

STANDING RULES  
OF THE  
EASTERN AREA MOTORHOME ASSOCIATION, INC  
OF FAMILY MOTOR COACH ASSOCIATION, INC.

Adopted October 9, 1999

Revised May 5, 2007

Revised June 7, 2008

Revised June 6, 2009

1. OFFICERS

1.1 The duties of the Eastern Area Motorhome Association (EAMA) Officers include, but are not limited, to the following:

PRESIDENT

The President shall be the chief executive officer of EAMA, and shall, in general, be subject to the control of the Executive Board and the Board of Directors. He/She shall supervise and control all of the business affairs of EAMA. He/She shall perform all duties incident to his/her office and such duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him/her from time to time by the Executive Board and/or Board of Directors.

SENIOR VICE PRESIDENT

The Senior Vice President shall, in the absence or disability of the President, or in the event of his/her refusal to act, perform all the duties of the President relating to EAMA duties. When so acting, he/she shall have the powers of and be subject to the restrictions of the President. The Senior Vice President shall assist the President and shall perform the duties assigned by the President, the Executive Board, and/or the Board of Directors. The Senior Vice President, with the assistance of the Regional Vice President(s), shall assist and be responsible for providing financial planning and support for the Area Rally. He/She shall assist the Rally Host of the Area Rally primarily in the area of financial control and allocation. He/She shall also assist in the overall planning of Area Rallies, including the identification and evaluation of proposed rally sites within the Eastern Area. In the absence of the President and Senior Vice President, or their refusal to act, an officer appointed by the Executive Board shall perform all the duties described herein.

REGIONAL VICE PRESIDENT(S)

The President may designate geographical regions within the Eastern Area, within which EAMA may establish a Regional Vice President. The purposes of the Regional Vice President(s) to each region are to perform all duties and directives as designated by the President, the Executive Board and/or the Board of Directors. He/She shall assist the President by representing EAMA to the

Chapters in his/her region, and representing the Chapters in his/her region to EAMA. They shall be responsible for securing volunteers for National Conventions held in the Eastern Area, chairing duties as requested by the President, and for providing both financial planning and disbursements and for overall planning, including potential site identification and evaluation for Eastern Area rallies. In the absence of the Regional Vice President(s), or their refusal to act, an officer appointed by the Executive Board shall perform all the duties described herein.

Rationale: Conforms with change to Bylaws to not specify the number of Regional Vice Presidents

New: May 5, 2007

### TREASURER

The Treasurer shall perform all duties incident to the office, as designated by the Executive Board and/or Board of Directors, as required by law, the Articles of Incorporation or the Bylaws of this Association. He/She shall receive all funds and pay all bills of EAMA under the direction of its officers and directors. The Treasurer shall make a financial report at each meeting. He/She shall render to the President, Executive Board, or Board of Directors, whenever it is requested, an account of any and all transactions made and the financial conditions of EAMA. In the absence of the Treasurer, or his/her refusal to act, an officer appointed by the Executive Board shall perform all of the duties described herein. .

Rationale: These ideas are now covered in more detail in Section 4 Financial

New: May 5, 2007

### SECRETARY

The Secretary shall perform all duties incident to the office, and such duties as may be required by the Bylaws of the Association, or which may be assigned by the President, Executive Board and/or Board of Directors. The Secretary shall keep the minutes of meetings, and shall maintain a record of the Executive Board Officers and the membership of the Board of Directors. He/She shall accept proxies from the Chapters, shall be custodian of permanent records of EAMA, and shall be responsible for correspondence from the Association. He/she shall be responsible for notifying FMCA National upon any changes to the Association's Bylaws, providing them a copy of the revised Bylaws. In the absence of the Secretary, or his/her refusal to act, an officer appointed by the Executive Board shall perform all the duties described herein.

New: May 5, 2007

1.2 The President shall take office in accordance with FMCA Bylaws. The other officers will take office on the first day after the end of the second full month following their election.

Rationale: Currently when the election is in October, the officers take office on the 1<sup>st</sup> of January. This provides time for the outgoing Secretary and Treasurer to complete their work. This is particularly important for the Treasurer when the election is held during GEAR. This change in the Bylaws/Standing Rules does not change the date that officers take office when the election is in October. However, when the election is some other time of the year, this change keeps the date to take office at a reasonable time.

New: June 6, 2009

## 2. EXECUTIVE BOARD

In accordance with the Bylaws the Executive Board (ExBd) shall have general supervision of the affairs of the Association between business meetings (Article II, Section 5 EAMA bylaws). Therefore the ExBd shall act for the Board of Directors between their meetings particularly in regard to the budget, Bylaws, Standing rules, and GEAR.

2.1 In accordance with the Bylaws the ExBd shall:

2.1.1 Assist the President in the identification and approval of properly reimbursable expenses (Bylaw Article IV, section 4).

2.1.2 Approve the President's choice of the date and location of the Board of Directors' meeting (Bylaw Article VI, section 4).

2.1.3 Approve use of a mail or electronic ballot by the Board of Directors when necessary (Bylaw Article VII, Section 4).

2.2 In accordance with these Standing Rules the ExBd shall:

2.2.1 Appoint one of the Executive Board officers elected by the Board of Directors to replace any officer (other than the President) who cannot perform his/her duties until such time as a permanent replacement can be elected. (This concept was added at the end of the description of each officer's duties).

2.2.2 Approve all investments of idle funds proposed by the Treasurer other than funds allocated to checking accounts or CDs (see paragraph 4.2)

2.2.3 Approve "unusual circumstances" for calculating the average operating expenses of EAMA (see paragraph 4.11).

2.3 The ExBd and such other members as appointed by the President shall act as a standing committee for Long Range Planning and shall comply with the requirements for committees in Article X, Section 3 of the EAMA Bylaws.

Rationale: Specifically in Standing Rule 1 it is stated that "The President shall supervise and control all of the business affairs of EAMA. He/She shall perform all duties incident to his/her office --- or which may be assigned to him/her from time to time by the Executive Board and/or Board of Directors. The Board of Directors typically meets once a year and this only allows them to provide policy for the business affairs of EAMA except for special situations such as selecting the month that GEAR shall be held. The ExBd normally meets twice a year except that it is possible that they may meet electronically in the future and in any group small enough that they can communicate/vote by phone or email if necessary.

EAMA needs to do more long range planning than it has in the past. The EAVP in office in 2007 has requested that the ExBd be tasked to do this work. The ExBd is a group of active members that are normally involved with EAMA for an extended period. They are a logical group to do long range planning with the EAVP.

2.4 Membership/Voting – In accordance with the Bylaws the members of the Executive Board shall consist of the President, Senior Vice President, Regional Vice Presidents, Secretary, Treasurer and the Immediate Past President. A simple majority vote shall be required to approve any matter. Effective with the election of the EAVP in 2008, the Immediate Past President shall serve on the Executive Board as a non-voting member.

Rationale: Follows a change made by the Governing Board for FMCA's Immediate Past President to have no vote at FMCA's Executive Board. The current system inhibits new initiatives for the incoming EAVP.

New: June 7, 2008

3. Materials Management - The physical assets of the Association consist primarily of a Labelizer Plus sign machine and its associated supplies, a Wells Cargo EW1224 supply trailer, and various materials and supplies used in the production of the annual Great Eastern Area Rally. The EAMA trailer contains the majority of the miscellaneous assets of the Association, with the exception of the sign machine which is normally stored separately.

3.1 The President shall have ultimate responsibility for all assets, including the trailer and its contents, and shall make decisions regarding asset storage and disposal whenever appropriate.

3.2 The Secretary shall retain all trailer license, title, and insurance documents, except for the vehicle registration card. The registration card must remain physically with the trailer, since it may be required to show to law enforcement officers during transportation of the vehicle. A description of the insurance policies with information needed by whoever is towing the trailer shall also be maintained in the trailer with the registration card by the GEAR Equipment and Supplies Chair(s).

3.3 The GEAR Equipment and Supplies Chair(s), shall be responsible for the physical upkeep, repair, transportation and storage of the trailer; for the distribution and reclamation of supplies at Area rallies; for maintenance of accurate inventories of trailer contents and for the reporting of such inventories following each rally and at GEAR planning sessions. Inventory reports shall be provided to each elected officer, GEAR Rally Master, and to GEAR committee chairs. The GEAR Equipment and Supplies Chair(s) shall work in close conjunction with the Rally Master on all rally-related supply functions.

3.4 GEAR Committee chairs shall determine what materials and supplies will be required for upcoming events. Purchases shall be made by the individual GEAR committee chairs or by the GEAR Equipment and Supplies Chair(s), as mutually agreed. Following each rally, committee chairs shall return remaining supplies, boxed (if appropriate) and ready for storage, to the GEAR Equipment and Supplies Chair(s) along with a written inventory of items being returned.

3.5 The Treasurer shall reimburse for purchased materials and supplies per section 4.4 Reimbursements.

Rationale for all of Section 3: This addition establishes the general procedures for the purchase, care, and storage for materials owned by EAMA. It includes establishing who will hold the title for the trailer.

New: May 5, 2007

4. Financial. In accordance with the Bylaws and Standing Rule 1, the Treasurer receives, safeguards, and holds all EAMA funds in the name of the Association and as its trustee and fiscal agent. He keeps accurate accounts of all EAMA funds and disburses such funds only for authorized EAMA purposes in accordance with these Standing Rules.

Rationale: Required by FMCA.

New: May 5, 2007

4.1 Bank selection - The Treasurer shall select the bank(s) to be used for holding EAMA funds which shall be FDIC approved. The amount in any institution shall not exceed the FDIC insured amount of \$100,000. The Treasurer shall submit a report to the President with a copy to the Secretary on the selected bank accounts including name, address, phone number, account number(s) and types of accounts.

Rationale: Provides useful information if Treasurer is unavailable.

New May 5, 2007

4.2 Investments and Cash Requirements - The Treasurer will anticipate the cash needs of EAMA, carrying no more cash in the bank account than is needed for current operations. All other cash will be invested in appropriate CD's. Any other investment to be made with idle funds shall be approved by the Executive Board. The Treasurer will report the details of all liquid assets in the Treasurer's reports as defined in articles 4.4.1. and 4.4.2.

Rationale: Establishes a conservative investment policy and sets controls on what the Treasurer can do with EAMA funds. Also these changes are intended to better define the routine.

New: May 5, 2007

4.3 Allowable Expenditures – Only members authorized to expend funds shall buy or commit to buy goods or services for EAMA. The President, ExBd, GEAR Rally Master(s) and committee chairs are authorized to buy or commit to buy goods or services for EAMA. The President shall specifically approve in writing or by email all expenses /contracts over \$500.

Rationale: Support and attendance at all rallies is very hard to predict at this time caused mainly by the volatility in the price of fuel. All organizations including EAMA that serve rallies have had difficult time predicting attendance and consequently have lost money on some rallies. If EAMA is to remain solvent it is necessary to prepare the budget carefully and control expenses.

New: June 7, 2008

4.4 Reimbursements - Members shall be reimbursed for allowable expenses. Allowable expenses for trips are limited to mileage to the rally and return at the rate set by FMCA for cars, tolls, rally fees, campground fees and special expenses approved by the President. Allowable expenses for Committees or other assigned jobs include expenses usually related to the work such as postage, telephone, copying.

Rationale: This has been the standard procedure for EAMA and complies with Article N paragraph 4.

New: May 5, 2007

4.4.1 Non-GEAR related expenses -Reimbursement requests shall be approved by the President and submitted to the Treasurer for payment.

Rationale: Standard operating procedure for EAMA

New: May 5, 2007

#### 4.4.2 GEAR Expense Approval

Below budget

\$500 or less

More than \$500

Approval required

Committee chairperson

Rally Master

Over Budget

Any amount

Approval required

Forwarded by the Rally Master to the President recommending approval or disapproval.

Rationale: The \$500 limit has been standard for some time. The budget as a limit is new and is meant to keep the managers in the loop if the budget is going to be exceeded. The table is easier to follow than the paragraph.

New: May 5, 2007

4.5 Reports - The Treasurer shall prepare the following financial reports:

#### 4.5.1 Annual Financial Reports

4.5.1.1 The Annual Financial Transaction Report will contain the details of all EAMA transactions for the fiscal year. The report will be prepared by the Treasurer and available upon request. A copy shall be retained by the Treasurer for 7 years.

Rationale: Although long, this is a necessary report (8 pages in 2005). It allows easy checking on bills paid, income received, and preparation of income tax forms. It is also very useful for GEAR planning and budgeting.

New: May 5, 2007

4.5.1.2 The Annual Financial Report will include the subtotals of all budget categories for the fiscal year and include a comparison with the budget. The report shall be distributed to the President, Executive Board, and Rally Master when issued; to all Board of Directors in attendance at the Annual Meeting; and a copy shall be distributed to all Board of Directors not present at the EAMA meeting by mail. A copy of the report shall be retained for 7 years by the Treasurer.

Rationale: This is a necessary report for understanding how EAMA is doing and is easily compared with other years. It is assumed the Summary Report will be published in the Area newsletter fulfilling the requirement for distribution by mail.

New: May 5, 2007

4.5.2 Special reports as requested by the President, Executive Board, Rally Master, and the Board of Directors.

Rationale: Allows for special situations.

New: May 5, 2007

4.5.3 Monthly Financial Reports with the financial details for each month as requested by the President and the Rally Master.

Rationale: This allows the President and Rally Master to confirm that specific bills have been paid.

New: May 5, 2007

4.5.4 A financial report for each EAMA meeting and distributed to the President, Executive Board, Rally Master and all members of the Board of Directors in attendance. After the meeting the report shall be distributed by mail by the Secretary to all members of the Board of Directors not present at the EAMA meeting.

Rationale: Standard business practice

New: May 5, 2007

4.6 Turnover Plan - Prior to leaving office the incumbent treasurer shall prepare a Turnover Plan which shall be approved by the President.

Rationale: Clarification of when the plan shall be submitted.

New: May 5, 2007

4.7 Authorized Signatures - The Treasurer shall establish a bank checking account with single signature authorization by the Treasurer or the President. Other payment methods such as debit cards may be used.

Rationale: This is standard EAMA practice.

New: May 5, 2007

4.8 Budget - The Treasurer will start the annual (January 1 -December 31) budgeting process two months prior to the year covered by the budget. The President will prepare the budget, with inputs from the Treasurer, Executive Board, Rally Master, and Committee Chairs. When completed and approved by the President, the Treasurer will publish the EAMA annual budget and distribute copies to the President, Executive Board, Rally Master and Committee Chairs, if applicable, prior to January 1 of the covered year.

Rationale: A new system for preparing the budget was used this year and will be refined as the process is repeated in the following years.

New: May 5, 2007

4.9 Taxes - The Treasurer shall be responsible for the preparation and submittal of income tax returns to the IRS and to South Carolina, where EAMA is chartered. These records shall be retained by the Treasurer for 7 years.

Rationale: Standard procedure for EAMA

New: May 5, 2007

4.10 Annual Audit Plan - The Treasurer shall prepare a plan for the annual audit which shall be approved by the President.

Rationale: This simple e-mail should include who, where and when the audit will be performed. If the audit will be more than 120 days after the end of the fiscal year it should include the reason for the late performance.

New: May 5, 2007

4.11 Excess Funds - The amount of money held in liquid assets (bank accounts, investments, and cash) at the end of the fiscal year is reported in the Treasurer's Annual Financial Report 4.5.1. It is the goal of this association to avoid excess liquid assets. Assets over 125% of the average of the last three years of EAMA's operating expenses (both GEAR and non-GEAR) are considered to be excessive. The average shall exclude unusual circumstances as specified by the Treasurer and approved by the Executive Board. At the beginning of each budget cycle the Treasurer will report to the President the Liquid Asset to Average Operating Expense ratio projected to the end of the year. If there are excess funds, the President shall include provisions in the budget to adjust the balance. The plan behind these provisions shall be explained in the budget and approved by the Executive Board.

Rationale: If we have a run of years when the GEAR attendance is higher than expected, the funds on hand accumulate over any obvious EAMA need. As a non-profit, the IRS can ask us to justify retaining these funds. Also, organizations tend to develop wasteful habits if there are excess funds available. The excess might be reduced over a period of one or more years by adding more features to GEAR, reducing fees for GEAR, or by EAMA sponsoring more area activities.

New: May 5, 2007

4.12 EIN Number - The Treasurer is responsible for maintaining the chapter's Employer Identification Number.

Rationale: FMCA requirement

New: May 5, 2007

4.13 Records - The Treasurer shall keep accurate financial accounts of all EAMA funds using a Quicken computer program, and these files shall be backed up at least quarterly. The Treasurer may be reimbursed for the purchase of an appropriate computer program if necessary.

Rationale: Accounts are necessary and difficult to keep without a computer.



New: May 5, 2007

## 5. Standing Rules

5.1 Any member may propose a change to the Standing Rules at any meeting. If the member is not able to attend the meeting they may submit a proposed change to the Standing Rules to any member of the Executive Board or to the Board of Directors prior to the meeting. Whenever practical the change shall be submitted in writing. The proposal shall include the exact change, and the rationale for the change. In accordance with the Bylaws Article VII-2 each member of the Board of Directors present at the meeting shall be entitled to vote and a simple majority of those voting shall be sufficient to approve the change. Unless otherwise stated the change shall take effect immediately.

Rationale: This rule expands on the Bylaws Article XIII and allows for changes to be proposed when members are not present.

New: May 5, 2007

5.2 The official "Standing Rules" shall be maintained up to date by the Secretary. The Secretary shall provide copies to members as requested and send a copy of change pages to the Executive Board and the Rally Master when issued. In addition, the Secretary shall send a copy of the Bylaws and Standing Rules to each person newly elected to office. Each page of the Standing Rules shall include the date of issue. A list of the current date of issue for each page shall be maintained by the Secretary. A copy shall be made available to any member who requests it.

Rationale: This rule tries to make sure that a current set of Standing Rules is maintained and that EAMA officers and the Rally Master have a current copy.

New: May 5, 2007

5.3 A statement shall be appended to each rule which shall include the date of adoption, i.e., date of meeting where the minutes include the discussion and record of the adoption of the rule. For rule revisions the statement shall include a short rationale for the change.

Rationale: If a rule is questioned this will make it easier to determine why the rule was adopted. The date adopted will make it easier for people to know that they have the most recent version of the rule.

New: May 5, 2007