

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3020</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Chapter Secretary's Responsibilities</b>	EFFECTIVE <b>5/19</b>	SUPERSEDES <b>6/18</b>
		SPECIAL DISTRIBUTION <b>Chapter Secretary</b>	

**POLICY**

The Chapter Secretary has the duty and responsibility to keep accurate and up-to-date records of the chapter's membership, the results of any election or change in status of chapter officers, and annual chapter certification and report same to the National Office. The Chapter Secretary is also expected to keep a formal record -- usually called minutes -- of the proceedings of all meetings of the chapter's membership.

**PROCEDURE**

Responsibilities

1. For certification purposes, no later than December 31<sup>st</sup> of each year, the Secretary for each chapter and associate chapter shall furnish to the National Office of FMCA a list of its membership, a list of incumbent chapter officers, and certify that the chapter held the required meeting in the chapter's previous fiscal period. Additionally, the Secretary shall indicate whether the chapter will change its status:
  - A. From chapter to associate chapter,
  - B. From associate chapter to chapter, or
  - C. Maintain its current status for the following year.

A chapter that fails to maintain qualifying requirements relating to chapters shall revert to inactive chapter status, and the National Director or Alternate National Director elected by the chapter shall have no vote in the proceedings of the Governing Board. An associate chapter that fails to maintain qualifying requirements relating to chapters shall revert to inactive associate chapter status.

2. Within thirty days of election, each Chapter Secretary shall furnish the National Office of FMCA a list of newly elected officers or change in status of chapter officers. This report shall include addresses and telephone numbers of each person so elected.
3. Prior to each Governing Board meeting, the Chapter Secretary shall complete and return the Governing Board roll call sheet verifying the National Director, Alternate National Director, or Temporary Delegate for the chapter. (NOTE: Not applicable to associate chapters)
4. The Chapter Secretary may complete the Rally Calendar submission form if the chapter wants its rallies listed in the FMCA Events section of the appropriate issue of *Family RVing* magazine.
5. The Chapter Secretary is expected to keep a formal record -- usually called minutes -- of the proceedings of all meetings of the chapter's membership. This record shall be read and approved at the next meeting, unless said reading is waived by majority vote. The formal record of all meetings is to be kept available in the event a member of the chapter desires to read them.