

**ROYALE COACH CLUB
(DUTIES OF OFFICERS)**

President:

1. The President shall be the principal Executive Officer of The Chapter and subject to the control of the Board of Directors. He or she shall in general supervise and control all of the business and affairs of The Chapter.
2. The President shall, when present, preside at all meetings of the membership and the Board of Directors.
3. The President appoints the members of all Chapter Committees, except the Nominating Committee, and is an exofficio voting member of all appointive committees.
4. The President may sign, with the Secretary or any other officer authorized by the Board of Directors, deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed except in cases where the signing or execution thereof shall be expressly delegated by the Board or by these Bylaws or State Statute to some other Board member or Agent of The Chapter.
5. Prepare Agenda for Directors and Chapter Meetings.
6. The President shall prepare the annual club calendar outlining the clubs functions for the coming year.
7. The Chapter President may request a prize package from FMCA, which is available once a year to each Chapter. Orders must be made 6 to 12 weeks in advance of the first day of the rally.
8. The President, in general, shall perform all duties incident to the officer of President and such other duties as may be prescribed by the Board from time to time.

First Vice-President:

1. In the absence of the President or in the event of his or her inability or refusal to act, the First Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions upon the President.
2. The First Vice-President will be responsible for obtaining the meeting (rally) sites for the succeeding fiscal year in conjunction with the respective rally masters, and to contract for services as deemed necessary.
3. The First Vice-President shall perform such other duties as from time to time may be assigned either by the President or by the Board.

Second Vice-President:

1. In the absence of the First Vice-President or in the event of his or her inability or refusal to act, the Second Vice-President shall perform those duties, and when so acting shall have all the powers of and be subject to all the restrictions upon the First Vice-President.
2. The Second Vice-President will be responsible for ensuring that all the arrangements for the scheduled Chapter meetings have been made and that the site contracts for services have been fulfilled.
3. The Second Vice-President has the responsibility for assisting Rally Wagon Masters, and ensuring that each Chapter Wagon Master is well informed of arrangements previously made, for advising the Wagon Masters when policy matters are involved, and for being available to the Wagon Master when needed to help make The Chapter meeting a success.
4. The Second Vice-President shall be responsible for ensuring that each Chapter Wagon master obtains a copy of the Wagon Master's Guide to assist in planning The Chapter Meeting.
5. The Second Vice-President is responsible for making sure the necessary form for rally insurance with FMCA is completed and sent to FMCA no less than thirty days prior to the beginning of the rally.
6. The Second Vice-President shall be responsible for Wagon Master THANK YOU gift for hosting the rally for our club.
7. The Second Vice-President shall perform such other duties as from time to time may be assigned either by the President or by the Board.

Secretary:

1. The Secretary shall record in The Chapter Minutes Book the proceedings of all Chapter meetings of the membership and the Board of Directors. These signed minutes shall be read and approved at the next meeting, unless said reading is waived by a majority vote. The minutes of all meetings are to be kept available in the event a member of The Chapter desires to read them.
2. The Secretary shall keep accurate and up-to-date records of The Chapter members, and forward to the FMCA National Office a membership list of the members along with their FMCA numbers by December 31st of each year.
3. The Secretary shall forward a list of the Board of Directors listing their elected office and FMCA number by December 31st of each year.
4. The Secretary shall promptly report, in writing, to FMCA National Office, the results of any election of Chapter Officers, Directors, National Director or Alternate National Director. This report shall include addresses and telephone numbers of each person elected.
5. The Secretary shall certify to FMCA that at least two business meetings took place during the fiscal year. Deadline is December 31st of each year.
6. The Secretary will maintain and update Bylaws as changes are voted in, this could be in the form of a Standing Rule.
7. The Secretary shall compile all information needed for the Royale Coach Club Directory including printing and mailing to its members.
8. The Secretary will be the custodian of the corporate records.
9. The Secretary shall be responsible for providing newly elected Officers with a file including the following: Club Bylaws, Standing rules, Officers Duty List, Membership Directory.
10. The Secretary shall in general perform all duties incident to the office of the secretary and such other duties as may be assigned by the President or by the Board of Directors.

Treasurer:

1. The Treasurer receives, safeguards, and holds all Chapter funds in the name of The Chapter and in the capacity as its trustee and fiscal agent.
2. The Treasurer keeps accurate accounts of all fiscal transactions and renders a Treasurer's Report which is distributed to each Board member, as well as giving a verbal report to the membership at each business meeting. In addition to the above, the Treasurer shall send a report to absent Board members.
3. The Treasurer disburses Chapter funds only for authorized Chapter purposes and only in accordance with The Chapter's Bylaws. The Board of Directors is responsible for stipulating the amount of Chapter funds, which may be disbursed by the Treasurer.
4. The Treasurer will be responsible for the processing of new members, and collection of membership dues.
5. The Treasurer will be responsible for providing the Secretary with membership information required for the annual Club Directory.
6. The Treasurer will be responsible for obtaining the IRS Form 990, "Return of Organization Exempt from Income Tax" and the submission of the Form 990 to the Internal Revenue Service in Austin on or before the 15th day of the Fifth month after the Chapter's Fiscal year end.
7. The Board of Directors shall require the Treasurer, to submit all financial records for an audit at the end of the fiscal year. This report is due to the President by the 31st of January.
8. The Treasurer may be required, by the Board of Directors to give bond for the faithful performance of his or her duties, conditioned as provided by the Board, and in the event such bond is required, the premium shall be paid by The Chapter.

FMCA National Director:

1. Attend all Governing Board meetings of the FMCA and report back to The Chapter, keeping the Chapter informed of items pertaining to National FMCA.

FMCA-Alternate National Director:

1. The Alternate National Director should attend all Governing Board meetings of the FMCA in the Absence of the Chapter National Director and report back to The Chapter, keeping the Chapter informed of items pertaining to National FMCA.