



ESCAPEES CHAPTER #8 MEXICAN CONNECTION

STANDING RULES

(as amended 14 February 2015)

1. **DUES.** The dues shall be \$6.00 per member per year [or fraction of a year] to be paid by May 1 of each year.
2. **SECRETARY/TREASURER.** The offices of Secretary and Treasurer may, at the Board's discretion, be combined into one office of the Secretary/Treasurer.
3. **OFFICERS AND THE EXECUTIVE BOARD.** Either one or two people may be elected to hold the same office but shall have only one vote on the Executive Board.
4. **REVIEW OF CHAPTER FINANCIAL RECORDS.**
 - a. A review of the Chapter's financial records shall be conducted annually. The person or persons conducting the review shall not be an officer of the Chapter. The review shall take place not later than July 1 annually. The results shall be reported to the Executive Board and published in the Summer Chapter Newsletter.
 - b. The Chapter 8 Fiscal Year shall be from May 1- April 30.
 - c. When there is a change of Treasurers, there shall be an internal audit done before the books are turned over. The President and outgoing Treasurer, in consultation, will appoint the auditors. Audit is to be completed no later than July 1 and published in the Summer Chapter Newsletter.
 - d. If Treasurer is not able to connect with 2 Escapade members to perform the audit, as described in the Escapades Treasurer Handbook, within a reasonable time, the audit can be done at the Escapade, by giving the financial information to a representative of the Treasurer who will be attending the Escapade or by mailing the information to the Chapter Directors who will then perform the audit.
5. **RALLIES.** Rallies will be held in Mexico.
6. **RALLY FINANCIAL COORDINATION.** The First Vice President/Wagonmaster and the Treasurer shall have a close working relationship in all aspects of Rally finances, as well as registration and cancellation lists. The First Vice President/Wagonmaster shall inform Treasurer by e-mail, telephone or regular mail, in a timely fashion, of all Rally related deposits and withdrawals on the official Chapter 8 bank account, which will be the ONLY bank account to be used for any Chapter 8 financial transactions.
7. **RALLY ATTENDANCE.** Only members of Escapees RV Club, Inc. and guests may attend Rallies. A current Escapade membership number must be presented at the time of registration for a Rally.
8. **REGISTRATION AND RALLY FEES.** Registration and Rally fees are proposed by the Wagonmaster. The Registration and Rally Fees shall be established by the Board after the Wagonmaster submits a proposed budget used to calculate these fees. If a registrant cancels, the per-person Registration fee is non-refundable. This does not affect the Rally fees that vary year to year depending on number of overnight stops, and amounts of all activities included.
9. **SECOND AND THIRD VICE PRESIDENT.**
 - a. The positions of Second Vice President and Third Vice President have been created to allow for Rally location planning in the years beyond the Rally the First Vice President/Wagonmaster is working on.
 - b. The 2nd and 3rd Vice Presidents will present their respective Rally locations and plans to the membership for a vote at the Annual Rally General Membership Meeting held during the previous year's rally.
 - c. The 2nd and 3rd Vice-Presidents can be the Assistant Wagonmasters (if willing). This will allow the upcoming Wagonmasters to get experience in planning and running a Rally.

10. **FUEL COST REIMBURSEMENT FOR WAGONMASTERS.** With the approval of the Board, the First VP/Wagonmaster, or his/her designated representative, shall have their fuel costs in Mexico reimbursed for up to TWO scouting trips to the Rally site up to the amount established annually by the Board and upon presentation of expense documentation (receipts) to the Treasurer. Additional reimbursement for other scouting trip expenses may be authorized by the Board. In addition, in recognition of the costs incurred by the Wagonmaster in scouting trips, the Wagonmaster may register for his/her Rally at no charge. An Asst. Wagonmaster (if any) may pay ½ Rally and registration fees.

11. **ESCAPADE REIMBURSEMENT.** The Chapter 8 member designated to be Chapter 8's representative on Chapter Row at an Escapees RV Club, Inc. Escapee, will be reimbursed for their fees, plus up to \$300.00 for miscellaneous expenses necessary to represent Chapter 8.

12. **CHARITABLE CONTRIBUTIONS.** Monetary charitable contributions will not be disbursed without the vote of the Chapter 8 members present at the annual Rally. This may require a short Special Member Meeting called early in a Rally in order to disburse funds, particularly as the Rally passes an area where it will not return later in the Rally. In-kind charitable contributions may be distributed at any time during the Rally without vote as the Charity Committee sees fit.

13. **CHARITY COMMITTEE.**

- a. Purpose: The Charity Committee will receive and review proposals for charitable assistance coming to Chapter 8, the Mexican Connection, and will make recommendations for distribution of monies contributed at the Rally to the assembled Rally attendees at the Chapter 8 Annual Meeting.
- b. Composure of Committee: The Charity Committee shall be composed of 3 members in good standing, one of whom shall be appointed as Committee Chair, plus the President and the Treasurer of the Chapter. All members shall have one vote. Since attendance of any member at a Rally is unpredictable, the three members shall be chosen by the President, or presiding officer, in consultation with the Wagonmaster, from the attendees of the current Rally. At least one Committee member should not have served on the Charity Committee in the past 2 years. The appointed Charity Committee Chair, not a Chapter 8 officer, shall preside at all Charity Committee meetings. If possible, one of the Committee members should be a first time Rally attendee, who is interested in serving on the Committee.
- c. Procedure of the Committee: The Treasurer will present a specific report to the Board at the beginning of each annual Rally summarizing the amount of leftover Rally funds, if any, or designated Charity monies unspent from the previous year's Rally, along with the charity amount contributed with current Rally registrations and any other cash donations received and report these numbers to the Board at a meeting to be held at the Rally rendezvous point in the US. The Executive Board shall determine the amount of monies, if any, from the existing Chapter funds, that are available for use by the Charity Committee. All donations received with current year's Rally registration and donations received during the current Rally are available for distribution by the Committee. A Charity Committee member may write a written request to the Committee on behalf of the potential charity recipient institution. The Committee shall carefully measure the merits of each request and assign recommended assistance. The Committee shall also be empowered to reject any request, which does not match the spirit of the Chapter's charter and purpose and these guidelines.
- d. Resources available to the Charity Committee should be distributed only in the general geographical area in Mexico in which the current year's Rally is held, enabling Rally attendees, who have made the contributions, to see firsthand the needs of the people we are attempting to help and the impact their generosity can have. In addition, Charity Committee members should investigate all requests so that they will have in depth knowledge of how these resources will be used thus ensuring their best and highest usage. The hope is to enrich Rally attendees travel experiences in Mexico and encourage their further participation in other worthwhile charitable efforts in Mexico.
- e. Chapter 8 monetary charity resources should not be given for the sole usage of an individual. Our resources should be allocated to ensure that we are able to help the greatest number of people. Monetary resources should be distributed only to established organizations such as, but not limited to: schools, orphanages, hospitals and clinics, which demonstrate a clear need for Chapter 8's help and have a proven record of using donations efficiently and honestly. The Committee's goal is to donate resources where they appear to be most needed.

- f. A written record of the Charity Committee's recommendations and final action taken at the Annual Meeting, along with copies of the written requests for assistance, whether recommended or not recommended by the Charity Committee, shall be retained with the records of the Charity Committee and by the Secretary of Chapter 8.
- g. Disbursement of Charity Funds Received During a Rally. Charity Committee Funds received with each Rally's registration specified for charity and all monies donated during the Rally must be spent on that year's Rally Charity disbursements. An additional amount for Escapees CARE may be proposed by the Charity Committee and approved by the members.
- h. Silent and/or Live Auctions, along with other charity fundraising efforts may be held.

14. **RALLY FINANCIAL REPORT:** At the conclusion of each annual Rally and after the General Membership meeting, the Board will meet to review the Rally and receive a tentative Financial Report from the Treasurer summarizing the income and expenses of the Rally, the Charity monies received and spent and any other business necessary. The Board will establish a carryover amount of excess Rally funds, if any, for Charity monies available for the next annual Rally.

15. **E-BOARD MEETINGS:** The Board may hold periodic e-Board Meetings as necessary. The President will send out an email with a Call to an e-Board Meeting, an agenda of items to be discussed, call for additional motions, a time line for discussion and finally a deadline when e-votes must be received by the President, who will then compile the votes and announce the results to the Board. Also, at any time, upon the request of two Board members to consider a specific issue(s), the President will call an e-Board Meeting. The President will transmit to the Secretary for the Chapter Board minutes, the motion(s) voted on, rationale changes and the results of each vote. Votes may also be taken by telephone.

16. **STANDING RULES AMENDMENTS:** These Standing Rules may be adopted, amended, revised or repealed upon an endorsement of the Board and a majority vote of the Chapter 8 Members present at a Special or Annual Membership Meeting during the annual Rally to Mexico or any other official Chapter 8 event.