

# **STANDING RULES**

## **GREAT LAKES AREA MOTORCOACH ASSOCIATION**

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## **STANDING RULE 1 – ASSOCIATION NAME**

In the name “Great Lakes Area MotorCoach Association”, the spelling and capitalization of “MotorCoach” is deliberate.

The acronym GLAMA may be used to refer to the Association. This Association shall function within the boundaries of the Great Lakes Area as defined by the Family Motor Coach Association.

## **STANDING RULE 2- ASSOCIATION MAILING ADDRESS**

National Vice President Great Lakes Area  
C/O Family MotorCoach Association  
8291 Clough Pike  
Cincinnati, OH 45244-2796

## **STANDING RULE 3- PURPOSE**

The President with approval of the Executive Board shall select the site(s) to hold the Area Rally or similar events that will benefit the members. The President may appoint a Rally Master(s) and Assistant Rally Master(s) as needed.

## **STANDING RULE 4 - ELIGIBILITY**

- 4.1 No more than 2 people from the same chapter may serve on the Executive Board at the same time, nor may husband and wife serve on the Executive Board at the same time.
- 4.2 Any member of a Great Lakes Area Chapter, including any elected Officer of those Chapters, is eligible to serve in an elected office of the Association.
- 4.3 Election to the Nominating Committee shall not prohibit members of the Nominating Committee from being nominated to an elective office.
- 4.4 Regional Vice Presidents must be a member of a Great Lakes Chapter within the Region they represent.
- 4.5 A Regional Vice President may also be an Officer in the Association.
- 4.6 All Officers of the Association must meet the same residency requirements as those established for the National Area Vice President set forth by the National Bylaws and Policy and Procedures.

## **STANDING RULE 5 REGIONS and REGION NAMES**

**5.1 The Association may form as many geographical regions as needed within the Great Lakes Area as defined by FMCA.**

**5.2 The Regions within the Great Lakes Area are the following:**

**Indiana Region**

**Michigan Region**

**Ohio Region**

**Ontario Region**

**5.3 As defined by FMCA, changes in the provinces or states within the Great Lakes Area will immediately define changes to the Regions of the Association. Additional Regions as needed may be defined by the Board of Directors.**

## **STANDING RULE 6- CHAPTERS WITHIN THE REGION**

### **6.1 INDIANA REGION**

**Coaches for Christ Great Lakes Area  
Hoosier Cruisers**

### **6.2 MICHIGAN REGION**

**Blue Water RV'ers  
Michigan Knights of the Highway  
Northern Lights  
Roving Wolverines**

### **6.3 OHIO REGION**

**Midwest Coachmen  
Ohio Arrows – Associate Chapter  
Ohio Nomads  
Traveling Friends-Associate Chapter  
Tri-State Traveliers  
Western Reserve Buckeyes –Associate Chapter**

### **6.4 ONTARIO REGION**

**Ontario Great Lakers  
Ontario Overlanders – Associate Chapter  
Ontario Rovers**

**6.5** When new Chapters are chartered by FMCA within the Great Lakes Area, immediately those new Chapters become members of the Association; and shall be placed in a Region as defined in their Bylaws. If their Bylaws do not make that definition, the Executive Board will assign the Chapter to a Region.

### **STANDING RULE 7- MEETINGS**

**7.1** Other than the Annual meeting, any additional meetings of the Executive Board, the Board of Directors or committees may be held via telephone conference call or other electronic means provided a 14 day notice has been given in advance of the meeting. All Participating members must have the opportunity for simultaneous aural communication.

### **STANDING RULE 8- VOTING**

#### **VOTING DELEGATE**

**8.1**The Chapter Delegates and Executive Board Members are the Voting Delegates and shall vote on all matters at Association Meetings by displaying a Delegate Voting Credential or by a written ballot. Voice voting will not be used. If an Executive Board Member is also the Voting Delegate of a Chapter, that person has only one vote.

#### **MAIL, EMAIL or TELEPHONE VOTING**

**8.2** A mail, email or telephone votes of the Board of Directors 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, that a decision cannot wait until the Board of Directors meeting. Providing a 5-day notice to the Board of Directors.

### **STANDING RULE 9 - OFFICER ELECTION SCHEDULE**

**9.1** To provide continuity of administration of the affairs of the Association, a schedule of staggered election of officers shall be established.

**9.2** If an Association Officer is replaced for any reason, the replacement officer selected by the Executive Board will complete the term of the original elected individual if the term is less than one year or until a replacement is elected by the Board of Directors. At the next Annual Board of Directors Meeting if a year remains for this office, a replacement shall be elected for the remaining term thereby maintaining the Officer Election Schedule.

**9.3** If the FMCA National Vice President Great Lakes Area cannot continue to fulfill the duties of the office, the Senior Vice President shall become President of the Association until a newly elected FMCA National Vice President Great Lakes Area is elected and is installed in the office. Additionally, the Executive Board shall select one of the Regional Vice Presidents to be the Senior Vice President while

continuing to serve in the office of Regional Vice President. When the newly elected FMCA National Vice President Great Lakes Area is elected and is installed in the office, the Regional Vice President shall cease to be Senior Vice President and the President of the Association shall return to the office of Senior Vice President.

- 9.4 The Senior Vice President shall be elected for a two-year term in the year that the FMCA National Great Lakes Area Vice President is elected.
- 9.5 The Secretary shall be elected for a two-year term in the same year that the FMCA National Great Lakes Area Vice President is not elected.
- 9.6 The Treasurer shall be elected for a two-year term in the year that the FMCA National Great Lakes Area Vice President is not elected.
- 9.7 The Indiana and Ohio Regions shall each elect their Regional Vice President for a two-year term in the year that the FMCA National Great Lakes Area Vice President is not elected.
- 9.8 The Michigan and Ontario Regions shall each elect their Regional Vice President for a two-year term in the year that the FMCA National Great Lakes Area Vice President is elected.
- 9.9 If a change occurs in the election schedule of the FMCA National Vice President Great Lakes Area, the intent is to maintain the above Officer Election Schedule and may require greater or lesser terms of office for all or some of the offices listed.

#### **STANDING RULE 10– ELECTION OF OFFICERS**

- 10.1 Each Region will have a Regional Vice President that is a member of the Executive Board.
- 10.2 Sixty days prior to the Annual Meeting of the Board of Directors, the voting delegates of the Chapters within a Region may send their nominations for their Regional Vice President and nomination for the next Nominating Committee to the Nominating Committee. The Regional Vice President does not have to be a National Director and may be an Officer of a Chapter. Election of the Regional Vice Presidents will be held at the Annual Meeting.
- 10.3 No later than 45 days prior to the date of the election, the Nominating Committee shall certify by a report filed with the Executive Board, through the Association President, either a single or multiple-candidate slate for Association Offices. The slate will also note those offices for which a candidate has not been obtained and nominations must come from the floor at the Association Meeting.
- 10.4 The slate of candidates shall be mailed to the Voting Delegates (Board of Directors) not less than 30 days prior to the date of the election. It shall be noted that nominations from the floor for any office will be accepted as long as the individual is a member in good standing of a Great Lakes Area Chapter, agrees to serve in the position for which nominated and meets eligibility requirements set forth in the Bylaws and Standing Rules.

**10.5 Elected Officers shall assume their office at the close of the Annual Meeting of the Board of Directors.**

**10.6 Term of office is considered to be the period of time between 2 Association Meetings held at the Area Rally or a time span of approximately 2 years. Length of time will vary because Association Meetings at Area Rallies are not exactly a year apart.**

### **STANDING RULE 11 – DUTIES OFFICERS**

**Offices shall perform the duties as stated in the FMCA’s National Constitution, Bylaws, Policy and Procedures and the Great Lakes Area MotorCoach Association’s Bylaws and Standing Rules.**

#### **DUTIES of the PRESIDENT**

- 11.1.1 Presides over all meetings of the Association and the Executive Board.**
- 11.1.2 Appoints with approval of the Executive Board members to all committees except for the Nominating Committee.**
- 11.1.3 Is a member of all Association committees except the Nominating and Audit Committees.**
- 11.1.4 Authorizes the Treasurer to disperse funds of the Association, but may not authorize disbursements to the President.**
- 11.1.5 May be one of the signatories for withdrawal of funds from Association financial accounts. A signatory may not be the authorizer of payment to themselves.**
- 11.1.6 Insures that Audits are made as stated in the Bylaws and Standing Rules.**
- 11.1.7 Appoints with approval of the Executive Board a Newsletter Editor.**

#### **DUTIES of the SENIOR VICE PRESIDENT.**

- 11.2.1 Shall perform the duties of the President when necessary as stated in the Great Lakes Area MotorCoach Association’s Bylaws and Standing Rules.**
- 11.2.2 Presides over all meetings of the Association and the Executive Board when the President is absent.**
- 11.2.3 When the President is absent, is a member of all association committees except the Nominating Committee and the Audit Committee.**
- 11.2.4 Authorizes the Treasurer to disperse funds of the Association when the President is absent, and authorizes the Treasurer to disperse Association funds to the President when necessary. A signatory may not be the authorizer of payment to themselves.**
- 11.2.5 Is the Membership Liaison to FMCA.**
- 11.2.6 Shall become President of the Association if the FMCA National Vice President Great Lakes Area cannot continue to fulfill the duties of the office.**

#### **DUTIES of the SECRETARY.**

- 11.3.1 Records and retains minutes of meetings of the Association and Executive Board.**

- 11.3.2 Provides copies of all minutes to the Newsletter Editor for publication.
- 11.3.3 Registers, records, and certifies the Voting Delegates for Association meetings.
- 11.3.4 Provides copies of Bylaws and Policy and Procedures to all members of the Board of Directors of the Great Lakes Area and informs FMCA of all changes and information as required.
- 11.3.5 Provides to FMCA any required documentation to maintain active status of the Area.

**DUTIES of the TREASURER.**

- 11.4.1 Is responsible and accounts for all Association funds by maintaining records of financial information of the Association and provides required information and reports to meet government regulations.
- 11.4.2 Is one of the signatories for withdrawal of funds from Association financial accounts. A signatory may not be the authorizer of payment to themselves.
- 11.4.3 Makes reports of the financial position to the Association at meetings of the Board of Directors and the Executive Board and files a copy with the Secretary and the Newsletter Editor.
- 11.4.4 May only disperse funds of the Association upon approval of the President or in the absence the President approval of the Senior Vice President. The Payee may not be the Approver or Authorizer to insure prudent expenditures.
- 11.4.5 Provides and cooperates with the Audit Committee for annual and special audits when requested.

**DUTIES of REGIONAL VICE PRESIDENTS.**

- 11.5.1 Shall perform the duties as stated in the FMCA's National Constitution, Bylaws, Policy and Procedures and the Great Lakes Area MotorCoach Association's Bylaws and Standing Rules.
- 11.5.2 Shall assist the FMCA National Great Lakes Area Vice President in communications within the Area and between Area Chapters and within FMCA.
- 11.5.3 Shall visit each Chapter in their Region once during their term. Usually during their Rallies, to help cover their costs each Vice President will be reimbursed up to \$500.00 annually for expenses and mileage in accordance with FMCA policy and procedures. While there, meet with the Chapter's Executive Board to provide the function of liaison to the Association.
- 11.5.4 Assist in the formation of new Chapters.
- 11.5.5 Assist Chapters in recruiting new members.
- 11.5.6 Perform other duties to assist Association Officers when requested.

## **STANDING RULE 12 COMMITTEES**

**AUDIT COMMITTEE**

The audit shall fall within 30 days before the Association Meeting, and a written report shall be submitted to the Executive Board prior to the meeting. The Committee Chairperson will present the report to the Board of Directors at the Association Meeting.

## **SPECIAL AUDIT**

**12.3 A special audit of the financial records shall be undertaken within 45 days after the date the Treasurer resigns, is removed, or is otherwise disqualified to serve as treasurer. Upon the completion of the special audit the committee will submit a written report to the Executive Board; and the report will be mailed to all members of the Board of Directors by the Association's Secretary within 30 days following the presentation to the Executive Board.**

## **STANDING RULE 13 - CHANGES TO STANDING RULES**

**13.1 Any member desiring to propose a change to the Standing Rules may present the desired change in writing to the President before the regularly scheduled meeting or may bring the desired change up as new business at a regularly scheduled Association Meeting.**

**13.2 A simple majority of the Board of Directors in attendance (a quorum being present) shall be sufficient to change the Standing Rules.**

**13.3 The changes are effective immediately and may be for only one meeting or indefinitely as stated in the change proposal. For those Standing Rules that have exception conditions, the conditions within the Standing Rule shall take precedence**

## **STANDING RULE 14- Web Site Development**

**14.1 The area web site will be contracted thru FMCA. The President may appoint a webmaster to oversee the operations of the site.**

## **REVISIONS**

**Revised May 26, 2007**

**Revised May 24, 2008**

**Revised May 23, 2009 – Added Winnebago & Friends**

**Revised March 19, 2010 – Deleted Great Lakes Travelers**

**Revised November 4, 2010 – Added Erie Shores Chapter**

**Revised March 22, 2012 – Deleted Casino Cruisers & Coaches for Christ – Inactive**

**Revised May 27, 2012 – Profit Distribution Change and Coaches for Christ – Active**

**Revised August 8, 2013 – Roll N Wheels – Inactive & added Ontario Great Lakers**

**Revised September 21, 2013 – Changes in AREA RALLY SURPLUS & OFFICER ELECTION SCHEDULE**

**Revised October 4, 2013 – PALS has dissolved**

**Revised June 14, 2014 – 1.4.3.4 to include selection of Area Rally sites**

**Revised March 24, 2015 – Maestro's name change**

**Revised October 30, 2015 – Ontario Overlanders became an Associate Chapter**

**Revised November 9, 2015 – National RV Great Lakers Dissolved**

**Revised June 11, 2016 – Apollo Great Lakers Dissolved**

**Revised June 10, 2021- GMC Greatlakers, Winnebago & Friends & Erie Shores Dissolved  
Regional Vice Presidents expenses & Web site development**

Revised June 10, 2023



**Revised June 12, 2022 –Great Lakes Converted Coaches Dissolved**  
**Regional Vice Presidents expenses & Web Site Development**  
**Revised June 10, 2023-**

Revised June 10, 2023