STANDING RULES
of the
EASTERN AREA MOTORHOME ASSOCIATION, INC.
of the Family Motor Coach Association, Inc.
Operating as the Family RV Association

Adopted October 9, 1999
Revised May 5, 2007
Revised June 7, 2008
Revised June 6, 2009
Revised January 1, 2017
Revised November 19, 2026

1. OFFICERS

1.1. The duties of the Eastern Area Motorhome Association (EAMA) Officers include, but are not limited to the following:

PRESIDENT

The President shall be the chief executive officer of EAMA, and shall, in general, be subject to the control of the Executive Board and the Board of Directors. He/She shall supervise and control all the business affairs of EAMA. He/She shall perform all duties of his/her office and such duties as may be required by Law, by the Articles of Incorporation, or by the Bylaws of this Association, or which may be assigned to him/her from time to time by the Executive Board and/or Board of Directors. The President organizes and conducts the Area Rally. The President authorizes the Treasurer to disperse funds for allowable expenses. He/She may be one of the signatories for withdrawal of funds from Association financial account.

Rationale: Language updated for consistency with other Officer duty descriptions. Clarifies the duties of the President regarding management of Area funds. (11/19/2026)

SENIOR VICE PRESIDENT

The Senior Vice President shall, in the absence or disability of the President, or in the event of his/her refusal to act, perform all the duties of the President relating to EAMA duties. When so acting, he/she shall have the powers of and be subject to the restrictions of the President. The Senior Vice President shall assist the President and shall perform the duties assigned by the President, the Executive Board, and/or the Board of Directors. The Senior Vice President, with the assistance of the Executive Board, shall assist and be responsible for providing financial planning and support for the Eastern Area. He/She may authorize the Treasurer to disperse funds when the President is absent, and to the Area President when necessary. The Senior Vice President shall assist the Rally Master of the Area Rally primarily with financial control and allocation. He/She shall also assist in the overall planning of Area Rallies, including the identification and evaluation of proposed rally sites within the Eastern Area. In the absence of the President and Senior Vice President, or their refusal to act, an officer appointed by the Executive Board shall perform all the duties described herein.

Rationale: Expands the duties of the Senior Vice President to assist the President with the business affairs of EAMA and provides a mechanism to approve reimbursement requests made by the Area President. (11/19/2026)

REGIONAL VICE PRESIDENT(S)

The President may designate geographical regions within the Eastern Area, within which EAMA may establish a Regional Vice President. The purposes of the Regional Vice President(s) to each region are to perform all duties and directives as designated by the President. the Executive Board and/or Board of Directors. He/She shall assist the President by representing EAMA to the Chapters in his/her region and representing the Chapters in his/her region to EAMA. To the extent possible, he/she shall visit each Chapter in their Region once during their term. The Regional Vice President(s) shall assist in the formation of new Chapters and assist Chapters in recruiting new members. They shall be responsible for securing volunteers for National Conventions held in the Eastern Area, chairing duties as required by the President, and for overall planning, including potential site identification and evaluation for Eastern Area rallies. He/She performs other duties to assist Executive Board and Governing Board Officers when requested. In the absence of the Regional Vice President(s), or their refusal to act, an officer appointed by the Executive Board shall perform all the duties described herein.

Rationale: Conforms with change to Bylaws to not specify the number of Regional Vice Presidents. (05/07) Expands and clarifies the duties of the Regional Vice President(s) for Chapter outreach and member recruitment. (11/19/2026)

TREASURER

The Treasurer shall perform all duties of the office, as designated by the Executive Board and/or Board of Directors, as required by law, the Articles of Incorporation or the Bylaws of this Association. The Treasurer accounts for all Association funds by maintaining records of financial information and provides required information and reports to meet government regulations. He/She shall receive all funds and pay all bills of EAMA under the direction of its officers and directors. The Treasurer shall serve as the primary signatory for withdrawal of funds from Association financial accounts. The Treasurer shall make a financial report at each Annual meeting. He/She shall render to the President, Executive Board, or Board of Directors, whenever it is requested, an account of all transactions made and the financial conditions of EAMA. In the absence of the Treasurer, or his/her refusal to act, an officer appointed by the Executive Board shall perform all of the duties described herein.

Rationale: These ideas are now covered in more detail in Section 4. Financial. (05/07) Clarifies the duties and responsibilities of the Treasurer for maintaining records, reporting and funds disbursements. (11/19/2026)

SECRETARY

The Secretary shall Perform all duties of the office, and such duties as may be required by the Bylaws of the Association, or which may be assigned by the President, Executive Board and/or Board of Directors. The Secretary shall keep the minutes of meetings and shall maintain a record of the Executive Board Officers and the membership of the Board of Directors. The Secretary shall send the minutes of the annual meeting to the Executive Board for their review and approval within

fourteen (14) days of the meeting. He/She will then distribute the minutes to the Board of Directors within thirty (30) days of the meeting by e-mail or (for those without e-mail availability) by U.S. Mail. He/She shall be responsible for notifying Chapter Presidents of the annual meeting thirty (30) days before the meeting and request the name of the person who will be representing their Chapter to be reported back to her/him within seven (7) days of the meeting. He/She shall accept proxies from the Chapters, shall be custodian of permanent records of EAMA, and shall be responsible for correspondence from the Association. The Secretary shall be responsible for notifying Family RV Association (FRVA) of any changes to the Association's Bylaws and providing a copy of the revised Bylaws. He/She ensures all members of the Board of Directors of the Eastern Area have access to the Bylaws and Standing Rules. In the absence of the Secretary, or his/her refusal to act, an officer appointed by the Executive Board shall perform all the duties described herein.

Rationale: Clarifies the duties of the Secretary. (11/19/2026)

1.2. The President shall take office in accordance with FRVA Bylaws. The other officers will take office on the first day after the end of the second full month following their election.

Rationale: Currently when the election is in October, the officers take office on the 1st of January. This provides time for the outgoing Secretary and Treasurer to complete their work. This is particularly important for the Treasurer when the election is held during GEAR. This change in the Bylaws/Standing Rules does not change the date that officers take office when the election is in October. However, when the election is some other time of the year, this change keeps the date to take office at a reasonable time.

1.3. Officers, except for the EAMA President, will be elected by the Board of Directors in accordance with EAMA Bylaw Article VII, Section 1. All FRVA members within the Eastern Area will be eligible to run for election. Current Officers may run for re-election. The Board of Directors will vote to appoint/extend each Officer position with an upcoming end date during the Annual Meeting.

Rationale: New. Strengthens the need to hold an election for every officer position nearing the end of each 2-year term. (11/19/2026)

2. EXECUTIVE BOARD

In accordance with the EAMA Bylaws the Executive Board shall have general supervision of the affairs of the Association between business meetings (Article Il, Section 4). The Executive Board shall have the authority to act on ordinary matters requiring attention or in the event of unusual or emergency situations. Therefore, the Executive Board shall act for the Board of Directors between their meetings particularly regarding the budget, fiscal oversight, bylaws, standing rules, and the Great Eastern Area Rally (GEAR).

Rationale: Aligns with changes made to EAMA Bylaws made in 2024 and defines on the scope of Executive Board authorities similar to FRVA language. (11/19/2026)

2.1. In accordance with the EAMA Bylaws the Executive Board shall:

2.1.1. Assist the President in the identification and approval of properly reimbursable expenses (Bylaw Article IV, Section 3.).

Rationale: Aligns to changes made to EAMA Bylaws made in 2024. (11/19/2026)

2.1.2. Approve the President's choice of the date and location of the Annual meeting (Bylaw Article VI, Section 2.).

Rationale: Aligns to changes made to EAMA Bylaws made in 2017. (11/19/2026)

2.1.3. Approve use of email or electronic ballot by the Board of Directors when necessary (Bylaw Article VII, Section 4.).

2.2. In accordance with these Standing Rules the Executive Board shall:

2.2.1. Appoint one of the Executive Board officers elected by the Board of Directors to replace any officer (other than the President) who cannot perform his/her duties until such time as a permanent replacement can be elected.

2.2.2. Approve all investments of idle funds proposed by the Treasurer other than funds allocated to checking accounts, Certificates of Deposit (CD), money markets or Treasury Bills. (See paragraph 4.2.)

2.3. The Executive Board and such other members as appointed by the President shall act as a standing committee for Long Range Planning and shall comply with the requirements for committees in Article X, Section 3 of the EAMA Bylaws.

Rationale: Specifically, in Standing Rule 1. it is stated that, "The President shall supervise and control all of the business affairs of EAMA. He/She shall perform all duties to his/her office, or which may be assigned to him/her from time to time by the Executive Board and/or Board of Directors. The Board of Directors typically meets once a year and this only allows them to provide policy for the business affairs of EAMA except for special situations such as selecting the month that GEAR shall be held. The Executive Board normally meets twice a year except that it is possible that they may meet electronically in the future and in any group small enough that they can communicate/vote by phone or e-mail if necessary. EAMA needs to do more long-range planning than it has in the past. The EAVP in office in 2007 has requested that the Executive Board be tasked to do this work. The Executive Board is a group of active members that are normally involved with EAMA for an extended period. They are a logical group to do long range planning with the EAVP.

2.4. Membership/Voting. In accordance with the EAMA Bylaws, the members of the Executive Board shall consist of the President, Senior Vice President, Regional Vice Presidents, Secretary, Treasurer and the Immediate Past President. A simple majority of the eligible voting members of the Executive Board shall be required to approve of any matter.

Rationale: Follows a change made by the Governing Board for FRVA's Immediate Past President in 2008 to have no vote at FRVA's Executive Board. The current system inhibits new initiatives for the incoming EAVP. (06/08) Changes to the EAMA Bylaws, Article II, Section 1 in 2024 state the Immediate Past President and Treasurer are non-voting advisors. Should these positions be modified in the future broader references to eligible voting members precludes the need to revise the standing rules. (11/19/2026)

3. Materials Management. The physical assets of the Association consist primarily of a supply trailer, and various materials and supplies used in the production of Area rallies. The EAMA trailer contains most of the miscellaneous assets of the Association, except for electronic equipment.

Rationale: Eliminates the need to update standing rules if a new trailer is purchased. (11/19/2026)

3.1. The President shall have ultimate responsibility for all assets, including the trailer and its contents, and shall make decisions regarding asset storage and disposal whenever appropriate.

3.2. The Secretary shall retain all trailer title and insurance documents, except for the vehicle registration card. The registration card must remain physically with the trailer, since it may be required to show to law enforcement officers during transportation of the vehicle. A description of the insurance policies with information needed by whoever is towing the trailer shall also be maintained in the trailer with the registration card by the GEAR Equipment and Supplies Chair(s).

3.3. The EAMA President shall be responsible for the physical upkeep, repair, transportation and storage of the trailer; for the distribution and reclamation of supplies at Area rallies; for maintenance of accurate inventories of trailer contents and for the reporting of such inventories following each rally and at GEAR planning sessions. Inventory reports shall be provided to each elected officer, GEAR Rally Master, and to GEAR committee chairs. The GEAR Facilities Chair(s) shall work in close conjunction with the Rally Master on all rally-related supply functions.

3.4. GEAR Committee chairs shall determine what materials and supplies will be required for its upcoming events. No purchases shall be made by individual Committee Chairs without prior written approval by the EAMA President or the Rally Master. Following each rally, committee chairs shall return remaining supplies, boxed (if appropriate) and ready for storage, to the GEAR Facilities Chair(s) along with a written inventory of items being returned.

Rationale: Updated to reflect changes to paragraph 4.4. Reimbursements. (11/19/2026)

3.5. The Treasurer shall reimburse for purchased materials and supplies as specified in section 4.4 Reimbursements.

Rationale for all of Section 3: This addition establishes the general procedures for the purchase, care, and storage of materials owned by EAMA. It includes establishing who will hold the title for the trailer. (05/07)

4. Financial. In accordance with Standing Rule 1, the Treasurer receives, safeguards, and holds all EAMA funds in the name of the Association as its trustee and fiscal agent. He/She keeps accurate accounts of all EAMA funds and disburses such funds only for authorized EAMA purposes in accordance with these Standing Rules. Rally attendees who cancel Rally attendance will be refunded the appropriate fee(s) within 45 days of cancelling.

Rationale: Required by FRVA. (05/07) Duties of Officers are specified in Standing rules only. (11/19/2026)

4.1. Bank Selection. The Treasurer shall use a bank(s) for holding EAMA funds which is FDIC approved. Requests to select a new bank shall be subject to approval of the Executive Board prior to the transfer of funds. The amount in any institution shall not exceed the FDIC insured amount. The Treasurer shall submit a report to the President with a copy to the Secretary on the selected bank accounts including name, address, phone number, account number(s) and types of accounts.

Rationale: Provide useful information if Treasurer is unavailable. Ensures the Executive Board has insight into, and fiscal oversight for, the selection of appropriate financial institutions. (11/19/2026)

4.2. Investments and Cash Requirements. The Treasurer will anticipate the cash needs of EAMA, carrying no more cash in the bank account than is needed for current operations. All other cash will be invested in appropriate CDs, money markets, or Treasury bills. Any other investment to be made with idle

funds shall be approved by the Executive Board. The Treasurer will report the details of all liquid assets in the Treasurer's reports as defined in section 4.5.1.2.

Rationale: Establishes a conservative investment policy and sets controls on what the Treasurer can do with EAMA funds. Also, these changes are intended to better define the routine. (05/07) Follows FRVA investment guidelines for cash and cash equivalent assets. (11/19/2026)

4.3. Allowable Expenditures. Only members authorized to spend funds shall buy, or commit to buy, goods or services for EAMA. The President, Executive Board, GEAR Rally Master(s) and Committee Chairs-are authorized to buy or commit to buy goods or services for EAMA. No purchases shall be made without prior written approval by the EAMA President or the Rally Master. The President shall specifically approve in writing or by e-mail all expenses/contracts over $50(K).

Rationale: Support and attendance at all rallies are very hard to predict at this time caused mainly by the volatility in the price of fuel. All organizations including EAMA that serve rallies have had a difficult time predicting attendance and consequently have lost money on some rallies. If EAMA is to remain solvent it is necessary to prepare the budget carefully and control expenses. (06/08) Updated to reflect changes to paragraph 4.4. Reimbursements. (11/19/2026)

4.4. Reimbursements. Members shall be reimbursed for allowable expenses.

4.4.1 Executive Board travel to Chapter rallies - Allowable expenses for trips are limited mileage to the Rally and return from at the rate set by FRVA for auto tolls, rally fees, campground fee, and special expenses approved by the President.

4.4.2 Committees or other assigned jobs include expenses usually related to the work such as postage, telephone, copying.

4.4.3 Recruitment Volunteers - Allowable expenses for trips are limited mileage to the event and return from at the rate set by FRVA. Also includes auto tolls and event expenses approved by the President.

Rationale: This has been the standard procedures for EAMA and complies with Article IV, paragraph 4. (05/07) Recruiting added to support FRVA/EAMA efforts to attract and retain members. Also corrects EAMA Bylaw reference. (11/19/2026)

4.4.3.1 Non-GEAR related expenses — Reimbursement requests shall be approved by the President and submitted to the Treasurer for payment.

Rationale: Standard operating procedure for EAMA. (05/07)

4.4.3.2 GEAR Expense Approval:

Below Budget	Approval Required
Any Amount	Rally Master
Over Budget	Approval Required
Any amount	Forwarded by the Rally Master to the President recommending approval or disapproval.

Rationale: The $500 limit has been standard for some time. The budget as a limit is new and is meant to keep the managers in the loop if the budget is going to be exceeded. The table is easier to follow than the paragraph. (05/07) Ensures all expenses are reviewed and approved by officers authorized to expend funds prior to payment. (11/19/2026)

4.4.6. All GEAR and Non-GEAR expenses will be submitted in writing or e-mail for reimbursement with summary of expenses and legible receipts, where appropriate. Reimbursement requests will be submitted through the Senior Vice President or Rally Master as specified in the guidelines, for approval by the President.

Rationale: Clarifies reimbursement and approval procedures (11/19/2026).

4.5. Reports. The Treasurer shall prepare the following financial reports:

4.5.1. Annual Financial Reports.

4.5.1.1. The Annual Financial Transaction Report will contain the details of all EAMA transactions for the fiscal year. The report will be prepared by the Treasurer and available upon request. A copy shall be retained by the Treasurer for seven (7) years.

Rationale: Although long, this is a necessary report (8 pages in 2005). It allows easy checking on bills paid, income received, and preparation of income tax forms. It is also very useful for GEAR planning and budgeting. (05/07)

4.5.1.2. The Annual Financial Report will include the subtotals of all budget categories for the fiscal year and include comparison with the budget. The report shall be distributed to the President, Executive Board, and Rally Master when issued, and to all Board of Directors in attendance at the Annual Meeting. A copy of the report shall be retained for seven (7) years by the Treasurer.

Rationale: This is a necessary report for understanding how EAMA is doing and is easily compared with other years. (05/07)

4.5.2. Special reports as requested by the President, Executive Board, Rally Master, and the Board of Directors.

Rationale: Allows for special situations. (05/07)

4.5.3. Monthly Financial Reports with the financial details for each month as requested by the President and the Rally Master.

Rationale: This allows the President and Rally Master to confirm that specific bills have been paid. (05/07)

4.6. GEAR Expense Report. The Rally Master shall prepare a financial report for all rally expenses at the completion of the rally. The report should include all funds budgeted for individual expenses, actual expenses incurred, plus any profits or losses realized. This report should be completed within 45 days of the conclusion of the rally. The report will be provided to the Board of Directors at the next planned meeting.

Rationale: New. Provides a detailed report of annual rally expenses that can be used for planning future events. (11/19/2026)

4.7. Turnover Plan. Prior to leaving office, the incumbent Treasurer shall prepare a Turnover Plan which shall be approved by the President.

Rationale: Clarification of when the plan shall be submitted. (05/07)

4.8. Authorized Signatures. The Treasurer shall establish a bank checking account with single signature authorization by the Treasurer or the President. Other payment methods such as debit cards may be used. A signatory may not be the authorizer of payment to themselves.

4.8.1. The Treasurer disperses funds of the Association upon approval of the President or in the absence the President approval of the Senior Vice President.

4.8.2. The Senior Vice President may authorize the Treasurer to disperse funds when the President is absent and authorizes the Treasurer to disperse funds to the President when necessary.

Rationale: This is standard EAMA practice. (05/07) To ensure prudent expenditure, the Payee may not be the Approver. Provides a mechanism for the approval of reimbursements of Eastern Area funds to the President. (11/19/2026)

4.9. Budget. The President will start the annual budgeting process prior to the year covered by the budget. The President will prepare the budget, with inputs from the Treasurer, Executive Board, Rally Master and Committee Chairs**.** When completed the Executive Board will meet to discuss and vote on the budget. When completed and approved, the Treasurer will publish the EAMA annual budget and distribute copies to the President, Executive Board, Rally Master and Committee Chairs, if applicable, prior to January 1 on the covered year.

Rationale: A new system for preparing the budget was used this year and will be refined as the process is repeated in the following years. (05/07) EAMA has updated and expanded its reimbursement program for how it calculates annual budget for Regional Vice President travel, expense payments for the Senior Vice President travel, and reimbursements for area recruitment activities in support of FRVA goals. Reinstates need to prepare an annual budget for EAMA to ensure the Association has sufficient cash available to pay expenses for GEAR and EAMA operations. (11/19/2026)

4.10. Taxes. The Treasurer shall be responsible for the preparation and submittal of income tax returns to the IRS and to South Carolina, where EAMA is chartered in accordance with government requirements. These records shall be retained by the Treasurer for seven (7) years.

Rationale: Standard procedure for EAMA. (05/07)

4.11. Annual Audit Plan. The Treasurer shall prepare a plan for the annual audit which shall be approved by the President.

Rationale: This simple e-mail should include who, where and when the audit will be performed. If the audit will be more than 120 days after the end of the fiscal year it should include the reason for the late performance. (05/07)

4.12. EIN Number. The Treasurer is responsible for maintaining the chapter's Employee Identification Number.

Rationale: FRVA requirement. (05/07)

4.13. Records. The Treasurer shall keep accurate financial accounts of all EAMA funds using automated software programs, and these files shall be backed up at least quarterly. The Treasurer may be reimbursed for the purchase of an appropriate computer program if necessary.

Rationale: Accounts are necessary and difficult to keep without a computer. (05/07) There are a multitude of accounting and spreadsheet programs available to track and report financial transactions. A generic reference to the website allows flexibility to select a new tool and minimizes the need to revise standing rules if a change in software occurs in the future. (11/19/2026)

5. Standing Rules

5.1. Any member may propose a change to the Standing Rules at any meeting. If the member is unable to attend the meeting, they may submit a proposed change to the Standing Rules to any member of the Executive Board or to the Board of Directors prior to the meeting. Whenever practical, the change shall be submitted in writing. The proposal shall include the exact change, and the rationale for the change. In accordance with the EAMA Bylaws Article VII-2, each member of the Board of Directors present at the meeting shall be entitled to vote and a simple majority of those voting shall be sufficient to approve the change. Unless otherwise stated the change shall take effect immediately.

Rationale: This rule expands on the EAMA Bylaws Article XIII and allows for changes to be proposed when members are not present.

5.2. The official "Standing Rules" shall be maintained up to date by the Secretary. The Secretary shall provide copies to members as requested and send a copy of changed pages to the Executive Board and the Rally Master when issued. In addition, the Secretary shall send a copy of the Bylaws and Standing Rules to each person newly elected to office and to the webmaster of the Eastern Area website for publication online. Each page of the Standing Rules shall include the date of issue. A list of the current date of issue for each page shall be maintained by the Secretary. A copy shall be made available to any member who requests it.

Rationale: This rule tries to make sure that a current set of Standing Rules is maintained and that EAMA officers and the Rally Master have a current copy. (05/07) A generic reference to the website minimizes the need to revise standing rules if a change in domain occurs in the future. (11/19/2026).

5.3.A statement shall be appended to each rule which shall include the date of adoption, i.e., date of meeting where the minutes include the discussion and record of the adoption of the rule. For rule revisions, the statement shall include a short rationale for the change.

Rationale: If a rule is questioned this will make it easier to determine why the rule was adopted. The date adopted will make it easier for people to know that they have the most recent version of the rule. (05/07)

6.0 Web Site Development. The area web site will be contracted through FRVA. The President may appoint a webmaster to oversee the operations of the site. Information may be submitted to the webmaster by Executive Board, Governing Board and Chapter Officers to be posted on the website.

Rationale: Clarifies how information will be submitted to the EA website for posting (11/19/2026)

7.0 Chapter News. All Chapters in the Eastern Area are requested to submit their chapter newsletter/rally schedules to the EA President and Secretary. Rally schedules should be posted by the Chapter on the FRVA Rally website area. Copies of newsletters should be forwarded to the EAMA webmaster for posting to the EA site.

Rationale: The information will be useful to keep the Governing Board informed of Chapter events across the Eastern area and will facilitate planning for Executive Board visits. (11/19/2026)