

## **STANDING RULES**

### **GMC CLASSICS**

Standing rules shall not be used to circumvent Chapter Bylaws, but shall detail other rules that are necessary for Chapter operations and may be easily changed without amending Chapter Bylaws. Discretion shall be exercised to insure that a rule is really necessary and not frivolous.

**1. ADDITIONAL CHAPTER OFFICERS:** In addition to the election of President, Vice President, Secretary, Treasurer, National Director and Alternate National Director as set out in the Chapter Bylaws; the following officers and leaders will be elected to serve the Chapter: *Wagon Master, Assistant Wagon Master, Chapter Administrator and News Letter Editor.*

#### **2. OFFICER DUTIES:**

**A. PRESIDENT:** The President is the principal executive officer of the GMC Classics and exercises supervision and control of its affairs to include presiding over all meetings of the Chapter membership. The Presidents other duties are spelled out in the Chapter Bylaws.

#### **B. VICE PRESIDENT:**

- (1) The vice President assists the President and performs duties assigned by the President.
- (2) Shall preside in the absence of the President in any meeting, or in his inability, fulfills the duties of the President.
- (3) The Vice President should be prepared to succeed the President.

#### **C. SECRETARY:**

- (1) Take and keep records of membership meetings and be prepared to read them to the membership when called upon by the President.
- (2) Take and keep records of Executive Committee meetings and provide copies to members of the Executive Committee prior to the next meeting.
- (3) Comply with Article VI-4 of Chapter Bylaws.

**D. TREASURER:**

- (1) Receive, safeguard and hold all Chapter funds in the name of the GMC CLASSICS and serve as trustee and fiscal agent.
- (2) Keep accurate records of all Chapter funds and render reports on same at each business meeting or as may be required by the Executive Committee.
- (3) Disburse Chapter funds only for authorized purposes.
- (4) Insure that an annual audit is conducted in compliance with Bylaw VI-5.

**E. NATIONAL DIRECTOR:**

The National Director shall represent the GMC Classics on the governing board of the National FMCA.

**F. ALTERNATE NATIONAL DIRECTOR:** The Alternate National Director shall assume the duties of the National Director if he or she is unable to perform.

**G. WAGON MASTER:**

**(1) RALLY LOCATION:**

The primary job of the Wagon Master is to find locations for rallies during the year and to present his findings to the Executive Committee for approval. He should expect and utilize help from all elected officers and from members at large.

**(2) SOLICITING HOSTS:**

It is the responsibility of the Wagon Master, with the help of the Executive Committee and the entire membership to solicit hosts for rallies. Once a host or hosts have volunteered, The Wagon Master will coordinate and assist them in organizing the rally and provide them with a set of "guidelines for hosts".

(3) The maintenance, storage and transportation of the Chapter's supply trailer shall be the responsibility of the Wagon Master.

**H. ASSISTANT WAGON MASTER:**

- (1) The Assistant Wagon Master is to observe and assist the Wagon Master in his or her duties.
- (2) The Assistant Wagon Master should be prepared to succeed the Wagon Master.

### **3. CHAPTER ADMINISTRATOR**

#### **A. SELECTION**

The Chapter Administrator is the "work horse" of the Chapter and should be a volunteer that intends to keep the position for several years. He or she is appointed by the Executive Committee and approved with a majority vote of the membership at a regular Chapter business meeting.

#### **B. DUTIES**

(1) **DUES**-Sends out dues notices to all members in a timely manner so as to collect all dues for the following year by December 31. Dues are then passed on to the Treasurer.

(2) **ROSTER**- The Administrator will produce a roster of members based on dues collected and disperse the roster to each member at the first rally of the year. Those not attending the first rally will be mailed a copy.

(3) **RECORDS**- The Administrator maintains all Chapter records to include: membership roster, Secretary's minutes of membership business meetings and Secretary's minutes of all Executive Committee meetings.

(4) **FORMS**- The Administrator will maintain and make available to prospective members the forms necessary for becoming a member of FMCA and the GMC Classics.

(5) **RALLY REGISTRATION FORMS** - The Administrator shall coordinate with the host of the next rally and produce a registration form to be published in the newsletter.

(6) **NAME TAGS** - The Administrator shall be responsible for obtaining and the distribution of name tags.

#### **4. NEWSLETTER (CHATTER) EDITOR**

##### **A. SELECTION**

The editor of the Chapter newsletter, entitled "The Chatter" shall be a volunteer selected by the Executive Committee and approved by majority vote of the membership at a regular Chapter business meeting.

##### **B. DUTIES:**

The editor shall publish a quarterly newsletter at least one (1) month prior to the next rally to contain the following:

- (1) List of those members and guests attending the previous rally.
- (2) Information on the health of ill members.
- (3) Information concerning future rallies.
- (4) Application form for the next planned rally. (Obtained from the Administrator)
- (5) The Chapter President's "State of the Chapter" letter.
- (6) Tech notes supplied by the technical session leader.
- (7) Any other information that he or she deems appropriate, including pictures.

#### **5. TECHNICAL SEMINAR COORDINATOR**

##### **A. SELECTION**

The technical seminar coordinator shall be a volunteer member in good standing selected by the Executive Committee and approved with a majority vote of the membership at a regular Chapter business meeting.

##### **B. DUTIES:**

- (1). Select topics and presenters for rally technical sessions.
- (2). Coordinate with President, Wagon Master and Host for scheduling technical session at rallies.
- (3). Preside over technical sessions when present or provide another to preside in his absence.

#### **6. GMC EXECUTIVE COMMITTEE:**

The Executive Committee will consist of:

The President, Vice President, Secretary, Treasurer, National Director, Alternate National Director, Wagon Master, Assistant Wagon Master, Chapter Administrator, the immediate past President and the Technical Seminar Coordinator.