

STANDING RULES

GRANITE STATERS CHAPTER

Standing Rules are an appendix to the Chapter By-Laws. They represent the operating policies and procedures of the chapter.

1. Chapter Standing Rules may be adopted, removed, or revised at the annual business meeting, without prior notice, by a majority vote of the members present at the meeting. [Adopted <date>]
2. On an emergency basis, Chapter Standing Rules may be adopted, removed, or revised by a majority vote of the Executive Board. The action is temporary until the next business meeting. [Adopted <date>]
3. Chapter rallies will be held between the months of April and October. [Revised June 1996]
4. Chapter dues are \$15 for a one-year membership and \$65 for five-year membership. Chapter membership runs June 1st thru May 31st. [Revised Sept 2006]
5. Catered meals at rallies will be a separate, optional cost for members [Adopted Sept 1999]
6. Product and company advertising does not belong in the Chapter's newsletter or on the Chapter's website. [Adopted May 2000]
7. Election of the annual slate of Chapter officers will be done by voice vote. [Adopted June 2003]
8. Two [2] rally co-hosts are exempt from rally fees [Adopted Sept 2003].
9. An amount not to exceed \$500.00 may be used for the celebration of the Granite Staters anniversary (Birthday Bash) at the discretion of that rally's Host. [Adopted June 2006]
10. An amount not to exceed \$200 may be used for the Chapter table at the FMCA Northeast Area Rally [Adopted Sept 2009]
11. An amount not to exceed \$100 may be expended from the treasury to be used at the discretion of the rally hosts. [Adopted Sept 2009]
12. The Membership chair may give out Membership Cards upon request. [Revised May 2011]
13. The Granite Staters will hold one Business Meeting each year. This meeting will be held during the Birthday Bash rally in the Fall and is in compliance with FRVA rules. The Chapter President may call an additional meeting if needed. [Revised Sept 2011]

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14. A donation will be made from the Chapter treasury, in the amount of \$250, in memory of a Chapter member or a Chapter member's deceased child and will be donated to a charity of their choice. [Adopted Sept 2011]
15. The Treasurer shall be responsible for all funds, under the direction of the Executive Board. [Adopted <date>]
 - a) The Treasurer shall maintain a bank account in the name of the Granite Staters FMCA, with two approved signatures, the Treasurer and someone designated by the President.
 - b) All funds received by the Chapter shall be forwarded to the Treasurer and deposited in the bank account.
 - c) The Treasurer shall pay all chapter expenses, upon presentation of a receipt with an explanation. Any expense over \$500 shall be approved by the Executive Board.
 - d) The chapter Treasurer is responsible for filing an electronic IRS Form 990-N e-Postcard annually, within 90 days of the end of the fiscal year.
 - e) The Chapter President shall assure that an annual audit of the chapter financial records is undertaken and reported to membership.
16. The Rally Master shall maintain a detailed accounting, with receipts, of all rally expenses and submit a report to the Treasurer at the end of the rally. [Adopted <date>]
17. The Chapter Secretary shall maintain an accurate roster of membership and report and changes to FRVA Chapter Services before December 31 each year. Chapter members are responsible for reporting any change in address, phone, or email to the Secretary. [Adopted <date>]