

# FREEWHEELERS CHAPTER RULES

## I. ACTIVITIES CHAIR

- A) Elected by the Membership if Board Position, otherwise appointed by the President with approval of the Advisory Board.
- B) Duties
  - 1) Find and secure outing locations.
    - a) Try to schedule at least one outing each month, preferably on the first weekend of the month, depending on availability of campgrounds.
    - b) Deal with park contracts.
    - c) Send a copy of all contracts to the Treasurer.
    - d) Check with the Treasurer about when she will send or has sent deposits to the campground.
    - e) Send the date, location and host email to the Communications Chair.
    - f) Send the date, location and host email to the Newsletter Chair for a “Hold the Date” announcement.
  - 2) Find and secure outing hosts.
    - a) Help the host with any questions about how to host the event.
    - b) Be sure the host follows the hosting guidelines as posted on the FreeWheeler's website.
    - c) Be sure the host charges the correct amount of fees. If the \$2 outing fee is charged, it must be noted that it is included in the Friday and Saturday charges when posting on the registration form.
    - d) Be sure the host has a sample spreadsheet to keep track of attendees, dates, pets, money due, money collected and campsite if known. If the campground sent its spreadsheet for a previous outing, forward it to the host.
  - 3) Get an event description from the host as soon as it is available.
    - a) Send description to Communication Chair.
    - b) Send description to the Newsletter Editor.
  - 4) Get registration info from the host as soon as it is available.
    - a) Discuss the date to open registration with the host.
    - b) Discuss with the host a deadline date allowing for mailing time.
    - c) Send all information to the Communications Chair for website registration, including name and mailing address of person who will collect the money.
  - 5) Help host with any questions about handling registration and money.
  - 6) Get outing narrative and pictures from the host after the event.
    - a) Send narrative and each picture separately to Communications Chair.
    - b) Send to Newsletter Editor.
    - c) Send narrative and each picture separately to RVW Magazine.

- 7) Get financial report from host (See template in Hosting guidelines on our website).
  - a) Amount collected from members and guests.
  - b) Amount paid to park.
  - c) Amount of refunds.
  - d) Expenses (with receipts) not to exceed \$2 per campsite per weekend.
  - e) List of members and guests present at outing.
  - f) Send these reports to the Treasurer.

## **II. BYLAWS COMMITTEE**

- A) Appointed by the President with approval of the Advisory Board.
- B) Duties
  - 1) Review the Bylaws annually.
  - 2) Write amendments as needed for the chapter or required by RVW.
  - 3) Submit amended Bylaws to President for submission to members in accordance with the current Bylaws.

## **III. CARE COMMITTEE**

- A) Appointed by the President with approval of the Advisory Board.
- B) Sends cards to those members who are ill, having surgery, or have suffered a loss.

## **IV. COMMUNICATION CHAIR**

- A) Appointed by the President with approval of the Advisory Board unless a Board Position which requires a membership vote.
- B) Duties
  - 1) Maintain the rvwfreewheelers.org website.
    - a) Upcoming events:
      - i) Event listing – Hold the Date.
      - ii) Event description (when available).
      - iii) Event registration (when the host is ready to start receiving registration forms and money).
    - b) Post past event narratives.
    - c) Post the newsletters.
    - d) Update photos periodically to keep the site fresh.
    - e) Add/update anything that might be helpful to members or potential members in the Help or other pertinent Section.
    - f) Change or add pages to website as requested by the Advisory Board (hosting guidelines, pet etiquette, rules, etc.)
    - g) Post the FreeWheeler Files section of the RVing Women website.
      - i) Newsletters
      - ii) Member Directory

- iii) Annual Meeting Minutes
  - iv) Advisory Board Minutes
  - v) Any files the Advisory Board wishes to share
- 2) Update RVW and RVW Magazine with upcoming events using the form on the RVW website. (This could also be done by the Activities Chair.)
- 3) Monitor Facebook group.
  - a) Approve membership requests.
  - b) Remove those who are no longer members.
- 4) Post FreeWheeler activities and pictures to the public RVing Women Facebook Page to keep it up to date and interesting to potential members. (You need to be an editor of the page to post.)
- 5) Maintain email list of members' email addresses. (This could be done by Membership Chair.)
  - a) Send out announcements as needed on the email list, Facebook Group and/or RVW mail.
  - b) Send ballots to members who will not attend a meeting where voting will take place.
- 6) Utilize email, Facebook and/or RVW to contact FreeWheelers.

## **V. DUES**

- A) Dues are \$5.00 per person a year, beginning in January and ending in December of each year.
- B) Payment of dues must be by check and submitted to the Treasurer.
- C) The Treasurer will notify the Membership Chair of all dues received.
- D) Dues paid by new members joining in November or December of the year shall be applied to the following calendar year.

## **VI. GUN RULES**

- A) Members with a Concealed Carry Permit must comply with the state of California laws.
- B) Members without a Concealed Carry Permit must keep their weapon(s) locked in their rigs at all times.

## **VII. MEMBERSHIP CHAIR**

- A) Elected by the Membership if Board Position, otherwise appointed by the President with approval of the Advisory Board.
- B) Duties
  - 1) Check monthly RVW listing (sent monthly to Membership Chair from RVW) to confirm current membership status.
    - a) If inactive, send a notice to remind them of their expiration date in RVW and that they have 30 days to renew.

- b) If they do not renew in that time period, remind them one more time (10 day notice) and then if no reply, take them off our FreeWheeler roster.
  - c) If possible, contact anyone who does not renew and try to find out why.
  - d) Let Communication Chair know of inactive members so they can remove their names and email addresses off all electronic correspondence rosters.
- 2) The month before a member's expiration date, send a reminder to members to renew their membership in RVW. In some cases, this means giving them the RVW website information or telling them what page the registration form is on in the magazine and how much the fee is.
  - 3) Check monthly RVW list for new members.
    - a) If there is a new member on the RVW list who has not already been contacted by Membership, do so asap.
    - b) If someone wants to be a Freewheeler, they must fill out an application and pay the dues, if any. Sometimes that means telling them to go to our website ([www.rvwfreewheelers.org](http://www.rvwfreewheelers.org)) to fill it out and submit it.
  - 4) Once an application is received:
    - a) Print a copy of the application and put it in a binder.
    - b) Confirm with the Treasurer that dues have been paid.
    - c) Once both RVW and FW dues are paid, inform Communications Chair of the new member with name and email address.
    - d) Put all application information on the FreeWheeler roster in Excel.
    - e) Add their email address to that month's expiration list for their yearly reminder to renew.
    - f) Send out the new roster (via email) to the Communication Chair with appropriate highlight of the new member's information. It is Communications responsibility to post this to the FreeWheeler website at least once a month, unless there has been no activity since the last roster update.
    - g) Send the new roster to the Chapter Secretary.
  - 5) Send new member's name/s and city to the newsletter editor along with a monthly report to be included in the next newsletter.
  - 6) For a new member:
    - a) Make an immediate phone call to welcome them to FreeWheelers. If they do not answer, leave a welcoming message and a phone number where they can contact you if they need further help or information about the chapter.
    - b) Welcome the member on our website and our Facebook page.
    - c) Email a copy of the FreeWheelers directory/roster to the new member along with the Flock Together List (categories of people's interests) with their information on it.
    - d) Send a welcome packet via US mail and include:
      - i) Welcome letter

- ii) Donations letter
  - iii) Information about the Chapter newsletter
  - iv) Website information
  - v) Information about how to register on line for an outing
- 7) For a member's first outing:
- a) Make them a FreeWheeler name tag with name, city and state.
  - b) Make them a FreeWheeler sign for their rig with their name/s and pet/s names (you may want to give them the name tag/s and sign before the Meet and Greet if they arrive on Thursday.)
  - c) Introduce them at the Meet and Greet on Friday night. Have them tell three things about themselves. Give them a set of beads with their name tags to wear during the weekend and the rig sign.
  - d) Remind all members to introduce themselves and make the new members feel welcomed.
  - e) At the outing, contact each new member at least two times to see how they are doing and if they have any questions/concerns.
    - i) If you want to, you may drop them a note/email AFTER the outing to let them know how happy we were that they came and hope to see them again real soon.
- 8) For a guest's first outing:
- a) Make them a Guest name tag.
  - b) Introduce them at the Meet and Greet on Friday night. Have them tell three things about themselves. Give them a set of beads with their name tags to wear during the weekend.
  - c) Remind all members to introduce themselves and make the guests feel welcomed.
  - d) At the outing, contact each guest at least two times to see how they are doing and if they have any questions/concerns.
    - i) If you want to, you may drop them a note/email AFTER the outing to let them know how happy we were that they came and hope to see them again real soon.
- 9) Order new name tag holders, beads, paper, and sheet protectors as needed.
- 10) In December of each year remind members to pay annual dues which are due in January.
- 11) Follow up with members who have not paid dues.
- 12) Update membership roster and inform Communications Chair if someone is no longer a member.
- 13) Track all expenses and send a "Request for Payment" form with the corresponding receipts to the Treasurer once a quarter.

- 14) Keep all letters, lists, directory, Flock Together and any correspondence/information sent to new members/members/guests in a folder on your computer. This is passed from retiring Membership Chair to the new Membership Chair.
- 15) At the annual business meeting, give a report with the number of new members since the last annual meeting, how many have not renewed and the reason if given, and the total number of members.

#### **VIII. NEWSLETTER CHAIR COMMITTEE**

A) Appointed by the President with approval of the Advisory Board.

B) Duties

- 1) Send an email to the Advisory Board with the deadline for their submissions for the next monthly issue.
- 2) Have Communications Chair send a group email to all members for submissions.
- 3) Contact host of any outing held in the past month for their article and photos. If the host does not have photos, ask her to reach out to other members for them.
- 4) Using the Word template, prepare the document and send it to the Advisory Board for review.
- 5) Prepare a PDF of the finalized document and send it to the Communications Chair for publication.

#### **IX. NOMINATING COMMITTEE**

A) Volunteers voted on by the membership for approval.

B) Duties

- 1) Committee searched for candidates for the elected offices.
- 2) Passes out a printed job description to those interested in running for an office.
- 3) Provides a report to the Advisory Board of candidates for each open office.
- 4) Provides the list of candidates to the Communication Chair who will notify the membership 30 days before the election.
- 5) If a ballot vote is taken, the committee will tally all votes and report the result to the membership.

#### **X. SPECIAL ASSESSMENTS**

- A) Outing hosts can charge \$2.00 per weekend per campsite to cover out of pocket expenses. Receipts must be kept. Any surplus funds must be sent to the Treasurer with the Outing Financial Report.
- B) The outing announcement should mention the \$2 assessment if it is included in the fees.

RVW Bylaws Committee approval date June 18, 2019,

*Dorene L. Thomas, RVW national Bylaws Committee Chair*

FreeWheeler's Chapter Rules