

By-laws of the Travel Trailer Club of the Midwest

Article I ... Name

The name of this organization is the Travel Trailer Club of the Midwest (TTCM).

Article II ... Incorporation

TTCM is 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 TTCM is to provide year round opportunities for members to enjoy good fellowship and pleasant use of their recreational equipment whether by themselves or at TTCM scheduled events; to assist in the formation of local chapters; to provide limited camping facilities at TTCM owned campgrounds; to provide information to members via a newsletter of TTCM and chapter activities.

Article IV ... Membership

A) A regular member is an individual or family of owner-occupied recreational equipment.

1) A chapter-affiliated member is a member who freely associates with TTCM through a local chapter; meets the requirements for membership of the local chapter in addition to those of TTCM; may own any type of recreational equipment; has TTCM representation through their elected chapter president.

2) A member-at-large is a member who has no local chapter affiliation by reason of choice or convenience; has the same rights and privileges as chapter-affiliated members; has TTCM representation through the member-at-large (MAL) representative.

B) An associate member is a company or business such as a manufacturer, dealer, park operator or supplier to the recreational equipment industry or its consumers; has the privilege of attending all meetings of TTCM; is permitted to conduct sales and have displays at TTCM events; will receive all TTCM insignia and newsletter with the privilege to use same in their advertising; will receive advertisement within the TTCM newsletter; does not have the right to vote or hold office.

C) A life member is a retired officer of the Executive Committee who has served 12 or more years on the Executive Committee.

D) A member who no longer owns recreational equipment due to disability, finances, age, or illness, may continue their TTCM membership without regard to the provision of recreational equipment ownership in Article IV, subparagraph A.

Article V ... Dues and Fees

A) Annually, each member must pay the TTCM secretary the amount established by the Board of Directors as TTCM membership dues. All dues, after transfer to the treasurer, must be divided between the General Fund at eighty-five percent (85%) and the Reserve Fund at fifteen percent (15%).

B) Dues are as follows:

1) Regular Members -- the amount established by the Board of Directors.

2) Associate Members -- the amount established by the Board of Directors.

C) Fees are as follows: Camping fees, Storage fees, Campground operating funds, Special assessments, Campground emergency provisions. Fee amounts to be established by the Board of Directors.

D) Dues are payable from September 1st to December 31st of each calendar year. Membership will be automatically forfeited for non-payment of dues by the end of the calendar year.

E) Members whose dues are remitted and received after January 1st will not be reinstated unless accompanied by an additional sum of money, designated as a reinstatement fee, the amount of which is established by the Board of Directors. Decals and numbers are not part of the reinstatement fee.

F) In case of a divorce or permanent separation of a family membership, the TTCM number may be voided. A new number may be issued to either or both members upon their request and payment of additional dues where necessary. If membership has lapsed a reinstatement fee will apply. If membership has not lapsed cost of any required decals or numbers must be paid.

G) In the event a member becomes delinquent in the payment of camping fees for more than thirty (30) days, the campground director must 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.

H) Life Members: In gratitude for their service, will have their TTCM annual membership dues waived.

I) Past Presidents: In gratitude for their service, will have their TTCM annual membership dues waived.

J) Executive Committee: Current committee members, while in office, will have their camping fees waived.

Article VI ... Government

TTCM is governed by:

1. The membership of TTCM when in session, or

2. The Board of Directors, or

3. The Executive Committee

All legislative, executive, administrative and judicial powers of TTCM are passed from the membership to the Board of Directors or the Executive Committee when the membership is not in annual session, with the exception of the power to amend these by-laws.

Article VII ... Governing Body and Term of Office

A) The officers of TTCM must be elected and consist of the president, vice-president, secretary, and treasurer. In addition, we must elect as many trustees as there are TTCM-owned campgrounds who will serve as the elected Campground Director.

B) The Executive Committee consists of the elected officers, trustees, and the immediate past president.

C) The Board of Directors consists of the Executive Committee, the president or proxy from each local chapter, and an Adult Teen Advisor, from each campground. The officers and trustees of TTCM must be elected by ballot before the TTCM annual membership meeting. All elected officers and trustees must be members in good standing for a period of one (1) year prior to the election year. The term of office is for a period of three (3) years beginning

January 1st of the year following the election and there will be a transition period for new officers starting at the end of the annual membership meeting until January 1st.

D) For the convenience of TTCM 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 privilege 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 desire another person to act as campground treasurer, they must submit the name to the TTCM president prior to any Executive Committee meeting and that person must be approved by the Executive Committee. Both the campground director and campground treasurer have 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, Parliamentarian, Chaplain, Newsletter Editor, and Webmaster will be appointed positions by the president. The appointee must accept the position before taking office.

G) Teen Advisor shall be appointed by the Executive Committee. This position will be one of helping to advise and direct any teen whose family is a TTCM member. The Teen Advisor position has input but no voting privilege at the Board of Directors Meeting.

Article VIII ... Fiscal Policy

A) The fiscal year is the same as the calendar year.

B) All records (TTCM, Bellevue, Hesperia, and Treasurer) must be audited annually at the end of the fiscal year or as designated, by a committee of three (3) members appointed by the President and approved by the Executive Committee. The auditing committee's original report must be placed on permanent file with the secretary where it will be available to any member. A copy of the audit report must be included in the treasurer's annual report.

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

Article IX ... Meetings

A) TTCM holds one (1) annual general membership meeting on the second Saturday in September. Meeting will be at Hesperia on even number years and at Bellevue on odd number years.

B) The Executive Committee can conduct business, provided that a quorum is present, at any TTCM event or at any time with seven (7) days advance notice. 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 holds one (1) annual meeting on the first Saturday in May unless thirty (30) days advance notice of change is given. Meeting will be at Bellevue on even number years and at Hesperia on odd number years. Only chapter presidents and the MAL representative (or their representative with a letter of proxy) may vote on business at 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.

D) TTCM meetings are conducted using Robert's Rules of Order and these by-laws. The Executive Committee is not allowed to make any motions at any meeting; all motions must come from the floor.

E) A quorum for an Executive Committee meeting is fifty one percent (51%) of its membership. A quorum for a Board of Directors meeting is twenty six percent (26%) of its membership. A quorum for the annual membership meeting is ten percent (10%) of the TTCM membership.

F) The order of business includes but is not limited to: Opening, prayer, roll call, president's report, vice-president's report, secretary's report, reading of the prior meeting minutes unless previously distributed, treasurer's report, campground(s) report, reading of correspondence, committee reports, recognition of new members, unfinished business, new business, announcements and adjournment.

Article X ... Duties of Elected Offices and Appointed Positions

A) The President presides at all meetings of the TTCM Executive Committee and Board of Directors; appoints all standing committees; is a member Ex-officio of all committees; may have other powers and duties that relate to the office; will have their annual membership dues waived for the duration of their term of office.

B) The Vice-president, in the absence or incapacity of the president, assumes and performs all duties and responsibilities of the president; may have other duties as assigned by the Board of Directors.

C) The Secretary keeps and publishes the minutes of all meetings of TTCM; distributes meeting minutes to the chapter presidents and the TTCM president within thirty (30) days of the meetings; distributes meeting minutes for publishing in the next newsletter; has charge of all correspondence, any correspondence received that is not signed will be considered junk mail and will be discarded; publishes notice of future meetings; collects all dues of TTCM and issues one (1) set of membership numbers, membership card, insignia with TTCM logo, by-laws, campground rules, and a free camping coupon to all new members; turns over to the treasurer all dues money; sends a monthly report of all new and reinstated members to the treasurer and newsletter editor; keeps a roster of all members; has a petty cash fund and draws from it for expenses keeping an account thereof; can appoint an assistant secretary subject to the approval of the Executive Committee having the appointees name published in the newsletter; declares when a quorum is present at meetings; keeps audio or written records of meetings; has other duties as assigned by the Board of Directors. The assistant secretary, is not an officer of TTCM and is appointed by the secretary subject to the approval of the Executive Committee and therefore has no vote, except when serving in the absence of the secretary; will in the absence or incapacity of the secretary perform the duties of that office; may have other duties as assigned by the Board of Directors.

D) The Treasurer receives all monies of TTCM as directed by the Board of Directors depositing same into an account at a financial institution of choice; is responsible for the selection of the financial institution and any change of institution notifying the president of TTCM no less than seven (7) days in advance of the change; schedules the filing of signatures of the TTCM president, vice-president, secretary and treasurer; keeps a record of accounts and their proper distribution as may from time-to-time be designated by the Board of Directors; issues checks and drafts presented against the treasury when authorized in the approved manner by the Board of Directors; transfers to the secretary petty cash required for the operation of that office; prepares a financial report for the Board of Directors and General Membership meetings; reviews the accounts of campground and operating committees for accuracy and accountability; keeps an accurate account of the assets and liabilities of TTCM; examines the petty cash fund account maintained by the secretary, campground directors and newsletter; annually prepares a complete and reconciled financial report immediately following the close of the fiscal year; produces all financial records and proofs annually or upon demand of the Board of Directors for audit by a committee appointed for this purpose by the president; prepares and files all statutory government financial reports in keeping with our tax status; will at the discretion of the Board of Directors obtain, with TTCM funds, a trustee bond to indemnify TTCM against illegal fiduciary acts and improprieties; leases a safe deposit box at the bank of record and deposits TTCM records such as deeds, contracts, or other significant instruments, with authorized access to the box by the president, vice-president, secretary and treasurer; prior to campground opening a membership roster will be distributed to the secretary, newsletter editor and campground directors; at the May meeting will make available to the chapter presidents a copy of the roster. The assistant treasurer is not an officer of TTCM and is appointed by the treasurer subject to the approval of the Executive Committee and therefore has no vote, except when serving in the absence of the treasurer; will in the absence or incapacity of the treasurer, perform all duties of that office; may have other duties as assigned by the Board of Directors.

E) The MAL representative represents the members-at-large to the executive committee; is elected by the MAL membership present at the MAL annual meeting held during the annual General Membership Meeting; is the chairperson of the TTCM election committee. As the chairperson they will appoint four (4) members to serve on this committee.

If no MAL representative exists, the TTCM President will appoint an election committee from the general membership to facilitate and run the election of new officers.

Election duties are as follows:

1. A notice must be placed in the newsletter requesting the names of those members who desire to run for an elected office.
2. The election committee chairperson must request from each nominee a summary of their qualifications. Each nominee must mail or email their summary to the chairperson postmarked by June 15th. Each nominee's name and their summary will be published in the July newsletter of the election year. The election committee must prepare an official ballot. A ballot will be available to every member in good standing along with voting instructions. No reproduction of an official ballot will be accepted. For ballot distribution purposes a member is defined as any individual whose name appears on the current TTCM membership roster. For families or couples both names must appear on the roster for both individuals to receive a ballot. If family membership is under only one person's name then only one ballot will be provided to the member whose name is listed.
3. Write-Ins: All write-in candidates must be members in good standing for a period of one (1) year prior to the election year; may submit only their name and desired office for publication in the newsletter.
4. Election of officers will be by in person voting at the September general membership meeting. Members may request an absentee ballot if not able to vote in person. The Election Committee is responsible for providing and tracking absentee ballot requests. A completed Absentee Ballot must be received by the date determined by the election committee or it must be considered invalid.
5. All in person and mail in ballots must be opened in the presence of the election committee. The results of the election tally must be reported at the September general membership meeting.
6. After the results have been reported to the general membership the election committee chairperson will ask for permission to destroy the ballots after seven (7) days from the announcement at the general membership meeting. The election committee's duties are then completed.

F)The Campground Director/Trustee has the authority to conduct day to day campground operations, pay bills, obtain permits and attend to any other routine campground needs; will provide a budget for operation and improvements for the current fiscal year at the May Board of Directors meeting; provides a detailed report of all monies received and disbursed on a weekly basis to the treasurer; by November 15th will turn all monies over to the treasurer along with a final year-end report; maintains in a safe and secure manner in the provided office all paper work and drawings required to maintain all state and county permits and licenses; maintains an inventory of all equipment that is valued over one hundred dollars (\$100.00); maintains a file of all maintenance manuals and operation instructions for all equipment. No equipment with a value of more than one hundred dollars (\$100.00) may be disposed of without being offered for sale to the membership via the newsletter. The monies received will go to the campground maintenance fund.

G) The Campground Planning Committee: A campground planning committee meeting will be held at the September general membership meeting each year. Each chapter president must designate a representative to this committee. If any chapter is not being dutifully represented at the meeting, the chapter president must appoint a new representative. The hosting campground director will chair the meeting and minutes must be recorded. No meeting of the committee is official unless the meeting minutes are received by the TTCM president and secretary. A campground director may call a special planning meeting if needed.

H) Each campground director will bring a list of planned projects to the planning meeting. Campground directors jointly represent the campground planning committee and the needs of the campgrounds to the Board of Directors. A list of planned projects will be distributed for review prior to the Board of Directors meeting. The planned projects for the year must receive Board of Directors approval before any work begins.

I) The immediate past president is a voting member of the Executive Committee and the Board of Directors and is titled the Senior Advisor.

Article XI ... Committees

A) The following are Standing Committees of TTCM:

- 1) Publicity and Public Relations
- 2) Legislation/By-laws
- 3) Membership
- 4) Programs -- such as events, activities and rallies
- 5) Historical -- concerning pictures, newsletters, historical papers
- 6) Campground Planning
- 7) Election

B) Other special committees may be appointed by the president.

C) The chairperson of a standing committee must report their progress to the president and may attend meetings of the Executive Committee. The Executive Committee 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, or trustee will be declared vacant, at any Board of Directors meeting by those Board Members in attendance, for failure or refusal of the officer to perform the duties of the office, provided that at least thirty (30) days notice has been given to the occupant of that office by registered mail to their last known address. The notice details are to be copied to all board of directors by mail or email. Upon death of an office holder all Board of Directors must be notified by mail or email.

B) In the event a vacancy is created in the office of president, the vice president will succeed to that office. If there is no vice president, then the immediate past president will temporarily act as president. Further, the secretary must immediately call a meeting of the Board of Directors who will elect a president to serve the balance of the term.

C) The president may, with the approval of the Board of Directors, fill any vacancy by appointment for the balance of the office term.

Article XIII ... Conduct of Members

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

B) Any member who fails to abide by the Code of Ethics will be subject to removal from membership by action of the Board of Directors or the Executive Committee but has the recourse of appeal to the membership at the annual membership meeting whose decision is final.

Article XIV ... Forming Chapters

Any time a group of TTCM members wish to form a Chapter the following procedures must be followed:

- 1) All members of the proposed chapter must be TTCM members in good standing.
- 2) Minimum necessary officers must consist of: President, Vice-President, and Secretary/Treasurer.
- 3) The new chapter must have at least three (3) TTCM membership numbers.
- 4) By-laws of TTCM are the governing document; however, a chapter may adopt additional by-laws for their chapters operation and guidance.
- 5) Admission of the new chapter to TTCM is by majority vote of the Executive Committee.
- 6) If at any time a chapter drops below three (3) TTCM membership numbers for a period of one year, the chapter will be considered disbanded.
- 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

TTCM cannot be dissolved unless there are fewer than two active chapters and then not until two-thirds (2/3) majority of the remaining regular and life members agree to this action. All remaining assets of TTCM must 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 TTCM.

Article XVI ... Amendments

A) All amendments/revisions/changes must first be presented to the by-law committee. After review, the by-law committee will present to the Board of Directors a draft form of the purposed 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 their approval.

B) These by-laws can only be amended by a two-thirds (2/3) vote of approval of the members present at the annual membership 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 TTCM newsletter.

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Adopted at General Membership Meeting September 4, 2022

Adopted at General Membership Meeting September 2, 2019

Adopted at General Membership Meeting September 4, 2017