

FMCA CHAPTER: HABITAT FOR HUMANITY[®]

STANDING RULES

Approved AUGUST 16, 2001; amended March 18, 2004 (*)

1. * The Chapter shall hold two (2) business meetings annually in conjunction with the Winter and Summer FMCA International Conventions. They will be scheduled through the convention personnel at FMCA headquarters. The winter meeting shall be the annual meeting. Elections shall be held at the annual meeting.
2. * No officer may serve more than four (4) years in the same office and must have participated in a Habitat house build to be eligible to serve as an officer.
3. * Chapter Officers and duties shall be the following:
 - President - Presides over Chapter meetings. Makes committee assignments. Assures that duties of all other officers are performed. (As defined by FMCA)
 - 1st Vice President - Build Coordinator - Works with the HFHI RV Care-A-Vanner desk to arrange for local affiliates to host Chapter builds and pre-plans builds with affiliates. Selects and supports team leaders. Updates Team Leader Guidelines and Worksite Safety Guidelines as needed. Conducts Team Leader workshop. (Defined by Chapter)
 - 2nd Vice President - Membership - Coordinates booth at FMCA International Conventions. Solicits volunteers to represent the Chapter at area rallies as needed (e.g., present seminar, occasionally staff booth) and arranges for materials. Follows up on lapsed members. Updates Chapter brochure. (Defined by Chapter)
 - 3rd Vice President - Communications - Edits quarterly Chapter newsletter. Keeps the Webmaster current so that news and events can be posted in a timely manner. (Defined by Chapter)
 - Secretary - Notifies FMCA of officer and membership changes. Certifies Chapter to FMCA annually. Verifies Chapter representatives for annual governing board meeting. Records minutes at Chapter meetings. Keeps Chapter records. (Defined by FMCA)
 - Maintains Chapter membership database and notifies HFHI RV desk of changes. Sends member welcome packages and dues notices. Acknowledges donations. (Defined by Chapter; some duties may be performed by treasurer at the agreement of incumbents)
 - Treasurer - Receives Chapter funds. Keeps Chapter financial records. Disburses Chapter funds. Ensures the annual audit is performed. (Defined by FMCA) Monitors build fund at HFHI. (Defined by Chapter)
 - National Director - Represents the Chapter as defined by FMCA.
 - Alternate National Director - Fills in for the National Director as defined by FMCA.
4. Annual Chapter Dues are \$15 per Family Unit. Beginning with the 2002 calendar year, members may elect to pay \$25 for two years of membership dues.
5. A Build Participation fee of \$25 per person per two-week build will be collected by the team leader(s) to cover administrative costs and such group food expenses during the build as may be appropriate. At the team leader's discretion, this amount may be

decreased for shorter builds. The build team will vote to refund unused funds to participants or donate them to the Chapter or the hosting affiliate.

6. New members joining the Chapter and paying their dues at the Summer FMCA Convention or later in the year, will be considered as paid up for the following year or years if the two year membership is paid.

7. Members are strongly encouraged to participate in Chapter Builds, which occur throughout the year in conjunction with FMCA International Conventions and various FMCA Area Rallies. However, it is not only our time and talents HFH needs, but also our dollar donations.

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