

**STANDING RULES**

**FOR THE**

**FREIGHTLINER CHASSIS OWNERS CLUB**

VI

Approved by the Membership on

22 April 2015

**FREIGHTLINER CHASSIS OWNERS CLUB  
STANDING RULES (SR)**

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## **FCOC SR ARTICLE I– MEANING OF STANDING RULES**

Standing Rules are to be considered the policies and procedures manual for the Freightliner Chassis Owners Club (FCOC) and can be amended by a majority vote at a pre-announced business meeting or are amended by a 2/3 vote without previous membership notice. Standing Rules do not relate to parliamentary procedures, as do the Club Bylaws, but refer to our Club operating procedures.

Amending Standing Rules 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 a majority vote. Other rules that the Club may not wish to put in Bylaws may be created as needed by the Club. While Standing Rules are not the same as Bylaws, and should not be used to circumvent Bylaws, they are easily changed. The Club should use discretion to insure that a rule is really necessary and not frivolous.

Should there be an instance when any Article of the FCOC Standing Rules conflicts with the FCOC Bylaws, the Bylaws will have precedence.

Standing Rules are maintained by the President and will be published on the FCOC website.

## **FCOC SR ARTICLE II– MEMBERSHIP DATA BASE**

FCOC has a membership database. The database is maintained by FCOC's Vice President Webmaster and member data is managed by authorized members of the Executive Board and accessible to all members of the Executive Board and authorized staff. All Club members have access to the Club website ([www.fcocrv.org](http://www.fcocrv.org)) and can access their own records by going to the website and clicking on "Member Profile."

## **FCOC SR ARTICLE III – MEMBERSHIP AND DUES**

The Club dues are \$15.00 per year or five (5) years at \$70.00

Dues cannot be paid for more than eight (8) years in advance at any time.

There are no initiation fees at this time.

In case of a member's voluntary termination of membership or the termination of the ownership of a motor home on a Freightliner Chassis, the member should notify and request the Vice President Membership for a refund. If a member has paid for multiple years, a refund will be made for any full years left on the membership. Such refund must be approved by the President.

In consideration of the level of support by Freightliner Custom Chassis Corporation (FCCC), it is the preference of the Club membership that only motor homes built on a Freightliner chassis or a Daimler product be authorized to attend FCOC Rallies. However, owners of Freightliner products approved by FCCC can also be in the Club. The FCCC may not be able to support these products to the extent they can the chassis they manufacture.

## **FCOC SR ARTICLE IV – BUSINESS MEETINGS**

Club business meetings must be at least fourteen (14) days apart and be duly announced thirty (30) days in advance to the membership. At least one (1) business meeting will be held during the fiscal year.

## **FCOC SR ARTICLE V- CLUB OFFICER TRAVEL EXPENSES**

The Club President will attend Club rallies, and other activities directly related to FCOC. The FCOC Treasurer in the name of the President will pay all registration fees to these events. The Club President, Senior Vice President, Secretary, Treasurer and all other Staff Officers will be reimbursed for one hundred percent (100%) of the cost of diesel fuel from the point of origin to the event(s) and on to their next destination, as a travel reimbursement. This expense shall never be in excess of current IRS Regulations and the expense will be borne by the Club treasury. All requests for reimbursement will be submitted to the Club President. There will be only one reimbursement if two qualified officers travel in the same coach.

All requests for reimbursement will be forwarded by the President to the Treasurer who will pay the funds only if the Club treasury has a ten percent (10%) surplus over liabilities. If the treasury does not have a ten percent (10%) surplus and the refund is not paid, the travel expense cannot be resubmitted at a later date.

## **FCOC SR ARTICLE VI – DUTIES OF OFFICERS**

### **A. PRESIDENT**

- Presides over all duly called meetings of the Club The elected Club President is the leader of the Club and presides at meetings and rallies of the Club membership.
- Chairs the Executive Board.
- Authorized to expend available treasury funds for Club day-to-day operational needs such as conducting rallies, publishing newsletters, and other expenses that can be considered required in order to maintain the Club functions. No expenditure recommended by the Executive Board, listed in Club minutes, or in an approved budget, will be made without prior approval of the Club President.
- Direct that an audit of the Club's financial records be performed annually by no less than three non-officer Club members at the end of each fiscal year. One member of the Audit Committee must be familiar with accounting procedures and the accounting system used by the Club. Audits shall be conducted at the time of the change of the President, Treasurer or any time that the Executive Board or the membership requests an audit.
- Direct that no less than five (5) Club members be elected by the membership to serve on the Nominating Committee. A sixth (6) member may be elected as an alternate member to fill a vacancy created among the other five (5) elected members.

- Appoint no less than three (3) Club members to serve on the Bylaws and Standing Rules Committee.
- May appoint staff vice presidents between elections and other staff positions as required.
- May appoint members to serve on other committees as required. The President appoints all committee chairs, except for the Nominating Committee and Bylaws and Standing Rules Committee.
- Is responsible for maintaining the Club Bylaws and Standing Rules.

#### B. SENIOR VICE PRESIDENT

- Assist the President in all day-to-day operations of the Club, and serves as the President's right hand in Club operations. The President will delegate specific duties and responsibilities to the Senior Vice President as deemed necessary.
- Assist the President at all Club meetings and functions and serve as the presiding officer in the absence of the President from any duly called Club meeting or function.
- Serve as Vice Chair of the Executive Board.
- Upon a vacancy occurring in the Office of President, or upon inability or refusal to preside, perform all of the duties of the President when so acting. In that situation, exercises the authority and is subject to the same limitations as apply to the President.
- Is also designated as the FCOC Wagon Master, with the following duties.
  - Research and locate new sites that can be used for FCOC rallies. Ensure all legal arrangements are made with the rally site staff.
  - Provide guidance and assistance to Rally Masters before, during and after rallies. Provide guidance to Club members that show an interest in conducting a rally.
  - Reserve rally sites at least one (1) full year in advance whenever possible. Information concerning each site should be discussed with the Executive Board in advance of the rally being announced.
  - Provide Rally Masters with budget planning documentation.
  - Ensure Rally Masters have available to them a copy of the FCOC Rally Master Handbook which is listed on the FCOC website at [www.fcocrv.org](http://www.fcocrv.org).

### C. SECRETARY

- Record the minutes of all Club meetings and have them published on the FCOC web site
- Document all meetings as part of the Club official records. These records should be both paper and electronic files and should be made available, all or in part, to all Club members, upon request.
- Prepare meeting agenda with assistance of the President
- Advise the newly elected Club officers where to obtain the appropriate Club documents, e.g., Bylaws and Standing Rules within thirty (30) days of the election.

### D. TREASURER

- Receive, safeguard, and hold all funds in the name of the Club as its trustee and fiscal agent.
- Maintain an accurate account of all Club funds and render detailed reports of all income and expenses at each business meeting to the Club members. Financial Reports for the first and third quarter Newsletters will reflect the previous balance amount, amount of income, amount of expenses, and ending balance.
- Disburse Club funds only for authorized Club purposes, and only in accordance with the Club Bylaws and Standing Rules.
- Collect and deposit in the Club account all rally fees, member dues, and any other Club funds due and payable to FCOC.
- Disburse all legal obligations of the FCOC Club including rally expenses, newsletter expenses, administrative expenses and any expense authorized by a duly called Club or Executive Board meeting; an approved budget, or any approved payment signed by the President. Every disbursement will be for the exact amount of the expense, shown by a receipt from the store or company that received the money. If a Club member paid for the expense, the receipt should be marked "Paid For By" and include the signature of the Club member that paid for the item.
- Maintain a running balance sheet for each fiscal year that list all income and source and all expenditures and source. At the end of the fiscal year an audit shall be performed at the direction of the President by a minimum of three (3) non-officer Club members. The running balance sheet shall be maintained as a history of Club income and expenses and shall be retained as a permanent record of the Club. All receipts may be disposed of three (3) years after they are audited.
- Act as the financial advisor to the Executive Board.
- Submit a Club budget to the Executive Board for approval for the next fiscal year.

## **FCOC SR ARTICLE VII – STAFF OFFICERS**

The following members of the Executive Board are Staff Officers.

Terms of office for all elected staff officers are two (2) years.

### **A. VICE PRESIDENT BUSINESS DEVELOPMENT**

- Be responsible for coordinating all advertising and marketing activities on behalf of the FCOC with potential advertisers, e.g., Original Equipment Manufacturers, Freightliner and Freightliner Oasis Dealers, as well as outside potential advertisers. Advertising media available include the Quarterly Freightliner Flyer and the FCOC website, as well as static exhibits or displays, banners, handouts, e-blasts for time sensitive information, etc., at FCOC rallies. Rates for all advertising will be developed by the Vice President Business Development and approved by the FCOC Executive Board.
- Maintain communication with all advertisers, ensuring information disseminated by FCOC media means is accurate and up-to-date, advertising start/renewal dates are maintained, and that benefits derived from the advertiser are made known to our Club membership.
- Coordinate advertisements with the Webmaster to ensure that all advertising is maintained in the Freightliner Flyer Newsletter and on the FCOC website.
- Notify the FCOC Treasurer of successful advertising opportunities and direct all advertisers to send their “donation(s)” directly to the FCOC Treasurer.
- Provide a report to the FCOC Executive Board during each meeting.

### **B. VICE PRESIDENT AREA OPERATIONS – EAST AND WEST**

- The Vice President Area Operations East is responsible for all Area Coordinators East of the Mississippi River and the Vice President Area Operations West is responsible for all Area Coordinators West of the Mississippi River.
- Each Vice President is responsible for coordinating activities among the FCOC areas. All of the FCOC Area Coordinators shall report to their appropriate officer. Area activities may be planned in conjunction with other events.
- Is the communication conduit between each area and FCCC.
- Is responsible for consistency of operations among the areas. While it is expected that each area will conduct its operation in a similar manner, areas should share and adopt successful practices and tools from other areas. Each Vice President of Area Operations is responsible for making these practices and tools available to all areas.

### C. ASSISTANT AREA OPERATIONS

- Assist Area Operations – East and West
- Membership advocate and recruiter

### D. VICE PRESIDENT MEMBERSHIP

- Notify members that are thirty (30) days in arrears of membership dues and drop their names from the membership list at the end of the ninety (90) days grace period.
- Audit and maintain the accuracy of the data contained in the FCOC database.
- Provide a member log-in/verification roster every business meeting.
- Follow up on new members and invite them to attend a rally.
- Mail out welcome letters together with a membership card and copy of the latest Freightliner Flyer Newsletter to new members.

### E. VICE PRESIDENT NEWSLETTER EDITOR

- Edit and publish the Freightliner Flyer Newsletter to all members of the Club.
- Develop a schedule outlining dates when articles are due.

### F. VICE PRESIDENT WEBMASTER

- Maintain the Club Website ([www.fcocrv.org](http://www.fcocrv.org)) and ensure its currency.
- Make available to all Club members, a downloadable file of the current Club Bylaws and Standing Rules. The recommended file format is a PDF file.
- Provide a posting of both the current and past copies of the FCOC Newsletter.
- Responsible for sending out bulk e-mail communications to the membership.

## **FCOC SR ARTICLE VIII – SUPPORTING STAFF MEMBERS**

The following positions have been established to respond to and support multiple needs of the FCOC Club. There are no term limits to any of these positions.



## A. RALLY MASTER

- The FCOC rally is very important to the continued growth of our Club. It is, therefore, important that all FCOC rallies, be they International or Area, be organized to provide the best possible return for the member's investment, and to assure that the attending member experience fun and fellowship and gains some knowledge in the process.
- The two most important positions within a rally organization are the Rally Master and Assistant Rally Master. The Rally Master is the sole individual responsible for establishing the complete rally schedule, e.g., seminars, tours, social hours, meals and the location and times for all events. He or she manages the financial aspects, ensures that the rally schedule is accomplished and the operation of the rally goes smoothly. This requires that the Rally Master have complete knowledge of all aspects of the rally, that funds be apportioned in a manner that adequately supports functions such as campground fees, food, and social gatherings at the Freightliner tent, pins, miscellaneous expenses, and entertainment.
- The FCOC has developed a document entitled the "FCOC Rally Master Handbook" to assist the Rally Master with the process of planning and conducting a rally, and to provide continuity between rallies and standardize responsibilities. There is also an Excel program available to assist in rally budget development.
- If anyone is interested in becoming a Rally Master or Assistant Rally Master, they can go to the Club website at [www.fcocrv.org](http://www.fcocrv.org), click on "FCOC Documents" tab and download the "FCOC Rally Master Planning Handbook."
- The knowledge and experience gained by functioning as a Rally Master or Assistant Rally Master is reflected in the preferences of the membership that all candidates for officer positions within the FCOC have previous experience as a Rally Master or Assistant Rally Master.

## B. HISTORIAN

- Record events and activities whenever he/she is present at FCOC events. This record should contain a brief caption/description of the event, the date, and if a photograph is taken, the names of people in the photograph. (Names should be taken at the time the photo is taken.)
- Be responsible for historical documents regarding the formation of the Club, many of which are irreplaceable.
- If the Historian is unable to attend, he/she should make arrangements to have a substitute photographer take the photos and forward them to the Historian.

## C. CARE PERSON

- Maintain an inventory of cards (condolence, get well, thinking of you, etc.) and postage stamps for use as needed by the FCOC Care Person.
- Have access to the FCOC database to obtain members mail addresses.

#### **D. PARLIAMENTARIAN**

- As prescribed by FCOC Bylaws, Article IV – Administration, Section 4 Parliamentary Process, the rules contained in Robert’s Rules of Order Newly Revised shall govern this Club, and in all cases to which they are applicable and are not inconsistent with the Bylaws of this Club.
- The Parliamentarian will be appointed by the President, and will be a non-voting member of the Executive Board.

#### **FCOC SR ARTICLE IX – NAME BADGES**

Members attending FCOC functions will wear name badges. FCOC name badges can be purchased from vendors at trade shows. The Freightliner logo is a registered trademark that FCOC has been authorized to use. Plastic, engraved name tags are available. Vendor information is available on the FCOC website ([www.fcocrv.org](http://www.fcocrv.org)).

#### **FCOC SR ARTICLE X – GUEST POLICY**

Members may bring guests to any FCOC event subject to the following guidelines:

- Provided there is space available, guest(s) will be admitted after all FCOC members have registered.
- Guests will be charged a proportional cost for meals if staying together with their host.

#### **FCOC SR ARTICLE XI – GENERATORS**

The owners or managers of the gathering place will normally govern generator operations. . Whenever FCOC holds a rally that does not provide for electrical hookups, the Rally Master is encouraged to establish generator policies and have them listed on the rally registration form.

#### **FCOC SR ARTICLE XII – PHOTOGRAPHS**

Any photographs or reproductions of same, taken by an authorized agent of FCOC at an FCOC function, may be used for advertising, marketing and printed promotional material associated with FCOC.

#### **FCOC SR ARTICLE XIII – BYLAWS AND STANDING RULES COMMITTEE**

The Bylaws and Standing Rules Committee initiates and/or considers all proposed changes, additions, deletions, or revisions to FCOC Bylaws and Standing Rules. The Committee also considers and reports on matters that have a bearing on regulatory or procedural matters that affect FCOC .

The Bylaws and Standing Rules Committee shall consist of not less than three (3) Club members in good standing, and appointed by the President.

The Bylaws and Standing Rules Committee shall select one of its members as Committee Chairperson.

## PROCEDURES

- The Committee reviews and considers all proposed amendments submitted, in writing, by Active Members and/or Executive Board and will present proposed amendments to the Executive Board for its review, discussion and comment.
- Proposed amendments to the Bylaws and Standing Rules shall be received, in writing, by the President no less than thirty (30) days preceding the next Executive Board Meeting at which they are to be discussed.
- Following discussion and decision of the Executive Board, the Chairman of the Bylaws and Standing Rules Committee will submit proposed amendments to the Vice President Webmaster for posting on the Club website. An informational e-blast will be sent to the membership concerning the proposed amendments and where to find them. This action will ensure proper notification to the membership prior to the next Business Meeting and comply with FCOC Bylaws, Article VIII.
- The Bylaws and Standing Rules Committee may make corrections to the Bylaws and Standing Rules for the sole purpose of eliminating or correcting clerical or typographical errors without prior notice. Such changes will be announced on the Club website.