

ACC of FMCA Policies and Procedures

DUTIES

1. The President will be responsible for setting goals and making sure chapter is financially sound.
2. The President shall secure sites for rallies after finding out from the FMCA Director where the FMCA conventions will be held. The sites shall be determined using the “Campground selection guide” and should be secured at least two years before the date of the rally, unless the date is not available from the FMCA.
3. The President shall assist the Area Directors in any way possible in setting up the rallies in their areas.
4. The President shall seek door prizes and sponsors for individual events at the rallies.
5. The President will work with the American Coach representatives, service and sales to coordinate the rally.
6. The Vice President shall assist the President in any duties of the President and fill in for the President when the President is not available.
7. The Vice President, the Rally Master, or other person designated by the President, shall receive the rally registrations for the rallies, and register the members. The Vice President will work with the area director and keep him informed of the number of registrants for the rally.
8. The Secretary shall take minutes of the meetings. The Secretary shall keep the FMCA informed of the chapter membership and other specific duties that will be determined by FMCA. The Secretary will keep the history of the club for reference. The Secretary will send letters of invitation and a current newsletter to prospective members, as notified from FMCA.
9. The Treasurer shall keep the books of the chapter using the chapter copy of Quicken.
10. The Treasurer shall keep the President informed of the chapter finances and if there is a sudden change in the financial position of the chapter. The Treasurer shall use the designated bank, unless the Executive committee decides to change what bank the chapter will use. The Treasurer will write the checks for the rallies and reimburse the rally master for expenses incurred upon presentation of actual receipts.

11. The Membership Chairperson shall keep the membership database updated and register new members. The Membership Chair shall send a copy of the membership database to the President on a monthly basis and keep the President informed of all new member. The Membership Chair shall order and deliver to new members their name badges. The Membership Chair shall send out dues notices and receive dues from members. The dues shall be deposited in the bank and the Treasurer notified of the deposit.
12. Area Directors shall receive from the President the site location of the rally as soon as it is determined and will start to set up the rally. The Area Director will work with the President in establishing the rally budget and the activities for the rally, but the overall planning and execution of the rally shall be the responsibility of the Area Director. The overall responsibility of the rally shall remain that of the President. The Area Director, or someone appointed by the Area Director, with the President's approval, will be designated as the "Rally Master."

FINANCIAL DIRECTIVES

1. The Rally Master, National Director or Alternate National Director, President, Vice President, Treasurer, and Secretary, shall be reimbursed for mileage at the rate of \$.45 per mile for travel on ACC business. The amount that the national director is reimbursed from FMCA shall be deducted from the total amount received so that there is no duplication of reimbursement. Officers shall be reimbursed from their home of record address, to the rally site, or from the last rally site to the next rally site, whichever is the least miles. There will be no compounding of miles, i.e. if two members are traveling in the same vehicle, only one calculation of mileage will be reimbursed. The maximum amount payable on any one rally shall be 1,000 miles. This policy will remain in effect if the Chapter Bank Account remains above \$7,500.00.
2. The Rally Master will be reimbursed at \$.45 per mile for mileage used in the setting up of the Rally as per above paragraph. The Rally Master, in addition, will also be reimbursed for actual expenses, backed by receipts, not to exceed a total of \$500.00 incurred in setting up the rally.
3. Rally cancellation may not result in a full refund of rally fee.
4. A contingency fee of 5% shall be added to the rally budget to allow for unexpected expenses including credit card fees.
5. \$25 shall be added to the rally fee for any non-ACC member attending an ACC rally.
6. Chapter/rally funds will not be used to provide beer or wine for ACC social functions.

MISCELLANEOUS DIRECTIVES

1. Membership dues shall be paid for life for past presidents of the ACC.
2. A non-voting position is established for the president of the American Coach Association, or his appointed representative, at ACC Board meetings. The President, or his appointed representative, must be a member of the FMCA as well as the ACC. The purpose of this position is to keep a connection between the ACA and ACC.
3. The ACC website and email shall be the primary means of communication for the membership.

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