground (subject to
- 52 \$.25 fine).
- 53

54 9. ANIMAL CONTROL AND CLEAN-UP:

- 55
- 56 A. Owners of pets are personally responsible for the proper control of their animals and must
- 57 clean up after their pets at Chapter rallies (subject to \$.25 fine).
- 58
- 59 B. All animals must be leashed while outside rigs and in the confines of the rally site,
- 60 activity and parking areas.
- 61
- 62 C. Animals are not to be taken into rally areas where food is being served with the exception
- 63 of animals for seeing and hearing impaired, etc.
- 64
- 65 D. Chapter members who sponsor guests are responsible for insuring their guests comply
- 66 with these rules.
- 67
- 68 F. Failure to comply with this section of the Member and Volunteer Handbook (Standing
- 69 Rules) will be fined per occurrence and possibly be asked to leave a rally.
- 70

71 **VII AMENDMENTS**

- 72 1. Authority to amend the Member and Volunteer Handbook (Standing Rules) rests with the
- 73 Executive Board of CBC Chapter of the Family Motor Coach Association, Inc.
- 74
- 75 2. Any member in good standing may submit a proposal to amend the CBC Member and
- 76 Volunteer Handbook (Standing Rules). Individual member and Committee proposals shall be
- 77 presented to the Executive Board in writing.
- 78
- 79 3. **ADOPTING AMENDMENTS:**
- 80
- 81 A. The proposal, if approved by a two-thirds majority of the Executive Board, and voted on
- 82 and approved by a majority of the general membership of CBC present at a duly-called
- 83 meeting, providing that prior notice of at least thirty (30) days has been given of the

14 proposition(s) to amend, will be adopted. Notification of the change will appear in the  
15 next Newsletter.

16 B. The amendment will be appended to the current Member and Volunteer Handbook  
17 (Standing Rules) together with its date of adoption.

18 C. A copy of the amended Member and Volunteer Handbook (Standing Rules) will be issued  
19 to all Executive Board and any Chapter members upon request as well as posted on the  
CBCs' web site.

### 13 **VIII AUDITING**

14 1. No later than September of each year, the President shall appoint an Audit Committee consisting  
15 of three members to audit the Chapter's books.

16 2. The Audit Committee will audit the books of the Chapter annually. The committee will submit  
17 the completed audit to the Executive Board by January 1<sup>st</sup>, if not before.  
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