PIKES PEAK ROLLERS CHAPTER
Family RV Association
STANDING RULES
(Operating Procedures)
(Originally Adopted August 4, 2001)

Standing rules do not relate to parliamentary procedures, as do bylaws. Standing Rules are adopted by a majority vote and amended by a two-thirds (2/3's) vote without notice or by majority vote with such notice. This action may be done at any regular meeting by a vote of those present. Standing rules may be temporarily suspended for the duration of a meeting by majority vote. While Standing Rules are not the same as bylaws, and should not be used to circumvent bylaws, they are easily changed and should be used with discretion to insure that a rule is really needed (from FRVA).

GENERAL:

The Chapter should not use its funds for benevolent purposes, but for its own purposes.

A Member's eligibility and definition is as stated in FRVA Pikes Peak Rollers Chapter By-Laws, Article III – Members.

FINANCIAL:

INITIATION FEE:

The fee shall be $30.00 per recreational vehicle (RV) and shall provide the following: Membership through to the following October 1, a copy of Chapter Bylaws and Standing Rules, Chapter name badges, a Membership Roster, and the current rally listing.

ANNUAL DUES:

1. Annual dues shall be $20.00 per year for all members payable October 1 and delinquent on November 30.
2. Delinquent member names shall be removed from the chapter membership listing on December 31 of each year.
3. Reinstatement fees for delinquent members will be determined by the Executive Board.

CHAPTER FINANCES:

1. All requests for reimbursement to members for expenses incurred on behalf of the Chapter must be accompanied with a receipt received at the time of purchase and submitted on appropriate chapter forms.

2. Reimbursement requests without receipts must be approved by the Executive Board before authorized payment may be made.
3. The National Director's travel allowance will be voted on by the membership if appropriate.
4. An annual audit of the Chapter's Financial Books and records shall be undertaken and reported to the membership by an audit committee which the President appoints no later than July 1st of each year. The Audit Committee shall examine all records of the Treasurer and shall complete the audit and return the records to the Treasurer before the annual Business Meeting in September.

CHAPTER ELECTRONIC COMMUNICATION:

1. An electronic communication will be sent to all members at least two weeks before each rally.

CHAPTER MEETINGS:

MONTHLY RALLIES:

1. Rallies will normally be held Thursday to Sunday, for the months of May through October.
2. A Holiday Party may be held in late November or early December. This is NOT classified as a regular rally but may receive reimbursement from the Chapter to be determined by the Executive Board.

RALLY FEES:

1. Fees shall be $15.00 per person. Additional guests will be 15.00 for adults and $10.00 for children under 12. Fees should be mailed to the rally hosts in advance or collected at the rally. Checks should be made payable to the Pikes Peak Rollers.
2. Rally Hosts should determine, set, and collect additional rally fees when and if required for planned activities. (Rally fees normally do not include campground utilities and parking charges (fees) which are usually paid to the campground by each individual member).
3. Rally Hosts may request up to $300.00 over and above collected rally fees for additional expenses. Approval by the Executive Board is required in advance of the rally.
4. Rally Hosts must complete Rally forms and present them to the Treasurer for reimbursement of expenses.

QUORUM:

A Quorum for the transaction of business of any duly-called Chapter meeting is twenty-five percent (25%) of the Chapter family unit membership or fifteen (15) family unit members, whichever is less. A Quorum can be achieved via electronic vote.

DESIGNATION DATE FOR ANNUAL BUSINESS MEETING:

In accordance with the FRVA Pikes Peak Roller Chapter Bylaws, the Chapter shall have one Business Meeting each year. The meeting shall be designated and known as the **Annual Business Meeting** of the FRVA Pikes Peak Rollers Chapter. Additional Business Meetings may be held as needed.

NOMINATING COMMITTEE AND ELECTIONS:

1. Nominating Committee, Selection and Approval:

   Not later than the June Rally and general membership meeting every other year, the chapter members shall select and approve by a majority vote of the members (in good standing) present, a Nominating Committee of not less than three persons plus an alternate to serve in the event a vacancy should occur during the tenure of the Committee. The nominating committee's tenure shall cover the two year term of newly elected officers to cover any vacancies that may occur.

2. Duties of the Nominating Committee:

   Beginning not later than July 1, every other year the Nominating Committee shall conduct a search for willing candidates to fill each office for the next two-year term and insure that the candidates have an understanding of the duties of the office. Also, beginning at this same time, any member may voluntarily nominate themselves or another as a candidate for any single office open for nomination.

   During the August membership meeting or via electronic notice the Nominating Committee shall announce the candidates for each office as they will appear on the Ballot. The Nominating Committee shall then accept nominations from the floor or by electronic notice. The person making any nomination from the floor shall have and turn over to the Nominating Committee at that time, a signed statement from the nominee of his or her willingness to serve and an acknowledgment of his or her general understanding of the duties of the office for which they are being nominated. After hearing any nominations from the floor or by electronic notice, nominations are closed. If there is only one nominee for each elective office, the Officers may be elected by acclimation at the August meeting. If there is more than one candidate for any office, a formal election will be held by electronic voting or at the September Annual Business Meeting. In either case, the newly elected Officers will be installed at the September meeting.

The offices to be filled shall be 1) President, 2)1st Vice President, 3) 2nd Vice President, 4) Secretary, 5) Treasurer, 6) National Director and 7) Alternate National Director. The Executive Committee will consist of the first five (5) officers.

OFFICER'S DUTIES:

PRESIDENT:

1. The President is the leader of the Chapter and presides at meetings of the Chapter membership.
2. Serves as Chairperson of the Chapter's Executive Board.
3. Appoints the members of all Chapter committees, except the Chapter Nominating Committee and is an ex-officio voting member of all appointive committees.
4. Welcomes and introduces new members.
5. Writes checks to conduct Chapter Business in the absence of the Treasurer.
6. Knows and coordinates the duties and activities of all officers and committees, is responsible to see that all officers perform their respective duties.

FIRST VICE PRESIDENT:

1. The First Vice President assists the President and serves as presiding officer in the absence of the President from any duly called meeting.
2. Upon a vacancy occurring in the office of President, or upon inability or refusal to preside, the First Vice President performs all the duties of the President.
3. Shall serve as the Chapter's Head Wagon Master:
    A. He or She shall locate desirable sites for holding a rally and appropriately complete agreements or contracts including reserving an appropriate number of spaces and identifying needs of large coaches.

B. He or She shall present the upcoming year's rally schedule at the annual Holiday Party and electronically to the full membership by December 31st each year.

C. When needed, recruits members to act as hosts and oversees their activities.

D. Assists Hosts when necessary.

SECOND VICE PRESIDENT:

1. In the absence of the President and/or First Vice President, assumes the duties of the President.
2. Maintains an inventory of all Chapter property and knows where these properties are at all times. He or She insures that the hosts of each Rally have the proper supplies in their possession.
3. Assures that every member has a name badge and officers have appropriate name badge bars.
4. Takes and places orders for caps, jackets and shirts.

SECRETARY:

1. Shall record and maintain a record of the proceedings of all meetings of the membership and Executive Board.
2. Preside at Chapter meetings in the absence of the President and Vice Presidents.
3. Send a calendar of events (rally schedule) to FRVA magazine before deadline. FRVA requires ninety (90) days advance notice to publish. Informs the chapter membership of the yearly rally schedule.
4. Keeps an accurate and up-to-date record of the Chapter's membership and forwards a list of the membership, including their FRVA "F" number to the FMCA National Office, along with a list of incumbent Chapter officers and certifications that the Chapter held the required number of meetings in the Chapter's previous fiscal period. These reports are to be sent to the National Office no later than the last week of December. (NOTE: Failure to annually forward a membership list and certification of meetings shall result in the suspension of the right to vote by Chapter's National or Alternate National Director at Conventions).

5. Promptly reports in writing to the National FRVA office, the results of any election or change of status of Chapter Officers. This report shall include addresses and telephone numbers of each person so elected.
6. Conducts all general Chapter correspondence.
7. Is the Electronic Communication Editor and Publisher.

TREASURER:

1. The Chapter Treasurer receives, safeguards and holds all Chapter funds in the name of the Chapter as its trustee and fiscal agent.
2. Keeps an accurate account of all Chapter funds and renders reports on same at each business meeting of the Chapter's membership as may be required by the Chapter's Executive Board. This report is also published in the Chapter's Newsletter.
3. Maintains a current list of Chapter's members indicating date through which dues are paid.
4. Receives all receipts and accounting from the hosts within one week following the rally. Upon request, may issue and advance hosts up to $150.00 for the next rally.
5. Disburses Chapter funds only for authorized Chapter purposes. All disbursements must be made by check. Before issuing a check, obtain an invoice/paid receipt to include in the Treasurer's records.
6. Keep accounting records showing all cash receipts and disbursements.
7. Submits Treasurer's accounting records to the Auditing Committee for audit prior to the Annual Business Meeting.
8. Files the Federal Tax Return for the chapter each year.
9. Files necessary reports to the Colorado Secretary of State's office each year.

NATIONAL DIRECTOR AND ALTERNATE NATIONAL DIRECTOR:

1. Each Chapter shall elect a member as National Director to serve and to vote when appropriate on the governing Board of FRVA. An Alternate National Director shall also be elected to serve whenever the National Director is unable to attend meetings of the Governing Board or be otherwise unable to serve. The number of terms for the National Director and/or Alternate National Director is not limited.

2. The National Director, or in his absence, the Alternate National Director, is responsible to keep his or her Chapter informed in writing of pertinent items pertaining to the National Organization This report will serve two purposes:

    a. Report can be incorporated in Chapter Newsletter, making it an official document.

    b. All members will be informed even if they are not at a rally meeting.

3. A Chapter officer is not precluded from election as the National Director, or as the Alternate National Director.

4. 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.

5. The term of office of a newly elected National Director or Alternate National Director begins fourteen (14) days after receipt by the National Office, from the Chapter Secretary, of notice of said election, and the term extends until his or her successor is duly elected and qualified.

6. If a vacancy occurs in the office of National Director, the Alternate National Director shall immediately assume this office, and shall be promptly reported in writing to the National Office. If an incumbent Alternate National Director cannot serve, the Chapter is to promptly elect a new member to fill the vacancy in the office of Alternate National Director and notify the National Office.

7. The Chapter may elect a Temporary Delegate to attend an FRVA Governing Board meeting. The purpose of this position is to help ensure that each chapter is represented at the Governing Board Meeting. This position is not to "replace" the National Director or Alternate National Director, but rather to ensure that the chapter has representation if both the National Director and Alternate National Director cannot attend the FRVA Governing Board Meeting. The President of the Chapter must advise the National FRVA Secretary in writing the name of any temporary delegate.

DUTIES AND RESPONSIBILITIES OF RALLY HOSTS:

1. Rally Hosts are volunteers drawn from the chapter membership. Each rally should have at least two couples serving as hosts.

2. The hosts will plan the particulars of the rally to include the theme for the rally, activities at the site and the schedule of events, food/beverages provided by the chapter and what the attendees should bring, dining out in restaurants (if appropriate), and entertainment and games. They will acquire and bring the items provided by the chapter. The hosts will advise the Treasurer if any advance funds are required.

3. The hosts will establish costs for the attendees and serve as the focal point for taking reservations and collecting money from attendees. Advise attendees how to make reservations at the rally site and the point of contact at the rally site.

4. The hosts will advise the chapter membership by e-mail attachment of the rally plans including explicit directions to get to the site and how many spaces are reserved (first come-first served).

5. The hosts must coordinate with the Wagon Master on the particulars of the rally site and the number of spaces reserved. Priority will be given to chapter members over FMCA members from other chapters.

6. The hosts will submit bills and receipts to the Treasurer on appropriate chapter forms at the conclusion of the rally.

7. The Hosts will provide an itinerary to the chapter Secretary about the rally they are hosting for inclusion in an electronic notice to the members.

SUNSHINE LADY:

1. The Chapter should seek a volunteer to serve as Sunshine Lady.

2. Responsible for sending Chapter sentiments to our Chapter members or their families as appropriate. Cost should not exceed $50.00 without prior approval from Chapter Treasurer.

HISTORIAN:

1. The Chapter should seek a volunteer to serve as Chapter Historian.

2. Responsible for keeping a notebook with pictures and notes of the Chapter's activities.

DUTIES AND OBLIGATIONS OF MEMBERS TO THE CHAPTER:

1. Attend meetings and rallies and be on time and remain until the end of the meetings and rallies.
2. Be respectful of Chapter obligations, (dues, making and canceling reservations, bylaws) and loyal to Officers and fellow members.
3. Accept responsibilities of membership-devote themselves willingly to any task. After accepting a job, keep complete records of all procedures (future reference) and give concise to-the-point reports.
4. Give courteous attention to the presiding officer, guest speaker, and others giving reports or those who have the floor. Stand and address the chair when wishing to speak.
5. If you have a special talent or ability, put it to use by joining one of the Chapter's activities. Your ability will be seen and quickly put to good use.

Rewritten and amended June 2018 by ad-hoc committee. Approved by members in attendance at the June 2018 Business Meeting.

Rewritten and amended February 2020 by Executive Board. Amended and approved by members via electronic vote April 15, 2020.

Rewritten and amended May 2025 by Executive Board. Approved by members in attendance at the May 2018 Business Meeting