

STANDING RULES

FOR THE

FREIGHTLINER CHASSIS OWNERS CLUB

Revised and Approved Standing Rules

dated 24 June 2024

**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 of members present 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, which are easily changed. The Club should use discretion to ensure 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 (www.fcocrv.org).

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 members. All Club members have access to the Club website (www.fcocrv.org) and can access their own records by going to the website (www.fcocrv.org), signing in, and clicking on “View / Update Your Profile.”

FCOC SR ARTICLE III – MEMBERSHIP AND DUES

The Club dues are \$25.00 per year or five (5) years at \$120.00 effective October 1, 2024. 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, based on the total amount paid divided by the total years paid, and then multiplied by the years remaining. 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 motor homes built on a Freightliner chassis or a Daimler product be authorized to attend FCOC events, but all are welcome to come

for an additional fee. 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 are able to support the chassis that 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 events, and other activities directly related to FCOC. The FCOC Treasurer, in the name of the President, will pay camping fees (limited to one night camping for each 300 miles of allowable mileage) to and from these events and event registration fees. In the event that the President cannot attend an event, the Senior Vice President will attend in place of the President and have fees paid in the same manner as the President. The Club President and Senior Vice President will be reimbursed for the cost of fuel (calculated at 7.5 miles per gallon at the national average price per gallon at the time of the event) from the point of origin to any club event and back to the origin location, as a travel reimbursement.

For the annual business meeting all Officers will have their registration fee paid as well as reimbursement for the cost of fuel (calculated at 7.5 miles per gallon at the national average price per gallon at the time of the event). This reimbursement will be from the point of origin and back to the origin location. Newly elected officers, who were not current officers, will receive return cost of fuel only.

All requests for the above reimbursement will be submitted to the Club President. There will be only one reimbursement if two qualified Officers/Event Hosts 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 after fulfillment of all requests for reimbursement for that event. 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. Additionally, no expenses or reimbursements will be made that exceed federal law tax-free maximums.

FCOC SR ARTICLE VI – DUTIES OF OFFICERS

All Officers are members of the Executive Board, and the term of office for all Officers shall be two (2) years.

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 events of the Club membership.

- Chairs the Executive Board.
- Authorized to expend available treasury funds for Club day-to-day operational needs such as conducting events, 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 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 five (5) Club members should 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 members to serve on other committees as required. The President appoints all committee chairs, except for the Nominating 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. In the absence of the President, exercises the authority and is subject to the same benefits and limitations as apply to the President.
- Serve as Vice Chair of the Executive Board.

- Approves President's expenses and reimbursements.
- 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.
- Is also designated as the FCOC Event Coordinator, with the following duties.
 - Research and locate new sites that can be used for FCOC events. Ensure all legal arrangements are made with the event site staff.
 - Provide guidance and assistance to Event Hosts before, during and after events. Provide guidance to Club members that show an interest in conducting an event.
 - Reserve event 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 event being announced.
 - Provide Event Hosts with budget planning documentation.
 - Ensure Event Hosts have available to them a copy of the FCOC Event Host Handbook which is listed on the FCOC website (www.fcocrv.org).

C. SECRETARY

- Record the minutes of all Club membership meetings and have them published on the FCOC website (www.fcocrv.org).
- Document all membership and Executive Board 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 will not be published in Club publications, however Financial Reports for the prior fiscal year will be available to review at annual business meetings.
- 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 event fees, member dues, and any other Club funds due and payable to FCOC.
- Disburse all legal obligations of the FCOC Club including event expenses, newsletter expenses, administrative expenses, and any expense authorized by a duly called Club or Executive Board meeting, 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 financial statements for each fiscal year that lists all assets, liabilities, and equity of the Club and all income with sources, and all expenditures with sources. 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 financial statements shall be maintained as a history of Club’s assets, liabilities, equity, 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 or the retention period for tax purposes, whichever is longer.
- Act as the financial advisor to the Executive Board.

E. 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 *RV Soul* and the FCOC website (www.fcocrv.org), as well as static exhibits or displays, banners, handouts, e-blasts for time sensitive information, etc., at FCOC events. 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 Vice President Newsletter Editor and the Vice President Webmaster to ensure that all advertising is maintained in the *RV Soul* publication and on the FCOC website (www.fcocrv.org).
- Notify the FCOC Treasurer of successful advertising opportunities and direct all advertisers to send their “donation(s)” directly to the Club mailing address.
- Provide a report to the FCOC Executive Board during each meeting.

F. VICE PRESIDENT AREA OPERATIONS – EAST AND WEST

- The Vice President Area Operations - East is responsible for the area east of the Mississippi River and the Vice President Area Operations - West is responsible for the area west of the Mississippi River.
- Each Vice President is responsible for coordinating activities among the FCOC areas. Area activities may be planned in conjunction with other events.
- Is the communication conduit between each area and FCOC.
- 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.

G. VICE PRESIDENT ADMINISTRATION

- Assist Vice President Membership and other Executive Board members with administrative duties as requested.
- Membership advocate and recruiter.
- Maintain Club P.O. Box and incoming mail as needed.

H. 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 events.
- Process and mail out renewal letters with updated membership cards.
- Mail out welcome letters together with a membership card and email link to current online *RV Soul* publication to new members.

I. VICE PRESIDENT NEWSLETTER EDITOR

- Edit and publish the *RV Soul* publication to all members of the Club either in print or by email link as designated by the member.
- Develop a schedule outlining dates when articles are due.

J. VICE PRESIDENT WEBMASTER

- Maintain the Club website (www.fcocrv.org) and ensure its accuracy.
- 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 *RV Soul* publication.
- Responsible for sending out bulk e-mail communications to the membership.

K. IMMEDIATE PAST PRESIDENT

- Advise newly-elected President in the transition of leadership.
- Serves a final term of one year or until the end of the event where the annual membership meeting takes place, whichever is longer.
- As written in the Bylaws, is a non-voting member of the Executive Board.
- Entitled to event fee and mileage reimbursement under ARTICLE V.

FCOC SR ARTICLE VII – EVENT HOSTS

- The FCOC event is very important to the continued growth of our Club. It is, therefore, important that all FCOC events, be they National or Area, be organized to provide the best possible return for the member’s investment, and to assure that the attending member experiences fun and fellowship, and gains some knowledge in the process.
- The two most important positions within an event organization are the Event Host and Assistant Event Host. The Event Host is the sole individual responsible for establishing the complete event 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 event schedule is accomplished and that the operation of the event goes smoothly. This requires that the Event Host have complete knowledge of all aspects of the event, that funds be apportioned in a manner that adequately supports functions such as campground fees, food, and social gatherings at the event meeting site, miscellaneous expenses, and entertainment.
- The FCOC has developed a document entitled the “FCOC Event Host Handbook” to assist the Event Host with the process of planning and conducting an event, and to provide continuity between events and standardize responsibilities. There is also an Excel program available to assist in event budget development.
- If anyone is interested in becoming an Event Host or Assistant Event Host, they can go to the Club website (www.fcocrv.org), click on “FCOC Documents” tab and download the “FCOC Event Host Handbook.”
- The knowledge and experience gained by functioning as an Event Host or Assistant Event Host is reflected in the preferences of the membership that all candidates for officer positions within the FCOC have previous experience as an Event Host or Assistant Event Host.

FCOC SR ARTICLE VIII – NAME BADGES

Members attending FCOC functions shall wear name badges or printed name tags as provided by the Club. Optional plastic, engraved name tags are available on the FCOC website (www.fcocrv.org). The Freightliner logo is a registered trademark that FCOC has been authorized to use.

FCOC SR ARTICLE IX – 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.
- Guests attending with a non-qualifying FCCC approved coach, will be charged an additional fee equal to the contribution per coach paid to FCOC by FCCC for attendance.

FCOC SR ARTICLE X – GENERATORS

The owners or managers of the gathering place will normally govern generator operations. Whenever FCOC holds an event that does not provide for electrical hookups, the Event Host is encouraged to establish generator policies and have them listed on the event registration form to include allowable and prohibited hours, handicapped exceptions, exhaust venting, and other considerations.

FCOC SR ARTICLE XI – 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 XII – 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 (www.fcocrv.org). 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 (www.fcocrv.org).