

# **STANDING RULES OF SOUTHEAST AREA MOTOR COACH ASSOCIATION, INC**

## **1. STANDING RULE NO.1**

### **RULE TITLE –PRINCIPAL OFFICE OF THIS ASSOCIATION**

**ADOPTED – November 17, 2004**

**The office of this Association is 16371 Runway Drive, Brooksville, FL 34604, with the mailing address of P.O. Box 15304, Brooksville, FL 34604 (Article II)**

## **2. STANDING RULE NO. 2**

### **RULE TITLE – BUSINESS MEETING**

**ADOPTED November 17, 2004 Amended February 5, 2008**

**The Annual business meeting will be held prior to October 31<sup>st</sup>, at such place designated by the President and approved by the Executive Board. This meeting shall be duly announced sixty (60) days in advance. (Article 6.01A)**

## **3. STANDING RULE NO. 3**

### **RULE TITLE – ELECTIONS – NON COMMITTEE**

**ADOPTED November 17, 2004 Amended February 5, 2008**

- A. The Southeast Area Officers (with exception of the President) shall be elected every two years with an effective date at the close of the Annual Meeting in the election year. The Nominating Committee shall certify by a report to the Executive Board no later than 90 days prior to election, a single or multiple slate of candidates for the Senior Vice President, Regional Vice Presidents, a Secretary and a Treasurer.
- B. Resumes (Printed one side only) shall be mailed 60 days prior to the election to the Board of Directors allowing sufficient time for review. The Tellers shall provide a written report to the Executive Board at the close of the election. The tellers shall consist of the Nominating committee, and their spouses. (Article VI, Section 6.03, 6.04 and Article IX, Section 9.01 & 9.02)

**4. STANDING RULE NO. 4**

**RULE TITLE – ELECTIONS GEOGRAPHICAL REGIONS  
ADOPTED November 17, 2004 Amended February 2009**

The Regions described by Bylaws Article 1, Section 1.02b shall elect Regional Vice Presidents to assist the Area President and to represent member Chapters on the Executive Board as described by Bylaws Article 1, Sections 1.02C. As necessary the Area shall be divided into Regions such that each Region will include no more than 20 Chapters. In this case, the Region will elect a Regional Vice President to represent each region. The regional boundaries will be determined by the Area President and Senior Vice President with the concurrence of the Regional Vice Presidents. Once established, these boundaries will not change except to maintain the 20 – chapter limit. Regional Vice Presidents will be elected at large in each Region and must reside in the Region they represent. Incumbents who are re-elected for a second term will represent the same region previously served.

**5. STANDING RULE NO. 5**

**RULE TITLE – ELECTIONS COMMITTEE**

**A. ELECTION OF THE NOMINATING COMMITTEE**

**ADOPTED November 17, 2004 Amended February 5, 2008**

The Board of Directors shall elect a Nominating Committee by ballot in conjunction with the election of the Executive Officers. The Regional Vice Presidents and Chapters may submit candidates for the Nominating Committee from his/her Region consenting to serve. (See Article VI Section 6.04 and Section IX 9.01 & 9.02)

**6. STANDING RULE NO. 6**

**RULE TITLE – STANDING COMMITTEES**

**ADOPTED November 17, 2004 Amended February 5, 2008**

Standing Committees are those that report to the Executive Board and the Board of Directors and require that body to review and/or approve as appropriate the committee actions. Standing Committees include the Bylaws Committee and other committees as the President may appoint. Their duties are charged by the Bylaws and the Standing Rules. (Article IX & X)

**7. STANDING RULE NO. 7**

**RULE TITLE – DUTIES OF THE AUDIT COMMITTEE  
ADOPTED November 17, 2004**

The Audit committee shall review all checks written, all income received and the supporting documents. All checking account statements and saving/investments shall be reviewed. The Executive Board minutes and budgets shall be reviewed for compliance. The committee must submit a written report to the Executive Board. The report should include what was audited, the time period reviewed and opinions as to the accuracy of the financial records and annual financial statement. The report should include any recommendations for changes to the financial procedure used. (Section 4.02)

**8. STANDING RULE NO. 8**

**RULE TITLE – DUTIES OF THE EXECUTIVE BOARD MEMBERS/OFFICERS  
ADOPTED November 17, 2004 Amended February 5, 2008**

**A. PRESIDENT – The President shall be the chief executive officer of the Association, and shall, in general be subject to the control of the Executive Board and the Board of Directors. He/she shall perform all the duties incidental to his/her office and perform such other duties as may be required by law, by the Articles of Incorporation, or by the bylaws, or which may be assigned to him/her by the Executive Board and/or the Board of Directors. He/she shall staff all RV or RVIA shows in his/her area that have been endorsed by FMCA. He/she shall act as Rally Coordinator for the area rallies held in his/her area. The President, with the approval of the Executive Board, may by resolution authorize any officer or agent of the Association, to enter into any contract or execute and deliver any instrument, in the name of and on behalf of the Association and such authority may be in general or confined to specific instances. (Section 1.02, Section 4.03, Article V)**

**B. THE SENIOR VICE PRESIDENT – The Senior Vice President shall, in the absence or disability of the President, or in the event of his/her refusal to act, perform all the duties of the President relating to Association duties, and when so acting shall have the powers of and be subject to the restrictions of the President. The Senior Vice President assists the President and performs the duties assigned by the President and the Executive Board. The Senior Vice President shall be the Co-Rally coordinator of all SEA Rallies. (Section 1.02D, 1.02E, Article 5 and Article 6)**

- C. THE REGIONAL VICE PRESIDENTS – The Regional Vice Presidents shall perform all duties and directives as designated by the SEA President. They shall represent SEA to the chapters in their area and also represent the chapters in their area to SEA. They shall be responsible for securing volunteers for National Conventions held in the Southeast Area and chair duties as requested by the President of SEA for production of a Southeast Regional Rally. (Section 1.02C, 1.02D, Article 5 and Article 6)**
- D. THE SECRETARY – The Secretary shall keep the minutes of the Annual membership meeting, and meetings of the Board of Directors and the Executive Board ensuring that copies of these minutes are distributed appropriately. He/she shall maintain a record of the Board of Directors and have access to the membership roster of each chapter in the SEA. In general, perform all duties incidental to the office of Secretary, and other such duties as may be required by the bylaws, or assigned by the Board of Directors. The Secretary shall have possession of the Corporate Seal of the SEA. (Article V and Article VI)**
- E. THE TREASURER – The Treasurer shall receive all funds and pay all bills of the Southeast Area under direction of its’ Officers and Directors. He/she will make a financial report at each meeting. He/she will have charge and custody of, and be responsible for, all funds and securities of the Association and deposit all such funds in the name of the Association in such banks, trust companies, or other depositories as approved by the Executive Board and shall render to the Board of Directors whenever they request it, an account of any and all of his/her transactions as Treasurer and the financial condition of the Association. In general, the Treasurer shall perform all duties incidental to the office and such duties as may be required by law, by the Articles of Incorporation, or by the bylaws, or which may be assigned by the Executive Board. He/she shall provide all financial documents of the Southeast Area to be certified by the Audit Committee at the close of each fiscal year. He/she may engage a Certified Public Accountant to prepare tax returns and a financial statement at the close of each fiscal year, with copies to be distributed to the Executive Board, the Audit Committee, and the National Directors when requested. At the expiration of his/her term of office, the Treasurer shall submit his/her records within thirty (30) days for examination to the Audit Committee. He/she shall deliver to the incoming Treasurer all monies, vouchers, books and papers of the Association in his/her custody, with all posting made to date of delivery. (Section 4.02, Article V and Article VI)**

**F. IMMEDIATE SEA PAST PRESIDENT - The Immediate Past President of the Southeast Area shall serve on the Executive Board as an Advisor with NO voting privilege. He/she may perform other duties as requested by the President and the Board of Directors. (Article V and Article VI)**

## **STANDING RULES OF THE SOUTHEAST ARE MOTOR COACH ASSOCIATION, INC.**

- **STANDING RULE NO.1**
- **RULE TITLE – OFFICE OF THIS ASSOCIATION**
- **ADOPTED – November 17, 2004**
  
- **STANDING RULE NO. 2**
- **RULE TITLE – BUSINESS MEETING**
- **ADOPTED November 17, 2004**
- **AMENDED – March 8, 2008**
  
- **STANDING RULE NO. 3**
- **RULE TITLE – ELECTIONS – NON COMMITTEE**
- **ADOPTED November 17, 2004**
- **AMENDED – March 8, 2008**
- 
  
- **STANDING RULE NO. 4**
- **RULE TITLE – ELECTIONS GEOGRAPHICAL REGIONS**
- **ADOPTED November 17, 2004**
  
- **STANDING RULE NO. 5**
- **RULE TITLE – ELECTIONS COMMITTEE**
- **ADOPTED November 17, 2004**
- **AMENDED – March 8, 2008**
- 
  
- **STANDING RULE NO. 6**
- **RULE TITLE – STANDING COMMITTEES**
- **ADOPTED November 17, 2004**
  
- **STANDING RULE NO. 7**
- **RULE TITLE – DUTIES OF THE AUDIT COMMITTEE**
- **ADOPTED November 17, 2004**
  
- **STANDING RULE NO. 8**
- **RULE TITLE – DUTIES OF THE EXECUTIVE BOARD MEMBERS**
- **ADOPTED November 17, 2004**
- **AMENDED – March 8, 2008**