

**ALPINE COACH ASSOCIATION BYLAWS
A CHAPTER OF FAMILY MOTOR COACH ASSOCIATION**

ARTICLE I - CHAPTER NAME

The name of this not-for-profit organization shall be the Alpine Coach Association, Inc., also known as ACA, a Chapter of the Family Motor Coach Association, Inc., hereinafter referred to as ACA and FMCA.

ARTICLE II - OBJECT

1. **PURPOSE:** ACA exists to promote social, recreational, and informational exchange activities that provide for the enjoyment and pleasurable use of family member coaches and promote fun, fellowship and friendship among coach owners.
2. **AREA:** ACA is authorized to function in the International Area.
3. **SCOPE:** ACA will have Members who currently own or previously owned a Motor Coach manufactured Western Recreational Vehicles, Inc., Yakima, WA, also known as WRV.

ARTICLE III - MEMBERS

1. **ELIGIBILITY:** To be eligible for and to maintain membership in ACA, a person must own or have previously owned at least 1/3rd of a Qualifying Motor Coach manufactured by WRV, be in good standing with FMCA, and meet the dues requirement and provisions set forth in the ACA Bylaws. In addition, a coach owner, regardless of coach owned, who also qualifies and is a dues-paying member of FMCA, who has been nominated for membership by an ACA member in good standing will be eligible for membership in ACA.

Membership in ACA shall not be denied any person because of race, sex, religion, color, marital or family status, age, nationality, or disability.

2. The term "Family Unit," is defined as a person; his or her spouse, or partner; dependents of each, regardless of age; non-dependent grandchildren and great-grandchildren aged 18 and under.
3. The term "Membership," is defined as either a family unit or an individual or individuals owning a Qualifying Motor Coach who share a membership number.

A. There shall be two (2) classes of membership:

One class shall be any member who now owns, or has in the past owned, an Alpine Coach, and who is a qualified member of FMCA.

The other class shall be a coach owner, regardless of coach owned, who also qualifies and is a dues-paying member of FMCA who has been nominated for membership by a member in good standing. There shall be a limit of 5% of the total membership annually allowed to apply each year. Each member may continue to be a member so long as they remain in good standing with ACA and FMCA.

4. The term "Member," is defined as each adult who, jointly or individually, constitutes a membership.
5. The term "Qualifying Motor Coach," is defined as a self-propelled, completely self-contained vehicle that contains all the conveniences of a home, including cooking, sleeping, and permanent sanitary facilities, and in

which the driver's area is directly accessible in a walking position from the living quarters. The terms motor coach and motorhome may be used interchangeably.

6. RIGHTS AND LIMITATIONS:

- A. A member must own at least 1/3 interest in a motorhome in order to vote or hold office in ACA.
- B. An individual ACA Member may hold office(s) in only one chapter.
- C. Individual Members may hold no more than two offices within ACA.
- D. Only Members in good standing have the right to hold office within ACA.
- E. No Member shall become vested of any right, title to, or interest in any ACA properties except as required by law.

7. DUES AND FEES:

- A. ANNUAL DUES: Annual payment of ACA and FMCA dues enables persons to become active members and entitled to all rights and privileges of ACA and FMCA. The annual dues for membership in ACA shall be an amount as established by the membership.
- B. RENEWAL: Renewal dues from ACA Members become due and payable December 31.
- C. INITIAL APPLICATION: Application for new membership shall be accompanied by payment of any initiation fees. If an applicant is not currently an FMCA member, dues for membership must be submitted to and accepted by FMCA in order to qualify for membership in ACA.
- D. REINSTATEMENT FEES: Such fees will be set in accord with the Standing Rules of ACA.
- E. ARREARS: Membership will be canceled according to the Standing Rules of ACA.

ARTICLE IV - CHAPTER ADMINISTRATION

- 1. AUTHORITY: ACA shall be democratically self-governed, deriving its existence and authority from the consent of its membership assembled in meeting or, in certain instances, by mail on stated propositions.
- 2. ORGANIZATIONAL YEAR: The ACA fiscal year shall be from January 1 through December 31. The membership year shall commence on July 1 and end on June 30.
- 3. CHAPTER MEETINGS:
 - A. TYPES: The term “meeting” shall include coach rallies, campouts, dinner meetings, and any other gatherings suitable to the function of ACA.
 - B. BUSINESS MEETINGS: ACA must hold at least two (2) business meetings each organizational year at which a quorum is present. Said meetings must be at least 30 days apart and be duly announced 30 days in advance to the membership.
 - C. ANNUAL ELECTION:
 - 1. One of the business meetings shall be an Annual Meeting at which election results are finalized where the voting

Membership has elected ACA officers as follows:

- a. Even numbered years; President, 1st Vice President, Treasurer and National Director.
- b. Odd numbered years; 2nd Vice President, Secretary and Alternate National Director.

2. A ballot listing all the nominees proposed by the Nominating Committee will be mailed to all Members. Members will have 45 days to complete and return the ballot. The ballot shall have a space for a write-in candidate for each office. Standing Rules shall detail procedures for handling ballots.

D. **QUORUM:** A quorum for the transaction of business at any duly-called ACA meeting is 25% of the Chapter family unit memberships or 25 family unit memberships, whichever is less.

E. **VOTING:** Except as specified elsewhere in these Bylaws, a simple majority vote of members in good standing and voting shall be required to approve or disapprove any matter.

ACA has established that voting will be one vote per family unit (one vote per coach).

Balloting by mail may be undertaken when a proposed matter is voted to be of such importance or urgency that a total membership vote is advisable.

F. **PARLIAMENTARY PROCESS:** The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern ACA proceedings to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of FMCA, and the Bylaws of ACA.

4. **MAINTAINING AFFILIATION:** ACA must maintain a minimum of fifteen (15) family unit memberships. The ACA Secretary shall furnish to the National Office of FMCA, no later than December 31st each year, a membership list, a list of ACA officers, and assurance that two (2) business meetings were held.

5. **ANNUAL AUDIT:** An annual audit of the ACA financial books and records shall be undertaken by a committee of Members who are not on the Executive Board and reported to the membership.

6. **APPLICATION OF NATIONAL CONSTITUTION AND BYLAWS:** ACA accepts and agrees that ACA Bylaws shall conform to any mandatory requirements stipulated in the Constitution and Bylaws of FMCA.

ARTICLE V – OFFICERS

1. EXECUTIVE BOARD:

A. The elected officers of ACA shall constitute the Executive Board. There shall not be fewer than five (5) members.

B. The Executive Board shall provide supervision of the affairs of ACA. The Board shall be subject to the Bylaws and Standing Rules of ACA, and none of its actions shall be in conflict with ACA or FMCA Bylaws or Policies and Procedures.

C. No person may be a member of the Board if they have a contract to provide a service to ACA and receive compensation from ACA.

2. DUTIES OF OFFICERS:

A. The duties of elected officers shall be as defined in the ACA Standing Rules and Policies and Procedures Manual and be consistent with the Member and Volunteer Handbook of FMCA.

B. The 1st Vice President presides in the absence of the President. In the event the President and 1st Vice President are not available, the 2nd Vice President will preside.

3. **TERMS OF OFFICE:** The elected officers of this Chapter shall serve a two (2) year term of office, or until their successors are elected. The office of President can be held by one individual for no more than two successive terms.
4. **VACANCIES:** In the event of a permanent vacancy in the office of President, the 1st Vice President shall fill the vacancy of the unexpired term. In the event of a permanent Vice President, Secretary, or Treasurer vacancy, the Executive Board shall fill the vacancy from a slate of nominees presented by the Nominating Committee. Such appointments shall remain in effect for the remainder of the unexpired term. In the event of a permanent vacancy in the office of National Director or Alternate National Director, FMCA Bylaws and Policies and Procedures shall apply.

ARTICLE VI - COMMITTEES

1. **APPOINTMENT:** Committee members and Chairperson (except Nominating Committee) shall be appointed by the President. The President shall insure that the Board is kept advised of committee activities.
2. **DUTIES:** All committees shall function within the policies of ACA and under the direction of the President. The Nominating Committee is an exception as it is not under the direction of the President nor can the President serve on the Committee. Financial reports, vouchers, and monies due the Chapter shall be submitted on a timely basis.
3. **QUORUM:** A quorum shall be a majority of the committee members.

ARTICLE VII – NOMINATING COMMITTEE

1. **COMPOSITION:**
 - A. The Nominating Committee shall consist of not less than three (3) ACA Members in good standing, nominated and elected every other year by the ACA Membership. The election shall be conducted at the fall business meeting.
 - B. Election of an individual to the Nominating Committee shall not prohibit that person from being nominated for elected office.
2. **DUTIES:**
 - A. To select one of its members as Nominating Committee Chairman.
 - B. To nominate candidates for ACA Offices of President, two (2) Vice Presidents, Secretary, Treasurer, National Director, and an Alternate National Director for the new term to be presented for voting by the ACA membership.
 - C. To obtain clear acceptance of the nominees to serve ACA should they be elected.
 - D. The Nominating Committee shall accept nominations for elective office from any Member in good standing for himself/herself or for other Members in good standing.

- E. To make certain that nominated candidates are Members in good standing and qualified under applicable FMCA and ACA Bylaws.
- F. To nominate candidates to fill vacancies that occurs in elected ACA offices.

ARTICLE VIII - AMENDMENT OF BYLAWS

1. **MANDATORY AMENDMENTS:** FMCA Bylaw Amendments applicable to ACA operations shall be automatically adopted by the Chapter and are not subject to a vote by the Chapter membership.
2. **AMENDING PROCEDURE:** These Bylaws may be amended by a 65% affirmative vote by Members present at a duly called meeting, or by ballots cast without a meeting provided prior notice of at least thirty (30) days is given of the proposition(s) to amend.

Any member of the Chapter may propose amendments to the Bylaws.

Approved amendments become effective immediately upon their adoption, or at such time as specified in the amendment.

3. **DISTRIBUTION:** Copies of changes, additions, amendments, or revisions to these Bylaws shall be forwarded to the National Office and to the National Area Vice President.

ARTICLE IX - LIQUIDATION AND DISSOLUTION

In the event of dissolution of ACA, by majority vote of ACA membership, all of the remaining assets of the ACA shall be contributed to the purpose(s) for which ACA is organized, or to a qualified non-profit charity or charities.

As Revised October 13, 2012
As Revised January 21, 2010