

FAMILY MOTOR COACH ASSOCIATION
CHAPTER BYLAWS
COACH HOUSE OWNERS' CLUB CHAPTER
(revised 2022)

ARTICLE 1 – CHAPTER NAME

The name of this not-for-profit organization shall be the: **COACH HOUSE OWNERS' CLUB** chapter (hereinafter referred to as “chapter”) of the Family Motor Coach Association Inc. (hereinafter referred to as “FMCA”).

ARTICLE II – OBJECT

1. **PURPOSE:** This chapter exists to promote social, recreational, and informational exchange activities that provide for the enjoyment and pleasurable use of family member coaches.
2. **AREA:** This chapter shall be authorized to function in the International Area.
3. **SCOPE:** This chapter will have members with a mutual interest in motorhome activities and be drawn from the locations of the United States and Canada.

ARTICLE III – MEMBERS

1. **DEFINITIONS:**

- **Membership:** The term “membership,” is defined as either an individual or individuals who own or previously owned a Coach House motorhome. Each membership is assigned a number.
- **Member:** The term “member,” is defined as each adult who, jointly or individually, constitutes a membership.

2. **ELIGIBILITY:**

- A. To be eligible for and to maintain membership in the chapter, a person must be a current Coach House owner or must have previously owned a Coach House, be in good standing with FMCA, and meet the dues requirement and provisions set forth in the bylaws of this chapter.
- B. Membership in this chapter shall not be denied any person because of race, sex, religion, color, marital or family status, age, nationality, or disability.

3. DUES AND FEES:

- A. ANNUAL DUES:** Annual payment of chapter and national dues enables persons to become active members and entitled to all rights and privileges of the chapter and FMCA. The annual dues for membership in the chapter shall be an amount as the membership shall establish.
- B. RENEWAL:** Renewal dues from chapter members become due and payable January 1st.
- C. INITIAL APPLICATION:** Application for new membership shall be accompanied by payment of annual chapter and national dues (unless already an FMCA member). If an initial application is accepted after October 1st, the chapter dues shall be regarded as covering through the next membership year.
- D. INITIATION FEE:** New and reinstated members may be required to pay an initiation fee in an amount to be established by the chapter membership.
- E. ARREARS:** Any member whose dues remain unpaid for more than 1 month after becoming due shall be considered delinquent; after March 1st membership is canceled.

ARTICLE IV – OFFICERS

- 1. DUTIES OF OFFICERS:** The duties of elected officers shall be as defined in the *CHOC Member and Volunteer Handbook*.
- 2. TERMS OF OFFICE:** The elected officers of this chapter shall serve a two (2) year term of office or until their successors are elected.
- 3. RIGHTS AND LIMITATIONS:**
 - A.** Only members may hold office in this chapter.
 - B.** 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.
 - C.** Any individual member in good standing may be nominated from the floor for any elective office.
 - D.** No official or member shall become vested of any right, title to, or interest in any chapter property, except as required by law.

E. Individual members are limited to serving no more than two (2) consecutive terms of office in the same office unless there are no candidates available for such office. There must be at least a one-term interval in chapter officer service before an individual member may hold the same office again.

4. EXECUTIVE BOARD:

A. The officers of the chapter shall constitute the Executive Board.

B. The Executive Board shall be responsible for 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.

C. The Executive Board may appoint a member to fill a vacated board position. The term of this appointee shall be until a candidate can be elected by the chapter membership, at a meeting duly called for this purpose.

ARTICLE V – COMMITTEES

1. **APPOINTMENT:** Committee members and the Chairmen (except Nominating Committee) shall be appointed by the President.

2. **DUTIES:** All committees shall function within the policies of the chapter and (except Nominating Committee) under the direction of the 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 of Committee members.

ARTICLE VI – CHAPTER ADMINISTRATION

1. **AUTHORITY:** This chapter shall be democratically self-governed, deriving its existence and authority from the consent of its membership assembled in meeting or, in certain instances, by mail vote on stated propositions.

2. **ORGANIZATIONAL YEAR:** The fiscal year shall be as set forth in the FMCA Bylaws. (2022) The membership year of the chapter shall commence on January 1 and end on December 31.

3. CHAPTER MEETINGS:

A. **TYPES:** The term “meeting” shall include coach rallies, camp outs, dinner meetings, and any other gatherings suitable to the function of the chapter.

B. BUSINESS MEETINGS: In each fiscal year, a chapter shall hold at least one business meeting at which a quorum is present. The meeting can be a gathering in one area or where some or all 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. OFFICER ELECTION: The voting general membership is to elect the following officers:

- i. IN ODD NUMBERED YEARS: President, 2nd Vice President, 3rd Vice President, National Director; and
- ii. IN EVEN NUMBERED YEARS: Secretary, Treasurer, 1st Vice President, Alternate National Director

D. QUORUM: A quorum for the transaction of business at any duly called chapter meeting is twenty-five percent (25%) of the chapter membership or fifteen (15) members, 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 per membership.

Balloting by mail may be undertaken when a proposed matter is voted to be of such importance or urgency that a total membership vote is advisable.

F. PARLIAMENTARY PROCESS: The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this chapter's proceedings 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.

4. MAINTAINING ACCREDITATION: This chapter must maintain a minimum of fifteen (15) members. The chapter Secretary shall furnish to the national office of FMCA, no later than December 31st each year, a membership list, a list of chapter officers, and assurance that a business meeting was held.

5. ANNUAL AUDIT: An annual audit of the chapter's financial books and records shall be undertaken and reported to the membership.

6. APPLICATION OF NATIONAL CONSTITUTION AND BYLAWS: This chapter accepts and agrees that the chapter bylaws shall conform to any mandatory requirements stipulated in the Constitution and Bylaws of FMCA.

ARTICLE VII – ELECTIONS

1. NOMINATING COMMITTEE COMPOSITION:

- A. The Nominating Committee shall consist of not less than three (3) chapter individual members in good standing, nominated and elected annually by the chapter membership.
- B. Election of an individual to the Nominating Committee shall not prohibit that person from being nominated for elected office.

2. NOMINATING COMMITTEE DUTIES:

- A. To select one of its members as Nominating Committee Chairman.
- B. To nominate candidates for the chapter Offices of President, 3 Vice Presidents, Secretary, Treasurer, National Director, and an Alternate National Director, for the new term as described previously, to be presented for voting by the chapter membership.
- C. To obtain clear acceptance of the nominees to serve the chapter should they be elected.
- D. To make certain that nominated candidates are members in good standing and qualified under applicable National and chapter bylaws.
- E. To nominate candidates to fill vacancies which occur in elected chapter offices.

ARTICLE VIII – AMENDMENT OF BYLAWS

- 1. MANDATORY AMENDMENTS:** National Bylaw amendments applicable to chapter operations shall be automatically adopted by the chapter and are not subject to a vote by the chapter membership.
- 2. AMENDING PROCEDURE:** These bylaws may be amended by a 65% affirmative vote of the members present and voting at a duly called meeting, providing that prior notice of at least thirty (30) days has been given of the proposition(s) to amend.

Any member of the chapter may propose amendments to the bylaws.

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

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 IX – STANDING RULES

This chapter may adopt Standing Rules to provide guidelines and procedures by which the chapter may function and operate.

ARTICLE X – LIQUIDATION AND DISSOLUTION

This chapter of FMCA may be dissolved by majority vote of the chapter members. All of the remaining assets of the chapter shall be contributed to the purpose(s) for which the chapter is organized, or to a qualified non-profit charity or charities.

Amended: August 16, 2007

Amended: November 16, 2009

Updated, per FMCA bylaws: April 2, 2016

Amended: April 28, 2016