



POLICIES AND STANDING RULES

November 2008

This document was prepared and approved by the Board of Directors to govern those administrative procedures and requirements that are not directly related to the parliamentary procedures as set forth in the FMA Bylaws. See the FMA bylaws for specific details.

This document further amplifies specific areas as to the lesser administrative details necessary in conducting the association business and operation. Omission is not to be regarded as permission.

Information in this document is applicable to both East/West Area Rallies as well as the Central Area National Rally. Additional details for the National Rally are available in the National Rally Policy document.

This document is a working document and may Only be changed, added to or items deleted as deemed appropriate by the Board of Directors.

ADVERTISING

1. FLEETWOOD has prepared a membership brochure for the FMA.
2. The brochure contains a membership application as well as information about the FMA.

AREA RALLY COORDINATOR

1. The BOD will appoint three (3) area rally coordinators whose duties will be primarily as the Rally Master for their area rallies and also to select sites for future area rallies.
2. Selected rallies sites must be coordinated with the Fleetwood Event Department and approved by the BOD.

ANNUAL MEMBERSHIP MEETING

1. The annual membership meeting will be held at the Central Area National Rally.

ALCOHOLIC BEVERAGES

1. FMA funds will not be used to purchase alcoholic beverages nor will FMA members distribute or serve alcoholic beverages.
2. Purchase and serving of alcoholic beverages by an outside sponsor may be permitted at all FMA area rallies.
3. BYOB is permitted and encouraged at all FMA area rallies.

ASSOCIATION EQUIPMENT

1. Equipment will be limited to possibly a cell phone, computer, software, banners and a membership card printer with supplies.

AUDITS

1. An internal audit will be performed at the end of the fiscal year by the FMA Treasurer assisted by an audit committee.
2. An audit must be performed by a certified CPA on change of FMA Treasurer.

BADGES

1. Name badges will be provided registered attendees and guests at all FMA area rallies.

BANK

1. The FMA Treasurer will establish a checking and/or saving account as required, in a nationally recognized bank.
2. FMA checks will require only one signature.

BANNERS

1. Request Fleetwood provide motor home banners for the President, Vice President, Secretary and Treasurer.
2. Use FMA logo and officer's title in three (white background with red and blue lettering) colors.
3. Request Fleetwood also provide FMA banners for display at the Central Area National Rally.

BOARD OF DIRECTORS

1. The Board of Directors will be comprised of President, Vice President, Secretary, Treasurer and three (3) Motor Home Representatives as Member's At Large.
2. The above officers will be elected on a biennial term basis. See Elections.
3. The Board of Director's individual responsibilities are spelled out in the FMA bylaws.
4. The FMA Board of Directors will not get involved in personal disputes between members, members and dealers and members and manufacturer.

BOARD OF DIRECTORS MEETING

1. BOD meetings may be scheduled the day prior to the start of the Central Area National Rally or as called.
2. When needed, a second BOD meeting may be held the last day of the rally.
3. In order to conduct FMA meetings a quorum of the Board of Directors must be present.

BOARD MINUTES

1. The minutes of each BOD meeting will be recorded by the secretary and posted to the website upon approval by the President.
2. The Secretary shall retain a record copy of all BOD proceedings to include organizational documents.

BUSINESS

1. The FMA Board of Directors will not transact any Association business with a member, relative of a member or a member's private business. The BOD may allow an exception.

BYLAWS

1. The FMA bylaws are based on Robert's Rules of Order and establish basic parliamentary procedures.
2. Procedures to amend the bylaws are as stated in the FMA bylaws, Article 10-Amendments.
3. The FMA Bylaws may be viewed and/or downloaded from the FMA website.

CB CHANNEL

1. The FMA will monitor channel 10 or a channel prescribed for rally purposes.

CELL PHONES

1. When funds are available and sufficient, the BOD may authorize the purchase of a cell phone with calling plan for the President.

CHAPTERS

1. Groups of Fleetwood Motor Home owners may form chapters within FMA under the following conditions.
 - All chapter members must be members of FMA
 - Chapters may be formed on a regional and/or international basis
 - Chapters may include a mix of all types of Fleetwood Motorhomes
 - Chapters must be self sufficient, self financed and shall receive no direct financial support from FMA or Fleetwood
 - Chapters must develop a set of bylaws and they must be submitted to the FMA Board of Directors for approval
 - Chapter bylaws must not be in conflict with the FMA bylaws.
 - A Chapter President may not become a member of the FMA Board of Directors by virtue of that office.
 - Each chapter that open a bank account must apply for and receive individual chapter federal EIN and 501c3 identification and if required by federal law file a separate annual 990 tax report
 - Raffles may be permitted at Chapter rallies only.
 - Non Fleetwood Motor Home owners may be invited to attend Chapter rallies.
 - Chapters must provide their own member applications.

CHARTER MEMBERS

1. Charter members shall be the first one-hundred (100) assigned members joining the association.

CHILDRENS ACTIVITIES

1. The Central Area Rally Coordinator will have the responsibility to ensure that qualified personnel are provided to supervise the children's activities and that appropriate activities are scheduled for children's participation.

COMMITTEES

1. The President will appoint an audit committee to assist the FMA Treasurer in an annual internal audit at the end of each fiscal year, when practical.
2. The FMA President will appoint a nominating committee each year prior to the close of the Central Area National Rally.

3. Special and other committees may be appointed as the need arises to carry out specific tasks.

COMMERCIAL MEMBERS

1. FMA Membership will not be extended to commercial activities, dealers or agents.

DEALERS – (SPONSORS)

1. Fleetwood Event Department will arrange all details required to secure dealer (sponsor) participation for the Central Area National Rally.

DEFINITIONS

1. Fleetwood shall mean Fleetwood Enterprises Inc.

DISBURSEMENTS

1. Any disbursements from FMA funds will be made by the FMA Treasurer or as directed by the BOD.

DONATIONS

1. FMA will not make any donation, grant or gift of FMA funds to any one for any reason, no exceptions.

DUES

1. There are neither initiation fees nor member dues required for membership in the FMA.

ELECTIONS

1. Biennial election of officers will be conducted at the Central Area National Rally.
2. Interim Officers will remain in office until the first official election is held at the Central Area National Rally in 2009.
3. In order to establish a staggered election term, all officers will stand for election in 2009. The Vice President, Secretary and one (1) Member-At-Large Representative (Class A Gas) shall be elected for a one (1) year term. (See #3)
4. Thereafter, the President, Treasurer and two (2) Member At Large representatives (Class A diesel and Class C) shall be elected on odd numbered years for a two year term and Vice President, Secretary and one (1) Member At Large representative (Class A gas) on even numbered years for a term of two (2) years.

E-MAIL

1. See membership roster for members with email addresses.

ENDORSEMENTS

1. FMA will not endorse or promote any type of cause, product or person for any reason.

EXPENSES

1. President Cell Phone, correspondence, computer, printing, other TBD
2. Vice President Cell Phone, correspondence, computer, printing, other TBD
3. Secretary Cell Phone, correspondence, computer, printing, postage.
4. Treasurer Cell Phone, correspondence, computer, printing, postage.
5. Member's-At-Large Minimal

6. Area Coordinators (2) – Requests for funds for all East/West Area rallies must be submitted to the FMA Treasurer
7. Authorization – The BOD may authorize the use of an association debit card for the President, Vice President, Secretary and Treasurer. Monetary limits to be established.

FISCAL YEAR

1. The fiscal year for the FMA will be 1 January – 31 December.

FLEETWOOD

1. The official Fleetwood position is that only Fleetwood Motor Homes are permitted at events where Fleetwood is providing sponsorship money.
2. A representative from Fleetwood may be invited to sit on the BOD as a non-voting member to provide assistance on rally matters and support needs.

FOUNDING MEMBERS

1. Founding membership represent those members responsible for initiating and organizing the association in 2008. These members are the interim President, Vice President, Secretary and Treasurer of the FMA Board of Directors.

GOLF

1. Appoint a golf chairman to arrange, schedule and assist those interested in golf.
2. Golf may be scheduled the day before the rally begins. Scheduling with golf courses will be the golf chair responsibility.
3. Scheduling of golf should be made so as to not cause interference with rally activities, preferably prior to the start of the rally. Local information will be available.

GOLF CARTS

1. FMA will not rent or otherwise provide golf carts for rally attendees
2. Golf carts may be rented for the use of rally hosts only.
3. Rally attendees will make their own golf cart rental arrangements.

HISTORIAN

1. An Association Historian shall be appointed by the BOD.
2. Provide and maintain a chronological sequence of events, activities etc, with photos and details from each area rally. Use three ring binders until the website is developed then provide the FMA Secretary the above information for inclusion on the website.

HANDICAPPED RALLY ATTENDEES

1. Parking – see section Parking.
2. Handicap members will be served before the non-handicap rally attendees.

LIABILITY DISCLAIMER

1. Ensure a liability disclaimer is included on the registration form for the Central Area National Rally as well as East/West area rallies held outside of an RV Resort/dealer location.

LIABILITY INSURANCE

1. Liability coverage has been obtained for FMA.

MEMBERS

1. Regular members shall be those who own a Fleetwood Motor Home.
2. Lifetime members shall be those who have served at least one full term as President of FMA and own a Fleetwood Motor Home.
3. Honorary members shall be those persons whom FMA desires to honor for one year.
4. Founding and Charter members.

* Numbers 1 thru 4 is condensed – see FMA Bylaws.

MEMBER APPLICATION

1. Membership application forms initially were sent to Fleetwood Motor Home owners by Fleetwood. Thereafter the form will be available on the website where it may be downloaded, filled out and mailed to the FMA Treasurer.
2. Members may reproduce and distribute member application to other Fleetwood Motor Home owners.

MEMBERSHIP

1. The only requirement for membership in the FMA is ownership of a Fleetwood Motor Home.

MEMBERSHIP CARD

1. Membership cards in place of badges will be mailed to those motorhome owners who have submitted an application and been accepted for membership in FMA.
2. Membership cards will be numerically and sequentially numbered.
3. Member numbers will not be re-issued.

MEMBERSHIP RECRUITMENT & RETENTION

The association in concert with Fleetwood must make every effort to obtain a list of second owners from Fleetwood dealers.

1. Each member should extend a welcome and propose membership to any Fleetwood Motor Home owner they meet.
2. Retention of members is everyone's obligation to ensure that all members feel welcome and that all rallies and activities are fun, relaxing and provide an entertaining experience.
3. A significant number of potential association members exist by virtue of purchases from other than Fleetwood dealers as well as through individual owners. This member source must be pursued in order to continue the growth of the FMA.

MEMBERSHIP ROSTER

1. Membership rosters will not be sold or given to anyone outside of the FMA
2. Membership rosters will be maintained by Membership Services as well as on the website.
3. No member of FMA shall share a copy of the FMA membership roster with any outside organization, vendor, dealer or supplier.

MEMBERSHIP SERVICES

1. Membership Services will initially and temporarily be under the FMA Treasurer's responsibility.
2. When Membership Services receives an application, he/she will mail the membership card to a new member with their member number. The FMA bylaws and other membership information will be available on the web site.

MINUTES

1. The Secretary shall record and retain the minutes of every BOD meeting and General Membership meeting.
2. All minutes will be approved electronically and then posted on the website within 30 days following any meeting
4. The FMA President must authenticate and sign the original copy of all minutes from meetings.
5. The FMA Secretary will advise conferees that any telephonic conversation may be monitored or recorded.

NEWSLETTER

1. The FMA has no intention, at this time, to publish a newsletter.
2. All FMA information will be available on the website.

NON ALCOHOLIC BEVERAGE

1. Non Alcoholic Beverages must be available at all FMA area rallies.

OFFICER RESPONSIBILITIES * see FMA Bylaws

1. These are in addition to duties prescribed in the FMA bylaws.
2. The President: Will maintain close supervision over the website content and web master.
3. The Vice President:
 - Maintain oversight and reporting of changes or increases in insurance to the BOD.
 - Responsible to the BOD for updating and maintaining the Policy and Standing Rules.
4. Secretary:
 - Will be the BOD contact with the web master
 - Will receive the tentative Schedule of Events and the service request form from the Fleetwood Rally Service Coordinator and have placed on the web site.
 - Will provide a yearly schedule of rallies to the Webmaster to be available on the web site.
 - Will receive all information and pictures of each area rally and forward to the Webmaster for inclusion on FMA History web page.
5. Treasurer: Interim membership services.

PARKING

1. Rally Parking spaces may be assigned on a first come first served basis.
2. Handicap parking will be provided when facilities are available.
3. Arriving together will not ensure parking together.

PROMOTIONS

1. This area will be under the purview of the Rally Chairman and/or Fleetwood Event Department.

RAFFLES

1. Raffles will not be permitted at any FMA Area Rallies.

RALLY COORDINATOR – RESPONSIBILITIES

See FMA Bylaws and Rally Policy

RALLIES

1. Fleetwood Motor Home owners may attend all FMA rallies and will be encouraged to join FMA.
2. Every Fleetwood Motor Home owner must complete an FMA membership application in order to receive an official FMA membership card, receive information on upcoming events and have access to the website.
3. FMA plans to have three rallies each year. Winter/Spring rallies will be held both in the east and west and a summer rally in the central US.
4. Rallies will be no longer than four days, not including the golf day.
5. When possible, the Central Area National Rally will begin on a Monday and depart on Friday.
6. East/West area rallies begin as dictated by availability of facilities.
7. A National Rally Policy has been developed for conducting the Central Area National Rally. East/West Area Rally policy is being developed for those rallies held outside of an RV Resort.
8. Provide the Fleetwood Service Crew with water and non-alcoholic beverages daily.
9. Rally dates will remain flexible based on other scheduled rallies or on availability.
10. The official "Start of The Rally" will be 12 PM of the "Come In" day of the area rally.
11. Ensure a photographer is available for the Central Area National Rally.
12. Buddy Rally "Buddies" must own a Fleetwood Motor Home to be invited to an East/West Area Rally.
13. Non Fleetwood Motor Home owners are not permitted to attend FMA area rallies where Fleetwood provides sponsorship money.
14. Raffles may be permitted at chapter rallies only.
15. Non Fleetwood Motor Home owners may be invited to attend Chapter Rallies.
16. Attendees at an area rally will not be permitted to vend from their motor home unless in a vendor area and having paid the vendor fee.

RALLY FEES

1. The BOD may approve the rally fee as submitted by the Area Rally Coordinator. An exception may be made where a rally package with a fee is specified by an RV Resort, dealership or FW Event Department.
2. Rally fees will be held as low as possible.
3. FMA will pay the rally fees for those elected officers and the Central Area Rally Coordinator attending the Central Area National Rally.
4. Rally fee structure for attendees to East/West and Central Area rallies is as follows:
 - motor home w/two adults \$ _____
 - motor home w/one adult \$ _____
 - fee for extra person over 18 years \$ _____
 - fee for child 11-17 years \$ _____
 - fee for child under 11 years no charge

RALLY FUNDS – REFUNDS

1. The following statements pertain to East/West Area Rallies held at an RV Resort or another venue when required.
 - East/West Rally Coordinators when requesting funds will make the request to the FMA Treasurer. The FMA Treasurer will forward the funds to the area rally coordinator making the request when the funds are received.

- A Statement of Income and Expense Report detailing the cost incurred in setting up and running a rally will be prepared and submitted to the FMA Treasurer within 45-days following the close of the area rally.
 - Any funds remaining after all rally expenses have been paid shall be remitted to the FMA Treasurer along with the Rally Income and Expense Report.
 - Rally refund requests must be submitted to the FMA Treasurer 30-days prior to the rally. An exception to this may be made for emergency type situations.
 - Rally refunds for the East/West Area Rallies will be decided by the Area Coordinator within 30 days.
 - Refund amounts will only be given for non-obligated costs.
2. Fleetwood Event Department will be responsible for FMA Central Area National Rally Refunds

RALLY LOCATIONS & DATES

1. It will be incumbent upon the area Rally Coordinators and the FMA President to establish dates for the East/West Area rallies that will provide the FMA with the maximum attendance possible.
2. Rally dates and locations must be planned at least two to three years in advance to allow advertising, preparation and other specific requirements; particularly the Central Area National Rally.
3. Location and dates for the Central Area National Rally must be coordinated with the Fleetwood Event Manager.

RALLY GUESTS

1. Guests of members must be residing in the members coach and a guest fee paid for the rally in order to participate in any rally activities.
2. Children of members must be residing in the members coach and fees paid as outlined in subject Rally Fees.

RALLY POLICY

1. A National Rally Policy has been prepared in coordination with the Fleetwood Event Department outlining the different areas, people needed and responsibilities involved.
2. The Rally Policy for East/West Area Rallies is being developed. The use and extent of the Rally Policy will be determined by the location and facilities available.
3. The Central Area Rally Coordinator will be primarily concerned with the National Rally Policy.
4. Chapter rallies may be held as selected by the chapter.
5. The FMA Board of Directors may authorize a "Buddy Rally" where non FMA members that own a Fleetwood Motor Home may be invited. This type rally may be held only at the East/West winter/spring rallies or at chapter level.
6. Non Fleetwood Motor Home owners may be invited to attend Chapter Rallies.

RALLY REGISTRATION

1. The Fleetwood Event Department will be responsible to arrange for a service to provide rally registration for the summer FMA Central Area National Rally.
2. East/West rally coordinators will be responsible for registration for their particular rally.

RALLY SCHEDULE

1. The future rally schedules will be posted on FW and FMA web sites.

2. The Secretary will provide a copy of future rallies to the Webmaster for inclusion on the web site.

RALLY SERVICE

1. Fleetwood Rally Service Coordinator will provide service request forms to be placed on the FW and FMA websites. Fill in required blocks and email back to the Fleetwood Rally Service Coordinator. Deadline will be stated thereon. See OFFICER RESPONSIBILITIES - #4 Secretary
2. Provide Fleetwood service crew with water and non-alcoholic beverages daily.
3. Only owners of Fleetwood Motor Homes registered for an FMA Area Rally will receive Fleetwood service.

SUPPLIERS – OEM

1. Fleetwood will provide suppliers for the FMA Central Area National Rally and they are invited to attend all activities.
2. Fleetwood will determine fees for suppliers that attend the FMA Central Area National Rally.

TRAVEL

1. Budget and allow funds for the FMA President, or his representative, and area coordinator to evaluate and select future rally sites. Dollar amount, subject to Board of Director approval.
2. FMA will pay travel expenses at the rate of \$.45 per mile not to exceed \$500 annually for the Board of Directors to travel to the Central Area National Rally. The mileage will be paid from their official IRS home address.

TREASURERS EXPENSE

1. The treasurer is authorized to make purchases for budgetary items. Receipts must be retained.
2. Non-budgetary items will require the approval of the FMA President before authorizing disbursement.

TREASURER RESPONSIBILITIES

1. The FMA Treasurer will maintain an EIN and any other IRS requirement for FMA.
2. The FMA Treasurer will obtain a signature card and have it signed by the FMA President, Vice President, and Treasurer. When a change in officers occur a new signature card will be required.
3. All financial reports will be posted on the website.
4. Treasurer will present the financial conditions of the FMA at the General Membership meeting and at BOD meetings.
5. The Treasure will keep the BOD advised as to the financial status of the association and make recommendations as to any investment opportunities.
6. Interim responsibility for Membership Services.
7. The FMA Treasurer will receive request for rally funds from the East/West Area Rally Coordinator and in turn submit a request for funds from the Fleetwood Event Manager.
8. Prepare and submit an annual budget to the BOD and Fleetwood Event Department by 1 May each calendar year.

VENDORS

1. The Vendor Committee Chair will determine the Vendor’s fee for the Central Area National Rally. East/West Area rally coordinators will set the vendor fee for their rally.
2. Rally fees for vendors attending the East/West Area rallies will be a minimal amount consistent with outside costs. Extraneous costs to be shared.
3. Vendors that own a Fleetwood Motor Home and desire to attend FMA East/West or Central Area Rally activities and meals, must register and pay the rally fee plus the vendor fee.
4. Vendors that do not own a Fleetwood Motor Home must pay the rally registration fee per person, but must make parking arrangements with the RV Park and pay the vendor’s fee. They are invited to attend all activities, entertainment and meal.

VOTING

1. Voting, whether for officers or amendments to the bylaws, will be conducted at the Central Area National Rally.
2. All FMA regular members are eligible to vote, per FMA Bylaws.
3. Honorary members are not permitted to vote.

WEBSITE

1. The FMA web site has been established and the address is as follows:
www.fleetwoodmotorhomeassoc.org

WEB MASTER

1. The Webmaster will be a volunteer position until a permanent person is available.
2. The Webmaster will be responsible for maintaining the website and for input that is placed on it.
3. Procedures will be developed to enable all FMA members to have access to all information on the website.
4. The FMA Secretary shall be the main point of contact with the Webmaster.
5. The FMA President shall approve all information forwarded to the Webmaster to be placed on the website.
6. Assist the Secretary by preparing and maintaining an FMA History web page containing all events, activities and pictures from each area rally.

Approved By:

President

Vice President

Secretary

Treasurer

Class A Diesel Representative

Class A Gas Representative

Class C Representative