

NAARVA GUIDELINES FOR ORGANIZATIONAL PARTICIPATION

CHARTER CHAPTER

- ___ 1. have established a local organization with elected and appointed officers, and a minimum of five recreational vehicles.
- ___ 2. will maintain the minimum number if vehicles at all times in order to avoid having the Charter revoked and the payment of \$25.00 reinstatement fee.
- ___ 3. each hold individual or family membership in NAARVA with a majority of the members granting approval to become a Charter Chapter, as evidenced by individual signatures on the application signature sheet.
- ___ 4. have a constitution and bylaws which govern the organization, and we are willing to submit them to the NAARVA Constitution and Bylaws Committee for examination.
- ___ 5. will develop or revise a constitution and bylaws using NAARVA Constitution and Bylaws as guidelines.
- ___ 6. have an established name by which the applicant group is formally recognized.
- ___ 7. have been previously chartered by a state or national organization, but who concur that such charters) do not conflict with obtaining a charter from NAARVA.
- ___ 8. are willing to pay the required "one-time" Charter Application Fee and the annual Charter Chapter Dues.
- ___ 9. will choose three representatives to the Governing Assembly, as required by the NAARVA Constitution and Bylaws.
- ___ 10. willing to serve as a Host Committee for Regional or National Rallies.

STEPS TO FORM A NAARVA CHAPTER

General Procedures

A general procedure for forming a chapter is to plan a series of meetings (at least three) made up of five (5) individuals and/or families who are recreational vehicle owners. Although NAARVA membership is not a prerequisite to the initial formation meetings, membership in NAARVA is required of all of the members wishing to be recognized as authorized Charter Chapter members. No person may be counted as a member of a Chartered Chapter after forfeiting his or her good standing in NAARVA.

Membership in a Chartered Chapter shall not be denied any member of NAARVA because race, creed, color, sex, religion, martial status, nationality, or disability.

During the formation stages and until actually chartered, the participants should be referred to as a "proposed chapter" and may not be referred to as a Chartered Chapter until the NAARVA Executive Board has issued an approval and a Charter. The basic requirements for developing a chapter and bylaws are prescribed in the DRAFT Constitution and Bylaws.

Guidelines for Charter Formation

1. Hold meetings of all individuals and/or, families, who are recreational vehicle owners, with similar interest.
2. Elect a temporary Secretary to document a record of all actions.
3. Discuss and record the purposes and desired objectives of the group being formed.
4. Elect (temporary) officers of the club.
5. Select or determine clubs
 - a. Name
 - b. Colors
 - c. Motto (if desired)
 - d. Logo
 - e. Membership size...(open)
 - f. Time and place(s) for meetings
 - g. Dues (and other assessments)
 - h. Fiscal year

6. Consider such matters: a) Hosting policy for meetings b) Affiliation with established organizations (if any) c) Use of Roberts Rules of Order (tenth Edition) d) Eligibility for membership e) Club activities

7. Appoint a committee to draft a constitution and bylaws for club approval.

8. Upon revision and adoption of the constitution and bylaws, elect regular/permanent elective officers and operate formally as a club.

9. The club is now ready to request from NAARVA a charter application.

APPLICATION FOR NAARVA CHAPTER

Name of Chapter

Mailing Address

City / State / Zip Code

Date Chapter was organized

President

Mailing Address

AC

Phone

Treasurer

Mailing Address

AC

Phone

Secretary

Mailing Address

AC

Phone

No. of Chapter Members

No. of NAARVA Members

Charter Application Fee

Check or Money Order No.

1. Please attach three legible copies of Chapter Constitution and Bylaws to this application for review by NAARVA's Constitution and Bylaws Committee. If Chapter Constitution and Bylaws are in conflict with NAARVA's Constitution and Bylaws, steps must be taken to amend Chapter document.
 2. Please record the percentage of your members who are in agreement with the charter application. _____ Submit a legible copy of the Chapter minutes reflection the membership voting on becoming a NAARVA CHARTER CHAPTER.
 3. Please include a list of names and offices held by each elected and appointed officers.
 4. If members applying for this Charter live in more than one state, identify the locales involved.
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5. Please enclose a list of names, addresses, and phone numbers of all members applying for this charter.

Signature of Person Completing Form

Date of Application

APPLICANTS FOR NAARVA CHAPTER

My signature below represents my support of the request for CHARTER Status for this Chapter and my promise to abide by the NAARVA Constitution and Bylaws.

Print Name	Affix Signature	NAARVA Membership Number and Year
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Print Name	Affix Signature	NAARVA Membership Number and Year
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APPLICATION FOR NAARVA CHARTER

Name of Chapter

Mailing Address

City / State / Zip Code

Date Chapter was organized

President

Mailing Address

AC

Phone

Treasurer

Mailing Address

AC

Phone

Secretary

Mailing Address

AC

Phone

No. of Chapter Members

No. of NAARVA Members

\$50.00
Charter Application Fee

Check or Money Order No.

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Date of Application

Constitution Bylaws

What is a Constitution or the Bylaws?

A constitution or bylaws of an organization in the ordinary case is usually a single document called the "bylaws" which contains the reason for its existence, brings it into being, and gives it continued existence. It is a contract men or women, or both, make with one another when it is adopted – an agreement each new member promises to live by and a compact the officers solemnly swear to or tacitly agree to support when they take office.

What Should it Contain?

The bylaws for an organization should be conceived as a minimum instrument specifying only what is necessary with the view that it will be regularly reviewed, revised, and added to as the experience of the group indicates and makes necessary.

The minimum articles a bylaws should contain, but are not limited to are:

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CODE OF ETHICS

PREAMBLE

CONSTITUTION

- Article I - Names, Colors, Emblem
- Article II - Purpose
- Article III - Membership
- Article IV - Appointed Officers and Standing Committees
- Article V - Powers and Authority
- Article VI - Organizational Structure
- Article VII - Nominations and Elections
- Article VIII - Removal and Resignation from Office
- Article IX - Expansion of Programs and Organizations
- Article XI - Amendments
- Article XII - Bonding and Indemnification
- Article XII - Parliamentary Authority