

**FAMILY MOTOR COACH ASSOCIATION AREA ASSOCIATION BYLAWS**  
**Adopted on April 18, 2007**

**ARTICLE I - NAME AND PURPOSE OF THE ASSOCIATION**

The name of this non-profit Association shall be the Northwest Motor Home Area Association (NWMHAA). This Association shall function within the boundaries as defined by the Family Motor Coach Association (FMCA).

1. The purpose of NWMHAA is to promote and improve the line of communication to and between FMCA and all FMCA Chapters within its area as defined by FMCA.
2. This Association shall assist the National Area Vice President who is also its President, in communications, visiting Chapters, forming new Chapters and assist Chapters to recruit new members.
3. This Association, with the concurrence of the Board of Delegates, will provide support and assistance in the planning and execution of an annual Area rally or similar events that will benefit the members of the Chapter within the Area.
4. This Association shall also serve as a resource for assisting FMCA with its International Conventions in the Area.

**ARTICLE II - OFFICERS AND ADMINISTRATION**

1. The Executive Board of this Association shall consist of a President, Senior Vice-President, three Vice-Presidents, Secretary, Treasurer, and the Immediate Past President. The FMCA National Area Vice-President shall serve as the President.
2. The President's term of office is as prescribed by FMCA's Bylaws. The Immediate Past President shall serve until there is a new Immediate Past President. The term of office for Senior Vice President, three Vice Presidents, **Positions 1, 2 and 3**, Secretary and Treasurer, will be for approximately two years, or until he/she resigns, is removed from office, or until his/her successor takes office. The election of officers shall be staggered as stated in the Standing Rules.

3. The Executive Board may meet as necessary.
4. Chapter officers may serve on the Executive Board.
5. The Executive Board shall have general supervision of the affairs of the Association between the business meetings. The Board shall be subject to the orders of the Association, and none of its acts shall be in conflict with the Association or FMCA.
6. In the event of a vacancy, the President shall select a replacement from the slate of candidates presented by the Nominating Committee.
7. The principal office of this Association for the transaction of business shall be the address of the President.

### **ARTICLE III - MEMBERSHIP**

1. Each Chapter of the NWMHAA, members of those Chapters and FMCA members-at-large whose residence is within the boundary of the Northwest Area, are considered members of the Association.

### **ARTICLE IV - BOARD OF DELEGATES**

1. Each Chapter will have representation on the NWMHAA Board of delegates.
2. The Board of Delegates of this Association is composed of two representatives from each Chapter and the members of the Executive Board.
3. The Chapters' designated representatives selected by the Chapters shall represent their chapters on the NWMHAA Board of Delegates. The chapters must notify the NWMHAA Secretary in writing, signed by the Chapters' Presidents, of such designated representatives within one month of the selection.
4. Each Chapter determines the term of office for the Chapter's designated representatives.
5. All members of the Board of Delegates shall serve without compensation. Reasonable expenses for related business of NWMHAA may be reimbursed as directed by the Association President, with the concurrence of the Executive

Board. Reimbursement shall not exceed the prevailing rate as stated in the current FMCA Policy & Procedure.

## **ARTICLE V - FISCAL YEAR**

The fiscal year of this Association shall be from January 1 to December 31, when practical.

1. There shall be at least one required business meeting held each fiscal year. This will also be the annual meeting. This meeting shall be duly announced sixty days in advance.
2. The President shall preside over all meetings. In the absence of the President, the Senior Vice President shall conduct the meeting. If the Senior Vice President is not available to preside, the Vice Presidents in attendance shall select from themselves one to preside over the meeting. If there are no Vice Presidents in attendance, the delegates shall elect a chairperson from the group in attendance to conduct the meeting.
3. Additional or special meetings of the Board of Delegates may be called by the President, or, if he/she is absent or is not able or refuses to act, by the Senior Vice President. Five members of the Board of Delegates may call a special meeting if necessary. Notice of such meeting shall be no less than fourteen days in advance of the meeting date.
4. The annual meeting shall normally be held at the time set by the Area President. Meetings shall normally be held at places within the Area and shall be announced by the President and approved by the Executive Board. Emergency meetings may be called if necessary.

## **ARTICLE VII - VOTING**

1. Officers shall be elected at the annual meeting. The officers, other than the President, shall be elected by the Board of Delegates present and voting by a majority vote. Elected officers will take office immediately following the meeting.
2. Each member of the Board of Delegates shall be entitled to vote, if present. A simple majority vote shall be required to approve any matter.

3. If a Chapter is represented by a representative other than those of record, the Secretary of the association must be notified by written notice from the Chapter President no less than 7 days prior to the meeting.

4. A mail ballot of the Board of Delegates may be undertaken when a proposed matter is determined to be of such importance or urgency as determined by a majority of the Executive Board.

5. A quorum for the purpose of transacting business at any duly called meeting shall be a simple majority of the Executive Board and 25% of the Board of Delegates.

### **ARTICLE VIII - DUTIES OF OFFICERS**

The duties of the officers shall be defined in the Standing Rules of this Association.

### **ARTICLE IX - LIABILITY**

The Executive Board, Board of Delegates or an FMCA member shall be indemnified in accordance with FMCA's Bylaws.

### **ARTICLE X - COMMITTEES**

#### **1. NOMINATING COMMITTEE**

##### **A. COMPOSITION**

(1) The committee shall consist of not less than three members nominated and elected by the Delegates present at the annual meeting. If the Nominating Committee is not elected at the annual meeting, it may be elected at a called meeting to which proper notice is given.

(2) Election of an individual to the Nominating Committee shall not prohibit that person from being nominated for elected office.

##### **B. DUTIES**

- (1) To select one of its members as chairman.
- (2) To nominate candidates and prepare a slate of Association officers selected from Area Chapters.

(3) To obtain clear acceptance of the nominees to serve as Association officer, should they be elected.

## 2. AUDIT COMMITTEE

The President shall appoint an Audit Committee of not less than three members selected from Area Chapters. An audit of the financial records of this Association shall be undertaken within ninety days from the end of the fiscal year, and the results presented to the President who shall forward it to all the members of the Executive Board in a timely manner. The report shall be read at the next meeting of the Board of Delegates.

## 3. OTHER COMMITTEES

Except for the Nominating Committee, the President may establish committees; appoint chairmen and the members thereof as the need exists. All committees may hold as many meetings as necessary. The Chairman of each committee shall provide a written report to the Executive Board. The President shall be an ex-officio member of each committee, except for the Nominating Committee.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY, RULES AND PROCEDURES**

1. The current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern all meetings and proceedings of this Association except in those circumstances in which they are inconsistent with the Constitution and Bylaws of FMCA.
2. The NWMHAA shall operate in accordance with the policies and procedures for Area Associations as set forth in FMCA's Member and Volunteer Handbook.
3. Except in authorized circumstances, NWMHAA shall be without power by its own actions to bind or obligate FMCA in any manner.

## **ARTICLE XII - AMENDMENT OF BYLAWS**

1. A Chapter within the Association's scope may submit a proposed amendment to these bylaws by submitting the addition, deletion or change in writing to the President at least 120 days prior to the annual meeting. The proposal shall include the proponent's rationale for acceptance. The President shall forward the proposal to the Executive Board for review within 30 days. The Executive Board shall submit the proposal with their rationale for acceptance or rejection to the Board of Delegates 60 days prior to the next annual meeting.
2. After discussion, a simple majority vote by the Executive Board and the Board of Delegates at the next annual meeting shall be sufficient to amend these bylaws.
3. Amendments to these bylaws shall become effective immediately upon their adoption or at such time as specified in the amendment.
4. A copy of these original bylaws, as well as any changes, additions, amendments or revisions to these bylaws shall be forwarded to the National Office.

#### **ARTICLE XIII - STANDING RULES**

Standing Rules shall be established and maintained. A Standing Rule can be adopted, amended, or held in abeyance without previous notice by a majority vote of the Board of Delegates at any duly called meeting where a quorum exists.

#### **ARTICLE XIV - LIQUIDATION AND DISSOLUTION**

In the event of dissolution, by majority vote of the Board of Delegates, all of the remaining assets of the NWMHAA shall be divided equally among its Chapters.