



## RVW FreeWheeler's Chapter Bylaws

### ARTICLE I. NAME

The official name of this chapter is the RVW FreeWheeler's, a chapter of RVing Women (RVW), covering Northern California and Northern Nevada.

### ARTICLE II. CHARACTER, PURPOSE AND OBJECTIVES

**Section 1.** This Chapter is a subordinate organization of the nonprofit central organization of RVing Women as defined by the Internal Revenue Service and, as such is subject to the Internal Revenue Code Section 501 (c) (7). Notwithstanding any other provisions of the Articles of Incorporation, the Bylaws of RVW, or the Bylaws of this Chapter, this Chapter shall not carry on any activities not permitted by an organization exempt from federal income tax under Section 501(c)(7) of the Internal Revenue Code.

**Section 2.** The primary purpose of this Chapter is to provide for the social and recreational needs of the members of RVW, including providing education, training and safety information related to the use of recreational vehicles.

### ARTICLE III. MEMBERSHIP AND MEMBERS

**Section 1. Members.** A member is a person who lives in the geographical area covered by the chapter, who completes the chapter application form and who is current in payment of annual dues to RVW.

**Section 2. Rights.** Every member has the right to vote and hold any chapter office.

**Section 3. Termination.** A member may resign membership at any time. A member may be suspended or expelled from Membership for cause. In order to be suspended or expelled, the member must first receive, in writing, a warning by the board member. Should there be a second incident, a member may be suspended or expelled from membership with a 2/3 vote of the Advisory Board.

### ARTICLE IV. OFFICERS AND ADVISORY BOARD AND DUTIES

**Section 1. Officers.** The officers of the chapter shall be a chapter director, secretary/treasurer, and three board members for a total of five.

**Section 2. Term of office.** The term of office shall be one year (from January through December), or until a successor is determined, and there shall be no term limits.

**Section 3. Advisory Board.** The advisory board shall consist of five officers of the chapter.

**Section 4. Duties.** The officers shall perform the duties pertaining to their respective offices and the advisory board may define other such duties. The duties may be outlined in the chapter's organization handbook.

- a) Chapter Director shall.
  - (1) preside at meetings of the Chapter;
  - (2) serve as chair of the advisory board;
  - (3.) perform administrative duties;
  - (4) supervise the activities of the Chapter;
  - (5) authorize expenditures of the Chapter funds after consultation with the Advisory Board;
  - (6) ensure the timely submission of all reports to RVing Women;
  - (7) promote in a reasonable way the interests of the Chapter and the interests of RVing Women;
  - (8) appoint committees as required;
  - (9) see that nominations are made for all offices by the election date; and
  - (10) be the contact person for the RVW Board of Directors.
  
- (b) Secretary/Treasurer shall.
  - (1) keep all the records of the Chapter including an up-to-date membership list and committee reports;
  - (2) prepare and submit any reports required by RVW.
  - (3) ensure the distribution of a newsletter for communication of chapter and RVW activities.
  - (4) maintain the official documents of the Chapter, including Bylaws, Chapter Rules, Rules of Order, correspondence, and minutes of meetings;
  - (5) provide notices of activities, meetings, and elections to all members.
  - (6) collect dues, if any, and be responsible for receiving and disbursing the Chapter funds; if any.
  - (7) balance and reconcile the Chapter bank account(s), if any;
  - (8) prepare financial reports for the Chapter members and to submit to the RVW Board of Directors;
  - (9) submit the annual Chapter Financial Statement to RVW for inclusion in RVW's income tax return; and
  - (10) keep financial records for the chapter and minutes as necessary.
- c) Board members. The board members will handle necessary duties for the operation of the chapter.

**Section 5. Vacancies.** Should the Chapter Director be unable to serve, the RVW Board of Directors must be advised of that fact within thirty (30) days. The advisory board will fill any vacancies on the board until the next election is held.

**Section 6. Notice to RVW Board of Directors of Election of Officers.** After the election of Chapter Officers, the RVW Board of Directors shall be notified within thirty (30) days of the names and contact information of elected officers.

**Section 7. Expenses in behalf of RVW.** No Officer or member of the Chapter shall have the authority to incur expenses in the name of Rving Women without the advance written consent by the RVW Board of Directors.

**Section 8. Replacement of Officer.** The RVW Board of Directors may request that a Chapter replace its Chapter Director or any Officer for reasons of inactivity, negligence, violation of the Chapter Bylaws, violation of RVW's Bylaws, lack of RVW membership, or engaging in activities which jeopardize the Chapter's nonprofit status, or the nonprofit status of RVing Women.

## **ARTICLE VI. MEETINGS**

**Section 1. Annual Meeting; Additional Membership Meetings .** The chapter shall hold a membership meeting each year. Additional membership meetings may be called. The annual meeting may not be held during the RVW Convention. The date and time of any membership meeting will be announced via e-mail at least two months prior to holding the meeting. In addition, notification may be posted on the Chapter's website.

**Section 2. Quorum.** Ten (10) members, including 2 of the 5 elected officers, shall constitute a quorum. A majority vote of members present is necessary to conduct business.

**Section 3. Virtual Meetings.** When determined appropriate by the officers and advisory board, business may be conducted using the chapter's listserv.

**Section 4. Conducting the business** of this Chapter shall be in accordance with Robert's Rules of Order, Newly Revised when such rules are not in conflict with the Chapter Bylaws, RVW's Bylaws, or specific directives from the RVW Board of Directors.

**Section 5. Accurate minutes** must be kept of business conducted at all meetings. Minutes are the only legal record of all meetings, and votes at all meetings shall be recorded.

## **ARTICLE VII. ELECTIONS**

**Section 1.** The chapter shall have a single slate for elections. Members interested in serving as an officer may volunteer and/or members may nominate another member, after receiving the member's permission, to serve. Should there be more members than vacant positions, those individuals will determine who will make up the slate to present to the membership. Should there be any difficulty in determining who will be on the slate, those interested shall resolve the matter by the drawing of lots. The slate will be posted on the listserv. A majority of votes cast is required to approve the slate.

**Section 2.** The new Officers will assume their respective offices in January.

## **ARTICLE VIII: FINANCES, DUES AND ACTIVITY FEES**

The chapter membership shall determine, by an affirmative vote of 55% of the votes cast, if annual dues, activity fees, or special assessment may be levied on members. Members attending the chapter outing will pay camping fees in accordance with the requirement of the camping area.

## **ARTICLE IX. CHAPTER RULES**

Chapter rules: (a) are administrative rules of a semi-permanent nature; (b) say how the chapter functions; (c) need not be lengthy; (d) are established by majority vote of the Advisory Board; and (e) may be amended at any meeting of the chapter or advisory board with a majority vote.

## **ARTICLE X : EMERGENCY ACTION**

In the event that any required action cannot be completed as set forth in the Chapter Bylaws, the RVW Board of Directors may take emergency action for the benefit of the Chapter. Such emergency action shall then be submitted for ratification to the Chapter membership at its next business meeting

## **.ARTICLE XI: AMENDMENTS TO BYLAWS**

**Section 1.** Proposed amendments or revisions, or both, must be submitted for a vote by the Chapter membership prior to being submitted to the RVW Board of Directors for review and to ensure that amendments are not in conflict with the RVW Bylaws, or that amendments do not jeopardize the Chapter's nonprofit status or the nonprofit status of RVing Women.

**Section 2.** All members must be notified of any proposed amendments and be furnished with a ballot to be returned by email or other electronic media as determined by the Advisory Board or by mail or fax if requested by the members.

**Section 3.** These bylaws may be amended by a majority vote of the members participating in the vote at the annual membership meeting or by a majority of votes cast when using the chapter listserve.

**Section 4.** After membership approval, the Chapter Chair shall submit two signed and dated originals of the amended Bylaws to the RVW Board of Directors. The Secretary of the Board will sign and date and return one original for the Chapter records.

## **ARTICLE XII: INDEMNIFICATION**

Each Officer and committee member, while serving as such, shall be indemnified by RVW against any and all claims and liabilities to which she may be subjected because of service, or by reason of any act or omission alleged to have been committed by such Officer or committee member, unless such act is the result of a willful or grossly negligent act or omission on the part of said Officer or committee member.

## **ARTICLE XIII: FISCAL RESPONSIBILITY**

Any Officer, Activity Host, committee member, member, or guest who is handling any type of funds for this Chapter shall keep an accurate account of such funds,

including receipts and disbursements, and shall turn over said funds, with its accompanying reports, to the Treasurer in an expeditious manner.

#### **ARTICLE XIV: DISSOLUTION**

In the event of dissolution of this Chapter, all obligations shall be paid, and any remaining assets shall be sent to RVing Women. RVing Women shall not be liable for any debts incurred by this Chapter. The name of this Chapter shall revert to RVing Women.

Adopted this 27th day of May. 2008

/s/ Jeri Q. McLees  
Chapter Director

/s/ Connie A. Mart  
Chapter Secretary/Treasurer

Approved by RVW Board of Directors. \_\_\_\_\_

Date \_\_\_\_\_