

# Family Motor Coach Association

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## National Director Guidelines

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### **A guide to the duties of the National Director and Alternate National Director**



**It is the obligation of the National Director to represent, at all times, the best interests of the entire FMCA membership.**

**National Directors need to understand that they are responsible for the policy making of the organization. The National Officers are responsible for the administration of those policies.**

**One of the main duties of National Directors is to keep their chapters informed of items pertaining to the National Organization and of the areas, as well as keeping the National Organization apprised of items happening on the chapter level. Another important duty is participation in and voting during Governing Board meetings.**

**As a National Director, you will receive notification of all Governing Board mailings. Copies of Governing Board mailings are also provided to each Chapter President and Alternate National Director. These mailings include items such as: updates from the National President of FMCA, minutes of the Executive Board and Board of Directors' meetings, ballots for the Area Vice President elections, Revised Bylaws, Governing Board meeting notices, financial reports, etc.**

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# Family Motor Coach Association

## Duties of the National Director

### FMCA Constitution

#### Article III – Government of FMCA

##### **Duties of the Governing Board shall be as specified in the Bylaws.**

1. Subsection 5, A “The Governing Board shall make provision in the Bylaws assuring proper handling of FMCA’s finances and the reporting and auditing of the accounts thereof.”
2. Subsection 5, B “The Governing Board shall adopt an FMCA Member Code of Ethics. This Code shall be made available to every member.”

### FMCA National Bylaws

#### Article VIII – Governing Board

- (1) The Governing Board, acting in accordance with FMCA Policies and Procedures Volunteer, shall have oversight responsibility over the affairs, funds, and property of FMCA, and shall carry out the purpose of FMCA in accordance with these Bylaws and the Strategic Plan. The Governing Board shall:
  - (a) Adopt Bylaws and specific policies and procedures needed to cover the fundamental aspects of the various activities of FMCA;
  - (b) Adopt the annual budget;
  - (c) Enforce the Constitution, Bylaws, and FMCA Member Code of Ethics;
  - (d) Elect the President, Senior Vice President, Secretary, and Treasurer for the ensuing term; and
  - (e) Censure, discipline, recall, suspend, or expel officers, members, chapters, or area associations in accordance with the FMCA Policies and Procedures.

The Governing Board shall have the exclusive authority to: reverse a previous vote of the Governing Board; vote on a proposal to amend the Bylaws; submit a proposed constitutional amendment to the membership for its vote; adopt a plan to merge or consolidate with any other organization; authorize the dissolution of FMCA or a subsidiary, or revoke the proceedings thereof; and adopt a plan for the distribution or abandonment of substantially all of the assets or personal property of FMCA or any subsidiary.

- (2) The Governing Board shall consist of the national officers of FMCA and national directors elected from among FMCA voting members in their respective chapters. Members of the same family unit may serve concurrently as a national director or an alternate national director as long as they represent different chapters.

## FMCA National Bylaws continued

- (3) If the national director cannot attend the Governing Board Meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a temporary delegate may be elected or appointed by the chapter president in emergency situations to represent the chapter for the next Governing Board Meeting only.
- (4) A chapter voting member of the Governing Board is entitled to represent only one chapter.
- (5) The Governing Board shall convene during the period of the Annual Membership Meeting, at specific FMCA international conventions, in regular meetings at such other times during the year as the majority of the Governing Board shall determine, and in special meetings as deemed appropriate.
- (6) Special meetings may be called by the President or a majority of the Executive Board.
- (7) A ballot vote for a special meeting may be requested in writing by 10% of the members of the Governing Board. Such request shall clearly state the purpose(s) for said meeting. The meeting shall be immediately called if the majority of the Governing Board approves.
- (8) Fifty-one percent of the total Governing Board shall constitute a quorum.
- (9) The Governing Board shall keep a formal record of its proceedings -- usually called minutes -- and such record shall be available for inspection by any FMCA member.
- (10) The resignation of any Governing Board member shall be effective on the date of receipt.
- (11) The Governing Board shall vote in accordance with the FMCA Policies and Procedures.

### **Article XVII – Chapters**

- (5) A chapter shall elect a president, one or more vice presidents, a secretary, a treasurer, a national director, and an alternate national director for a one- or two-year term. An associate chapter shall elect a president, one or more vice presidents, a secretary, and a treasurer for a one- or two-year term. An FMCA member may hold no more than two chapter offices simultaneously. A member may hold an office in two chapters, however he/she may not hold the offices of national director or alternate national director in more than one chapter.
- (6) In the event of a vacancy, permanent or otherwise, in the position of the national director, the alternate national director shall promptly fill the vacancy.

## FMCA Member Code of Ethics

Every member of FMCA, as defined in the Bylaws, accepts and agrees that a condition of said membership is the obligation to abide by the FMCA Member Code of Ethics and the other rules and standards of this organization, which represent all our endeavors to be good neighbors, careful and responsible recreational vehicle owners and operators, and good citizens of our communities.

Consistent adherence to the FMCA Member Code of Ethics is desired and required of every member, in order that the actions of all members may reflect favorably upon each other and upon FMCA; and thereby earn the confidence and respect of the public and its acceptance of FMCA and all its members.

FMCA Member Personal Responsibilities:

- > Respect the rights and privacy of other members and RV owners on and off the highways.
- > Comply with all Federal, state, and local laws and regulations governing the ownership and use of family recreational vehicles.
- > Obtain permission to remain overnight in a shopping center parking lot or on other private property, from the owner or responsible party of the property.
- > Comply with all rules of national, state, municipal, and private facilities in which a member stays.
- > Last but not least, members should not lose sight of the fact that there is a universal guideline known as the Golden Rule that directs all proper endeavors.

Therefore, recognizing that the public will judge all family recreational vehicle owners by their individual actions, all members of FMCA, as well as its employed personnel, are enjoined to honor and comply with the FMCA Member Code of Ethics.

## FMCA Policies and Procedures

### **P&P #3022**

### **CHAPTER NATIONAL DIRECTOR'S AND ALTERNATE NATIONAL DIRECTOR'S RESPONSIBILITIES**

#### **POLICY**

The national director elected from each chapter serves on the Governing Board of FMCA.  
(NOTE: Not applicable to associate chapters)

#### **PROCEDURE**

Responsibilities

1. Each chapter shall elect a member as national director to serve on the Governing Board of FMCA, and elect a member as alternate national director to serve on the Governing Board if the national director is unable or unwilling to serve.
2. The term of office of a newly elected national director or alternate national director begins after the national office receives written notice of said election and has verified that the person is qualified. The term extends for a one- or two-year period, or until his or her successor is duly elected and qualified.

## FMCA Policies and Procedures – Continued

3. If a vacancy occurs in the office of national director, the alternate national director shall immediately assume this office, and this shall promptly reported in writing to the national office. If the incumbent alternate national director is unable to fill this vacancy, the chapter is to promptly elect (not appoint) a member to fill the vacancy in the office of national director and notify the national office.
4. If the national director cannot attend the Governing Board meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a member of that chapter may be elected as temporary delegate to represent the chapter for the next Governing Board meeting only.

If an event occurs after the 21-day notice requirement has passed that prevents the national director, alternate national director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's appointment of a temporary delegate shall be received by FMCA at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

5. A chapter voting member of the Governing Board is entitled to represent only one chapter.

### Chapter National Director

1. National directors should keep their chapters informed of items pertaining to the national organization and of the FMCA areas, as well as keeping the national organization apprised of items happening on the chapter level. Another important duty is participation in and voting during Governing Board meetings.

2. Members of the same family unit may serve as national director or alternate national director in different chapters; such members may not hold these offices in the same chapter concurrently.

### Chapter Alternate National Director

An alternate national director shall serve whenever the national director is unable to attend meetings of the Governing Board or is otherwise unable to serve. Another chapter officer is not precluded from election as the alternate national director. Alternate national director cannot also be the national director.

### P&P # 3024

## CHAPTER REPRESENTATION AT GOVERNING BOARD MEETINGS

### POLICY

To prepare a roll call sheet of all Governing Board members for the annual Governing Board meeting derived from information recorded at the national office.

### PROCEDURE

1. The national office will prepare a memo for each chapter secretary stating the name of the chapter's national director and alternate national director currently recorded at the national office. This memo will be mailed out at least six weeks prior to the date of a Governing Board meeting.

## FMCA Policies and Procedures – Continued

2. If a vacancy occurs in the office of national director, the alternate national director shall immediately assume this office, and this shall be reported, in writing, to the national office.
3. If an incumbent alternate national director cannot serve, the chapter is to promptly elect a member to fill the vacancy in the office of national director.
4. If the national director cannot attend the Governing Board meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a member of that chapter may be elected as a temporary delegate to represent the chapter for the next Governing Board meeting only.

If an event occurs after the 21-day notice requirement has passed that prevents the national director, alternate national director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's appointment of a temporary delegate shall be received by FMCA at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

5. A chapter voting member of the Governing Board is entitled to represent only one chapter.
6. The chapter secretary is asked to notify, in writing, the National Secretary, in care of the national office of any election held that would result in a change. Changes to a chapter's voting delegate to a Governing Board meeting shall be received in the national office no later than 21 days prior to the Governing Board meeting (fax or e-mail acceptable).

If the notice is for a temporary delegate due to appointment by the chapter president, the notice to FMCA shall be received at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

7. Expense reimbursement will be received in accordance with P&P #2010, Expense Reimbursement.
8. When a quorum cannot be established at a Governing Board meeting, the election of the nationally elected officers, the proposed budget, and other issues that require a Governing Board vote shall be completed by mail ballot within 60 days.

Copies of the above mentioned Policies and Procedures, FMCA's Constitution, National Bylaws, or the Code of Ethics may be requested from the National Office.

## Important Information

Attachment plate:

As the national director of your chapter, you will receive an attachment plate from your predecessor, or if your chapter has just been chartered, you will receive your plate from the national office. **This plate is to be passed on to your successor when you leave your position as the national director of your chapter.**

## Parliamentary Procedures

FMCA National Bylaws, Article XIX – Parliamentary Rules and Procedures

The current edition of *ROBERTS RULES OF ORDER, NEWLY REVISED*, shall govern all meetings and proceedings of FMCA and all related subsidiary organizations except in those circumstances in which they are inconsistent with the Bylaws or the Constitution.

Parliamentary Rules:

Parliamentary procedure protects the rights of people to join together to accomplish common goals and enables them to debate and take action in a fair manner with the least amount of controversy. The rules of parliamentary procedure are based on common sense and logic. Parliamentary rules protect the right of the majority to decide; the right of the minority to be heard; the rights of individual members; and the rights of absentees.

Voting and common parliamentary procedures:

Voting on issues during a Governing Board meeting is done by voting credentials, rising vote, roll call or by written ballot. Voting for a candidate for a national office is done by filling out a ballot, which is then tabulated for results.

Any motion made during a Governing Board meeting should be in writing. This procedure is necessary for clarity and ease of the Secretary in repeating the motion and for recording the minutes of the meeting.

Procedures of how to make motions:

A member rises and should wait to be recognized by the Chair. Once recognized by the Chair, the member should state his name and the chapter represented then the words "Mr. President, I move that . . . ." A motion must be seconded in order to be considered by the Governing Board. If the motion is seconded, discussion on the motion follows. If the motion is not seconded, it does not warrant consideration of the Governing Board, and dies for lack of a second. After any discussion, the motion is voted on.

Common motions made during a meeting:

**Amend** – A motion may be amended. To **amend** a motion means to change the wording of a motion to make it clearer, more complete, or more acceptable *before* it is voted on. Adoption of the amendment does not adopt the motion.

**Appeal** – This motion allows any two members to counter what they feel is an incorrect or unfair ruling of the Chair.

**Call for the Question** – A motion made to end discussion on a particular subject and must be voted on.

**Lay on the Table** – Not to be confused with a motion to postpone indefinitely. A motion to lay on the table is in order if it is being used to set aside a motion for something more important, such as a speaker. A motion to lay on the table is out of order when the intent is to "kill" a motion.

**Out of Order** – Not correct from a parliamentary stand point.

## Parliamentary Procedures continued

**Point of information** – This motion is used to obtain additional information on the subject being considered.

**Point of order** – This motion is used if you feel the chair is failing to operate within the rules.

**Reconsider** – This motion proposes that a motion be reopened.

**Rescind** – This motion is used to nullify a motion made in a previous meeting.

**Withdraw** – A motion to withdraw is to remove a motion from consideration. Before a motion has been stated by the chair, it belongs to the mover, who is the only one who can withdraw it. Another member can ask the maker to withdraw, and the maker can either accept or decline. After a motion has been stated by the chair, it belongs to the meeting as a whole. The maker must request permission from the assembly to withdraw it.

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The above information has been provided as a guide to assist you with your duties as a national director. We hope you will find the information instructive and useful. Your success as a chapter officer is vital in Family Motor Coach Association's present and future.

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