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## **By-laws of the Travel Trailer Club of the Midwest**

### **Article I Name**

The name of this organization shall be the Travel Trailer Club of the Midwest (TTCM) hereinafter called the club.

### **Article II Incorporation**

This club shall be incorporated as a non-profit organization under the laws of the State of Michigan and in accordance with the Internal Revenue Code Classification 501-C-7.

### **Article III Purpose**

The purpose of this club shall be to provide year around opportunities for its members to enjoy good fellowship and pleasant use of their recreational vehicles whether by themselves or at club scheduled rallies; to encourage the growth of recreational facilities in the United States and Canada; to assist in the formation of local chapters; to foster sound legislation in providing and improving more recreational vehicle areas at reasonable fees; to provide limited camping facilities at club owned campgrounds; and to provide information to its members via a newsletter of club and chapter activities; and developments in areas of legislation, the RV industry; and other news of interest.

### **Article IV Membership**

- A)** A **regular member** shall be the owner-occupant individual or family, without regard to race, color, creed or national origin, of a recreational unit that can be lived in; whom another regular member has sponsored.
  - 1)** A **member-at-large** shall be a member who has no local chapter affiliation by reason of choice or convenience; shall have the same rights and privileges as chapter-affiliated members; and shall have representation to the club through the members-at-large representative. The MAL representative shall be elected by the MAL membership present at their annual meeting held during the All American Rally.
  - 2)** A **chapter-affiliated** member shall be a member who freely associates with the club through a local chapter; shall meet the requirements for membership of the local chapter in addition to those of the club; may, at the option of the local chapter, own

a tent instead of a recreational vehicle and shall have representation through their elected chapter president.

**B)** An **associate member** shall be a company or business such as a manufacturer, dealer, park operator or supplier to the recreational vehicle industry or its consumers; shall have the privilege of attending all meetings of the club; shall be permitted to conduct sales and have displays at club rallies; shall receive all club insignia and newsletter with the privilege to use same in their advertising; shall receive advertisement on the back page of the club newsletter; shall not have the right to vote or hold office.

**C) Past presidents** in gratitude for their service shall have their TTCM membership dues waived.

**D)** A **life member** shall be a retiring officer of the executive Committee, other than the President and his / her surviving spouse,, who has served 12 or more consecutive years on the executive Committee. As a tribute from the club will have their annual membership dues waived.

**E) Executive Committee:** The current executive members while in office shall receive their camping fees waived.

**F.Recreational Vehicle Ownership:** In the event that a member or couple, no longer own an RV due to finances, age, or illness, may continue their membership without provision of recreational vehicle ownership in Article IV sub-paragraph A.

**G.Surviving Spouse :** A spouse of a surviving member may continue their membership without regards to the provision of recreational vehicle ownership in article IV sub-paragraph A.

**H. Disabled Member :** A disabled member or couple may continue their membership without regards to the provision of recreational ownership in article IV sub-paragraph A.

## Article V Dues and Fees

**A)**

Annually each member shall pay over to the secretary of the club such sum of money as may be established by the Board of Directors at the preceding spring meeting as dues. All dues received by the treasurer shall be divided into separately designed and administered funds with the general fund receiving eighty-five (85%) percent and the reserve fund receiving the balance of fifteen (15%) percent.

**B)**

The dues rate is as follows:

**Regular members** - (both Members-at-Large and chapter affiliated members) the amount to be established by the board of directors at the preceding spring meeting.

**Associate Members** - the amount to be established by the Board of Directors at the preceding spring meeting.

Fees shall be as follows:

Special assessments  
Campground operating funds  
Camping fees

Campground emergency provisions

The amount to be established by the Board of Directors at the preceding spring meeting.

D)

Dues are payable from the All American Rally to December 31st of each calendar year for which membership shall be automatically suspended for non-payment of dues [NPD] And shall forfeit all rights and privileges of membership.

E)

Members whose dues are remitted and received after January 1<sup>st</sup> shall not be reinstated unless such sum of money received as dues shall be accompanied by an additional sum of money designated as a reinstatement fee, the amount of which shall be established by the Board of Directors. Decals/numbers are not part of the reinstatement fee.

F)

In case of divorce between members or the permanent separation of a family membership, the club numbers (TTCM number) shall be voided. A new number, or numbers, shall be issued to either or both members affected upon their request and the subsequent payment of dues for each member individually, provided there has been no lapse in membership. If a lapse of membership shall have occurred the regular fee, or fees, for reinstatement shall apply. The actual cost of any club insignia shall be paid, in lieu of the reinstatement fee, in the case of a continuous membership.

G)

In the event any member becomes delinquent in the payment of fees at either campground for more than thirty (30) days, the campground director shall write them a letter, sent by certified mail with return receipt, telling them to move their unit to storage. The unit will not be allowed back on site until all monies owed are paid. If the fees are not paid by the closing date of the campgrounds the next year's dues will not be accepted by the secretary.

## **Article VI Government**

A)

This club shall be governed by:

1. The membership of the club when in session, or
2. The board of directors or
3. The executive committee during the intervening period.

All legislative, executive, administrative and judicial powers of the club shall pass from the membership to the Board of Directors or to the Executive Committee when the membership of the club is not in annual session with the exception of the power to amend these by-laws, to serve as the final court of appeals, and such other powers as may be, by specific exemption or by necessary implication, limited or not able to be delegated.

## **Article VII Officers and Others, Elections and Terms of Office**

- A)** The officers of this club shall be elected and consist of the president, vice-president, secretary, and the treasurer. In addition, there shall be elected as many trustees as there are club-owned campgrounds who shall serve as the elected campground director.
- B)** The Executive Committee shall consist of the elected officers, trustees and the immediate past president. The Executive Committee shall not be allowed to make any motions at any meetings; all motions must come from the floor.
- C)** The Board of Directors shall consist of the Executive Committee and the president or proxy from each constituent local chapter.  
The officers and trustees of the club shall be elected by mail-in ballot before the club's annual meeting. All elected officers and trustees shall be members in good standing for a period of one (1) year prior to the election year.  
The term of office shall be for a period of three (3) years beginning January 1<sup>st</sup> of the year following the election and there shall be a transition period for new officers starting at the end of the annual membership meeting to January 1<sup>st</sup>.
- D)** For the convenience of the club, there may be appointed by the secretary and treasurer, two additional persons with the title of assistant secretary and assistant treasurer respectively. The Executive Committee must approve these appointments. These positions are not elected and therefore, have no voting privileges in the meeting of the Board of Directors when the respective elected officer is present.
- E)** For the convenience of the campground director, if they wish another person to act as campground treasurer, they must submit the names to the president prior to the May officers meeting and said person must be approved by the Executive Board.  
Both the campground director and campground treasurer has authority to sign checks. The campground director is responsible for the campground treasurer and all records and reports produced. The campground treasurer must be bondable to hold this position.
- F)** Sgt. of Arms, Chaplain, Newsletter Editor and Webmaster will be an appointed position by the president. The appointees must accept position before taking office.

## **Article VIII Fiscal Policy**

- A)** The fiscal year shall be the same as the calendar year.
- B)**

All records, TTCM, Bellevue, Hesperia, and secretary, shall be audited annually by a committee of three (3) members appointed by the president, and approved by the Executive Board promptly after the end of the fiscal year or as designated.

The auditing committee's original report shall be placed on permanent file with the secretary where it shall be available upon demand to any member. A copy of the report of audit shall be included in the treasurer's annual report.

C)

All records and documents not required for day to day operations of TTCM shall be stored in a safe and secure manner in the club provided office of each campground.

### **Article IX Meetings**

A)

There shall be one (1) regular annual meeting of the club which shall be scheduled to be held during the All American Rally.

B)

The executive committee is empowered to conduct business at any scheduled TTCM event provided that a quorum is present or upon seven (7) days advance notice to all Board of Directors; the Executive Committee also may conduct business via electronic device, with written records of such business conducted and turned over to the secretary.

C)

The Board of Directors shall hold one (1) regular meeting on the first Saturday in May unless thirty (30) days advance notice of such a change is given. Only chapter presidents or their representatives, with a letter of proxy, may vote on business of this meeting. Members may attend and may be recognized by the chairperson. Special meetings may be called when necessary by the president or a majority of the Board of Directors with seven (7) days advance notice being given.

D)

These by-laws shall govern this club and all meetings shall be conducted under Robert's Rules of Order.

E)

A quorum for a Board of Directors or Executive Committee meeting shall be fifty-one percent (51%) of its membership and a quorum for the annual meeting of the club shall be ten percent (10%) of its membership.

F)

The order of business shall include but not be restricted to:

Opening, prayer, roll call, reading of minutes of previous meeting, treasurer's report, campground reports, reading of correspondence, committee reports, recognition of new members, unfinished business, new business, announcements and adjournment.

## Article X Duties of Officers, Trustees and Others

A)

The **President** shall preside at all meetings of the club Executive Committee and Board of Directors; shall appoint all standing committees; shall be a member Ex officio of all committees; and shall have other such powers and duties as normally appertain to that office; and their TTCM dues shall be waived for the duration of their term of office.

B)

The **Vice-president** shall, in the absence or capacity of the president, assume and perform all the duties and prerogatives of the president; and shall have other duties as may be designated by the Board of Directors.

C)

The **Secretary** shall keep and publish the minutes of all meetings of the club and the Board of Directors and Executive Committee distributing the same to all chapter presidents and the TTCM president no more than thirty (30) days following the meetings; and shall distribute for newsletter publishing for next publishing deadline; shall have charge of all correspondence and any that is not signed will be considered junk mail and will be discarded; shall publish notices of meetings; shall collect all dues of the club and shall issue one (1) set of membership numbers, membership card, club insignia with TTCM logo, by-laws, campground rules, free camping coupon and a maximum of two (2) name badges (per couple) to all new members; shall turn over to the treasurer all dues money, and send a monthly report of all new and reinstated members to the treasurer and newsletter editor, shall keep a roster of all members; shall have established a petty cash fund and shall draw from there for appropriate expenses keeping an accurate account thereof; shall appoint the assistant secretary subject to the approval of the Executive Committee having the name of this appointee published in the newsletter; and shall declare a quorum if present at all meetings; shall keep all audio and/or written records of meetings past and present; and shall have other duties as may be designated by the Board of Directors.

The **assistant secretary** is not an officer of this club and shall be appointed by the secretary subject to the approval of the executive committee rather than elected by the membership and therefore shall have no vote, except when serving in the absence of the secretary; shall in the absence or incapacity of the secretary, perform the duties of that office; shall have other duties as may be designated by the Board of Directors.

D)

The **Treasurer** shall receive all moneys of the club as directed by the Board of Directors; depositing same into an account or accounts at the financial institutions of choice; shall be responsible for the selection of the financial institution and any change of institutions in the future, notifying the president of the club no fewer than seven (7) days in advance thereof; shall arrange for the orderly and correct filing of signatures of the then current club president, vice-president, secretary and treasurer; shall make and keep a record of these accounts and their proper distribution among the several accounts as may be from time-to-time designated by the board of directors; shall issue checks and drafts

presented against the treasury when authorized in the approved manner by the Board of Directors; shall transfer to the secretary such petty cash money as may be required for the proper operation of that office, taking receipt therefore; shall prepare an interim financial report in advance for the information of the Board of Directors meeting in May and September; shall review the accounts of campground and operating committees for accuracy and accountability; shall keep an accurate account of the assets and liabilities of the club; shall examine the petty cash fund account maintained by the secretary, campground directors and newsletter.

Shall annually prepare a complete and reconciled financial report statement immediately following the close of the fiscal year, shall produce all financial records and proofs at least annually and upon demand of the Board of Directors for audit by a committee appointed for this purpose by the president; shall prepare and file all statutory government financial reports in keeping with our tax status; shall at the discretion of the Board of Directors obtain, with club funds, a trustee bond to indemnify the club against illegal fiduciary acts and improprieties; shall lease a safety deposit box at the bank of record and deposit such items of club records as would properly be contained therein such as deeds, contracts, or other significant instruments, and authorized access to the box by the president, vice president, secretary and treasurer of the club.

March 1<sup>st</sup> of each year shall issue a one-time membership roster to the secretary, newsletter editor and campground directors; At the May meeting, the treasurer will make available to the chapter presidents a copy of said roster.

The **assistant treasurer** is not an officer of the club and therefore shall have no vote except when serving in the absence of the treasurer; shall, in the absence or incapacity of the treasurer, perform all duties of that office and shall have other duties as may be designated by the Board of Directors.

E)

The **Member-at-Large** (MAL) president shall, as a member of the Board of Directors, represent the members-at-large of the club to the executive committee and shall be the chairperson of the election committee. The chairperson shall appoint four (4) members to this committee from different areas.

1. A notice shall be placed in the newsletter requesting the names of those members desirous having their names placed in nomination.
2. The committee then shall request from each qualified nominee a resume of his or her qualifications. Each nominee must have his or her resume postmarked by May 1<sup>st</sup> and mailed to the MAL president. Each nominee's name and their resumes shall then be published in the newsletter prior to June 15<sup>th</sup> of election year.

The election committee shall prepare an official ballot. Each ballot will be sent to every member in good standing with voting instructions at the bottom of the ballot. No reproductions of official ballot will be accepted. Any new member joining after the ballots have been mailed will not receive a ballot.

3. Write-Ins : A member for two [2] years in good standing may submit their name and which office they desirous to run for Only as a write- In candidate.

4. Each ballot must be received in its own envelope marked **“Official Ballot”** and sealed. Then envelope containing each ballot is to be put into another envelope to be mailed to the election committee. **“Official Ballot”** envelope shall remain sealed until all are received by August 15<sup>th</sup> of the election year. Any ballots received after August 15<sup>th</sup> postmark shall be discarded.
5. All **“Official Ballot”** envelopes shall be opened in the presence of the entire election committee and counted. The results of the tally shall be reported to the general membership at their meeting during the All American Rally. The election committee’s results shall be presented to the membership in the following manner: EXAMPLE:

Election Report	
Number of votes cast.....	97
Necessary for election.....	49
Candidate A received.....	51
Candidate B received.....	24
Candidate C received.....	14
Illegal votes	
Candidate D (ineligible).....	7
One ballot containing two for Candidate B folded together rejected.....	1

6. After the results have been reported to the general membership the election committee chairperson shall then ask for permission to destroy the ballots after seven (7) days from the announcement at the All American Rally. The election committee’s duties are then completed.

**F)**

The **Campground Director/Trustee** shall, as a member of the Board of Directors, represent the campground committee and the needs of the campground to the Board of Directors; shall provide detailed reports of all income and disbursements on executive committee approved forms for the treasurers inspection and critique thirty (30) days prior to the May and September meetings. Shall provide a detailed report of all moneys received and disbursed on a monthly basis no later than the 15<sup>th</sup> of the following month to the treasurer so that such information may be incorporated into a complete annual report of all the accounts by the treasurer, and by November 15<sup>th</sup> all moneys are to be turned into the treasurer, except for an amount set by the Board of Directors along with a final year- end report; shall maintain in a safe and secure manner in the club provided offices all paper work and drawings required to maintain all state and county permits and licenses; and shall maintain in the same office or maintenance building a file of all maintenance manuals and operation instructions for all TTCM owned equipment on the campgrounds; and shall maintain an inventory of all equipment over one hundred dollars (\$100.00).

The campground directors shall have the authority to conduct day to day campground operations, pay all bills, obtain necessary permits and attend to any other routine campground needs.

1. All major improvements to the campgrounds shall have **campground planning committee** approval and majority approval of the Board of



Directors prior to funds being committed disbursed. The planning committee shall have three (3) meetings per year scheduled on the 3<sup>rd</sup> Saturday of April, June and August, with a quorum of 2/3 of the members present needed to do business. All members need to be notified thirty (30) days in advance of the scheduled meeting via the TTCM newsletter.

2. Campground directors will provide a budget for operation and improvements for the current fiscal year at the May officers meeting.
3. A joint session of the campground planning committee will be held at the All American Rally each year. The hosting campground director will chair the meeting and take minutes of said meeting and forward them to the secretary. The campground directors if needed may call special meetings, and these meetings will be held in Lansing or some equal distance place. The joint session should be scheduled when it would cause the least interference with rally activities.
4. Each campground planning committee is to bring its own three (3) year plan projects to the September meeting to be voted on by the joint committee. All major projects for the coming year must receive approval by each development committee. These projects will be presented to the TTCM president and all chapter presidents (address' to be supplied by TTCM secretary) for review before March 1<sup>st</sup> so all are informed before the Board of Directors meeting in May.
5. There shall be no equipment disposed of with a value of more than one hundred dollars (\$100.00) without the approval of the campground planning committee. It then shall be offered to the membership for sale via the newsletter. The monies received shall be returned to the campground maintenance fund.
6. No meeting of this committee shall become official until the minutes of that meeting (that meets Roberts Rules) are received by the president and TTCM secretary.

**G)**

The **Campground Planning Committee**: Each chapter president shall designate a representative for this committee. If any chapters are not being dutifully represented at the committee meeting, the chapter president shall appoint a new representative. No chapter shall have dual representation on the committee. Members-at-large will have two (2) representatives, one for each campground, but only one (1) unanimous vote at the joint meeting of the planning committee.

**H)**

The **immediate past president** shall be a voting member of the Executive Committee and the Board of Directors; and shall be termed the Senior Advisor/Trustee/Director.

## **Article XI Committees**

**A)**

The following named shall be Standing Committees of the club:

- 1) Publicity and public relations
- 2) Legislation/by-law committee
- 3) Membership
- 4) Programs, activities and rallies
- 5) Historical concerning pictures, newsletters, historical papers
- 6) Campgrounds/planning
- 7) Election committee

**B)**

Other special committees shall be appointed by the president.

**C)**

The chairpersons of standing committees shall report their progress to the president and may attend meetings of the Executive Committee, who may suggest policy and outline the work to be done in committee.

## **Article XII Vacancies in Office**

**A)**

The office of president, vice president, secretary, treasurer, and trustee shall be declared vacant by the Board of Directors for failure or refusal of the officer to perform the duties of the office, or death of the office holder, at any meeting of the Board of Directors, provided that at least thirty (30) days notice shall have been given to the occupant of that office by registered mail to such office holder's last known address, except if deceased; and with copies to all members of the Board of Directors by mail.

**B)**

In the event a vacancy is created in the office of president, the vice president shall succeed to that office; provided, if there is no vice president, then the immediate past president shall act as president; but further the secretary immediately shall call a meeting of the Board of Directors, who shall elect a president to serve the balance of the term.

**C)**

The president shall with the concurrence of the Board of Directors fill any vacancy which may be created by appointment for the balance of the term.

## **Article XIII Conduct of Members**

**A)**

Each and every member shall abide by the TTCM Code of Ethics whether on the highways and by-ways, and/ or in the campground; and shall, through his or her conduct, indicate to the public that membership in this club is the assurance of our courtesy and goodwill. The club is a family organization and each member shall conduct themselves accordingly.

**B)**

TTCM promotes non-smoking therefore no smoking will be allowed in any TTCM buildings.

**C)**

Any member who fails to abide by this code of ethics shall be subject to removal of membership by action of the Board of Directors or the Executive Committee but shall have the recourse of appeal to the membership at the annual meeting whose decision is final.

### **Article XIV Forming Chapters**

At any time a group of TTCM members wish to form a Chapter the following procedures shall be followed.

- 1) All members of the proposed chapter must be TTCM members in good standing.
- 2) Minimum necessary officers shall consist of: President, Vice-President, and Secretary/Treasurer.
- 3) The new chapter must have at least five (5) units
- 4) The chapter must be incorporated in the State of Michigan, or the state in which it was formed and must annually keep on file with the TTCM secretary a copy of their current filing document.
- 5) By-laws of the club shall be the governing document however; a chapter may adopt additional by-laws for their chapters operation and guidance.
- 6) Admission of the new chapter to TTCM is by majority vote of the Executive Committee.
- 7) If at any time a chapter disbands, the remaining property and assets shall revert to TTCM.
- 8) The chapter shall have representation on the Board of Directors as herein specified.

### **Article XV Dissolution**

This club shall not be dissolved unless there shall be fewer than two active chapters and not then until two-thirds (2/3) majority of those regular, and life members remaining

shall agree to this action. All remaining assets of the club shall be disposed of by donation to another 501-C-7 organization selected by the executive committee, having first discharged all lawful debts and accounts against the club.

## **Article XVI Amendments**

### **A)**

All amendments/revisions/changes shall be first presented to the by-law committee. After review, the by-law committee will present to the Board of Directors a draft form of the proposed amendments/revisions/changes. A majority vote of the Board of Directors is required in order to present the final draft to the general membership for its approval as presented.

### **B)**

These by-laws shall be amended only by a two-thirds (2/3) vote of the members present at the annual meeting; provided that prior notice of such proposed action is given not less than thirty (30) days in advance by publication of the proposed change in the newsletter.

Adopted at general membership meeting September 6, 1993  
Revised at general membership meeting September 4, 1995  
Revised at general membership meeting September 2, 1996  
Revised at general membership meeting September 7, 1998  
Revised at general membership meeting September 6, 1999  
Revised at general membership meeting September 3, 2001  
Adopted at general membership meeting September 6, 2004  
Adopted at general membership meeting September 7, 2009  
Adopted at general membership meeting September 2, 2013

