



Standing Rules

Revised September 25, 2019

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STANDING RULES

- A. The Standing Rules of DOAI are to provide procedures for matters of a continuing nature.
1. Any member may propose a new Standing Rule, or amendment to an existing Standing Rule, by submitting the proposal and statement of purpose to the Secretary.
 2. After consideration by the DOAI Board of Directors, proposals will be published in the Discovery Express newsletter, along with the action taken by the Board.
 3. Any member may contest, in writing to the Secretary, Board action regarding a Standing Rule proposal and thereby cause the question to be submitted for members' vote at a General Membership meeting.
 4. A majority of members voting on the measure is required for approval.
 5. Standing Rules are effective when approved by the Board or the membership and will be published in the Discovery Express newsletter.

STANDING RULE #1 – Revised 12-10-17

Expense Reimbursements

- A. Members of the Board of Directors or other DOAI members who are on approved official business for the DOAI, shall be entitled to reimbursement for certain reasonable expenses incurred in the performance of their tasks.
1. Reasonable expenses shall include, but are not limited to, fuel cost, postage, telephone charges, office supplies, etc. Pre-approval by the President is required for any individual disbursement of more than \$100.00 under this clause.
 2. Fees for rallies and camping at which a Board meeting is held shall be reimbursed to voting and non-voting Board members.
 3. In addition, rally registration and camping fees for the Major Rally will be reimbursed for the Major Rally Master and the Major Rally Registrar, whether or not a Board meeting is held, and said expense will be charged to DOAI and not the Major Rally budget.
 4. Fuel Reimbursement, not to exceed \$500.00 in any 120-day period, may be approved for special travel (not related to rally attendance), e.g. for major rally planning, chapter development, etc.
 5. All requests for reimbursement for approved expenses must be submitted for payment on the "Request for Reimbursement of Expenses" form (Exhibit 1-1), itemizing the purpose and costs of the expenditures, accompanied by the appropriate receipts. Requests are to be sent to the DOAI President for approval, who will forward the approved request to the DOAI Treasurer for reimbursement. Invoices for direct payment to vendor by DOAI should be sent directly to the DOAI Treasurer with approval of the DOAI President. Requests may be sent via USPS, or by attaching the appropriate information to an email to be sent to the DOAI President with copy, including attachments, to the DOAI Treasurer. Reimbursement and/or payment requests should be submitted in a timely manner.
- B. Chapter Development Discretionary Fund
1. The President, Executive Vice President and the Region Vice Presidents are authorized a discretionary fund of \$500.00 per year for the purpose of reimbursing these officers for expenses incurred in activities relating to the formation and development of chapters. These discretionary funds do not carry over from year to year, and any amounts not expended by December 31 of that year will revert to the DOAI general account.
 2. On January 1 of each year an amount of \$500.00 will be budgeted for each authorized officer. The Treasurer shall maintain appropriate records to account for and track annual usage of these discretionary funds.
 3. Expenditures reimbursed under this paragraph do not include any expenditure reimbursable under paragraph A of Standing Rule #1.
 4. Each officer listed in sub-paragraph B-1 will determine what expenditures, as defined in sub-paragraph B-1, qualifies for reimbursement.
 5. Periodically, each officer listed in sub-paragraph B.1 may submit a "Request for Reimbursement of Expenses" form to the Treasurer. Invoices and/or other information sufficient to substantiate the expense should be attached.
 6. Each officer is responsible for submitting a final voucher prior to December 31 of each year.
 7. A Discretionary Account Balance Form, available from the Treasurer, may be used to keep track of the balance in the individual discretionary accounts.
- C. Membership Coordinator Revolving Expense Fund
1. A revolving fund of \$550.00 shall be established to cover expenses incurred by the Membership Coordinator in the performance of his/her DOAI duties.

2. Periodic expense claim statements submitted by the Membership Coordinator to the Treasurer shall serve as a basis for restoring the fund to the \$550.00 level.
3. The revolving fund shall be reconciled and residual funds returned to the DOAI Treasurer when the individual ceases to perform as DOAI Membership Coordinator

STANDING RULE #2 – Revised 1-29-15

Membership Dues and Fees

- A. The dues for regular members shall be:
 1. \$16.00 per year; \$45.00 for three years; or \$75.00 for five years.
 2. New members shall pay an additional \$4.00 one-time administrative fee.
- B. The dues for commercial members shall be:
 1. \$20.00 per year; or \$75.00 for five years.
- C. Non-payment of dues:
 1. Newsletter mailings will cease 90 days after a second notice of dues payable is sent to a member.
 2. All rights and privileges of membership will be suspended until reinstatement via payment of dues.
- D. New Member Referrals:
 1. Members who actively recruit new DOAI members shall be rewarded by having one year's annual membership dues waived for each three (3) new members recruited.

STANDING RULE #3 – Revised 1-29-15

Rallies

- A. Definitions
 1. A "Major Rally" in the context of these Standing Rules is an official Discovery Owners Association, Incorporated (DOAI) planned gathering, approved by the Board of Directors. The Major Rally may be National or Regional in nature. Chapter rallies are not included in this definition.
 2. The Major Rally event planning includes a budget, adequate financing, pre-reservation of facilities, meals, entertainment, adequate volunteers, pre-registration by participants, and may include a host or sponsor, and is characterized by an open invitation to the total membership of DOAI or a major segment thereof.
 3. "Treasurer," as used in this Standing Rule, refers to the Treasurer of the DOAI.
- B. Major Rally Attendance

Major Rally attendance is reserved for members in good standing of DOAI and guests in a member's motor home. Owners of motor homes other than Discovery are limited to non-members providing services or support to the Major Rally or are previously approved by the Board of Directors.
- C. Leadership

The National Rally Master, in consultation with the applicable Region Vice President (and Chapter Presidents, if applicable) will select the Rally Master for any Major Rally.
- D. Board of Directors Approval
 1. A Major Rally is subject to approval by the Board of Directors (this excludes Chapter rallies). This is to prevent date or area conflicts between two or more proposed rallies.
 2. Chapters, special interest groups, commercial members or individuals may sponsor a Major Rally. The sponsoring entity must apply in writing, stating the type of Major Rally, location for the Major Rally and the proposed dates.
 3. Request for approval shall include a proposed budget, along with a projected estimate of the number of rigs expected. A proposed rally charge per rig must be indicated. The charge must also include a contingency amount. The application should have a schedule of events.
 4. The proposed budget shall include a complete breakdown of all costs, along with an explanation of how these costs were derived, i.e.; estimated vendor quote, current actual cost, etc.

5. The projected number of rigs shall include both a minimum and a goal. The proposed budget shall be prepared for the minimum rig estimate and the registration fee will be determined by dividing the total budget by the minimum number of rigs expected.
6. The Major Rally Master, assisted by the National Rally Master, will prepare the rally budget for presentation to the Board of Directors.
7. The planned site for a National Rally shall be submitted by the National Rally Master to the Board of Directors for approval. The planned site for a Regional Rally shall be submitted by the applicable Region Vice President to the Board of Directors for approval. National Rally locations shall be rotated among the six DOAI regions on a schedule developed by the National Rally Master.

E. Finances

1. The Major Rally sponsor must adhere to the approved budget. Any major deviations are the sole responsibility of the Major Rally sponsor, unless prior approval has been granted by the Board of Directors.
2. Any funds provided by the DOAI to the Major Rally sponsor for the purpose of making deposits at campgrounds, purchasing supplies, etc., are to be derived from the registration fee and fully refunded to the DOAI.
3. Advance funding for preliminary expenses for a Major Rally may be provided from DOAI funds in the amount of up to and including \$3,000.00. The DOAI Treasurer has established a separate DOAI Major Rally checking account to be used for this purpose, which may be used by the Treasurer of the Major Rally to deposit receipts of rally fees and pay appropriate rally expenses. The DOAI Treasurer will assist the Major Rally Master and/or the Major Rally Treasurer in obtaining appropriate signature authority for them to use this account. Upon completion of the Major Rally and after final settlement of all related expenses, any unused funds derived from the Major Rally, up to and including \$1,000.00, shall be retained by the sponsoring entity (if that entity is a DOAI chapter). Any amount in excess of the \$1,000.00 shall remain in the Major Rally account of the DOAI for use on future Major Rallies. All payments must be supported by documentation as follows:
 - a. Invoice with the Major Rally Master's signature acknowledging payment.
 - b. If the invoice does not clearly reflect the business purpose, an explanation of that purpose must be attached and signed by the Major Rally Master. When the Major Rally is completed, any unused funds and documentation of all payments will be returned to the DOAI Treasurer.
4. The Major Rally Master and the Rally Committee will help plan and coordinate the Major Rally and make sure that the financing is within the guidelines of the approved budget. It should be the understanding of the volunteers that they will not be compensated for their time.
5. The DOAI Treasurer will oversee the proposed financing of the Major Rally and render assistance as necessary. The President may appoint the National Rally Master or others as assistant/s for the DOAI Treasurer to coordinate Major Rallies. The assistant/s must be a regular member of the DOAI and must not be affiliated with the Major Rally host chapter, if a chapter is the sponsoring entity.
6. A complete accounting system will be kept for the Major Rally and a quarterly balance sheet will be submitted to the Board of Directors and National Rally Master. If there are funds in this account for more than one Major Rally, each Major Rally Master shall receive an accounting for that particular rally.
7. All Major Rally expenses should be paid in full at the time of the Major Rally, if possible. Under no circumstances will expenses carry over for more than sixty (60) days after the end of the event.
8. A full accounting of the income and expenses of the Major Rally shall be provided to the DOAI Treasurer no later than sixty (60) days after the end of the Major Rally. The DOAI Treasurer will verify that the accounting is correct and will send a copy of it, along with any comments, to the Board of Directors.
9. All sales proceeds received from sales of DOAI merchandise at Major Rallies shall be given by the DOAI Merchandise Coordinator to the DOAI Treasurer for deposit in DOAI accounts. Any profit resulting from the sales of DOAI merchandise at the Major Rally will be paid by the DOAI Treasurer to the host chapter/s, if a chapter was the sponsoring entity. The Merchandise Coordinator's rally fee will be paid by DOAI.
10. Proceeds from fund-raising activities that are in excess of expenses, must be distributed to a charity. Rallies are not fund-raising events.

F. Contracts

All preliminary and final contracts with campgrounds, caterers, service organizations, community groups, entertainers, food purveyors, or any individual, business, or group providing a service to a Major Rally shall be submitted to the National Rally Master. They must be consistent with the budget submitted.

G. Meals

If meals are to be provided at the Major Rally, the price for each meal should be firmly established by contract prior to the Major Rally.

H. Commercial Operations

1. DOAI will not intercede in any dispute between vendors at Major Rallies, nor will any exclusive franchises be awarded at any time.
2. With regard to commercial sales at Major Rallies, no DOAI member (regular or commercial) will be allowed special treatment with regard to any other vendor at a DOAI Major Rally.

STANDING RULE #4 – Revised 9-25-19

DOAI Region Boundaries

A. Region 1 - Northwest

Includes Alaska, Idaho, Montana, Oregon, Washington, Wyoming, Saskatchewan, Alberta, British Columbia, Yukon Territory, and Northwest Territories.

B. Region 2 - Southwest

Includes Arizona, California, Colorado, Hawaii, Nevada, New Mexico, and Utah.

C. Region 3 - North Central

Includes Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin, Nunavut, Manitoba, and Ontario.

D. Region 4 - South Central

Includes Arkansas, Louisiana, Oklahoma and Texas.

E. Region 5 - Northeast

Includes Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador.

F. Region 6 - Southeast

Includes Alabama, Delaware, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia.

STANDING RULE #5 – Revised 8-20-06

Logo



A. The DOAI logo shall be the stylized Discovery followed by Owners Association, Inc.

1. The logo may be used for correspondence, advertisements, publications, and other association uses, including merchandise.
2. The color and size may be adjusted as is best for the particular use.

STANDING RULE #6 – Revised 5-22-01

Alcoholic Beverages

A. DOAI, or its representatives, under the terms of the DOAI liability insurance policy, may not engage in the sale of alcoholic beverages.

1. This prohibition does not cover members' "happy hour" gatherings where liquor is served, Major Rally meetings or dinners where liquor is served and included in the cost of the Major Rally fee, or potluck meals where the members bring their own beverages.
2. In the case of a contracted vendor who provides meals and operates a cash bar at a DOAI event, the vendor should

provide a certificate of liability insurance from the vendor in favor of DOAI. The vendor's own Liquor Liability insurance coverage should name DOAI as an "additional insured" for the event.

STANDING RULE #7 – Revised 9-25-19
Formation of Chapters

Pursuant to the stated purpose of the DOAI, members are encouraged to join together in groups of mutual interest and form authorized Chapters in accordance with the following guidelines (DOAI Bylaws Article VII):

A. Chapter membership.

1. Any group of five (5) or more regular members of DOAI may petition DOAI for a charter. A Chapter that fails to maintain five (5) members, or meet other qualifying requirements related to Chapters, shall revert to inactive Chapter status.
2. Regular membership in DOAI is a prerequisite for voting membership in a Chapter. However, an application for membership in DOAI, along with the initiation fee and first year's dues, may be accepted in lieu of current membership in DOAI.
3. A DOAI member may belong to multiple Chapters.
4. No person may continue as a voting member of a Chapter after forfeiting his/her good standing in DOAI.
5. A Chapter may limit the number of members who may belong to that Chapter. This limiting number shall be determined by a majority vote of the Chapter membership.
6. Chapters shall provide an initial list of officers to the DOAI Secretary, as well as by February 15 of each year. Chapters shall also provide a list of officers to the DOAI Secretary whenever a change in leadership takes place.
7. By February 15 of each year, Chapters shall provide a complete current membership listing, including membership numbers, to the Membership Coordinator.

B. Chapter Application

1. The application for recognition as a Chapter of DOAI, with the requisite number of valid signatures, shall be submitted to the DOAI President, with a copy to the appropriate Region Vice President.
2. The Chapter Application shall be accompanied by the following:
 - a. A printed or typed list of names, addresses, phone numbers, and DOAI membership numbers of members applying to be recognized as the Chapter.
 - b. Copy of the applying Chapter's minutes of the organizational meeting.
 - c. A copy of the Chapter Bylaws. The Bylaws must provide for:
 - Name of the Chapter
 - Purpose
 - Membership and Fees
 - Governance
 - Officers
 - Committees
 - Fiscal year and handling of finances
 - Enforcement and amendment of Bylaws
 - Procedure to dissolve the Chapter

C. Application Approval and Funding

1. The DOAI President and the appropriate Region Vice President will recommend approval/disapproval to the DOAI Board of the Chapter application. The applying Chapter will be notified of the Board's action.
2. Start-up expenses for an approved Chapter will be provided in the amount of \$500.00 by DOAI.

D. Application for Recognition of Tax Exemption Under IRS Code (a)

1. Upon approval of chapter formation, the DOAI Treasurer will work with the officers of the newly formed chapter to timely complete the appropriate application to file with the Internal Revenue Service in order to obtain "tax exempt" status for the chapter.
2. The DOAI will provide the required application fee that accompanies the tax-exempt application.

E. Sample Documents

1. A package of Chapter formation documents, including sample Chapter Bylaws and a formation checklist, is available to interested members from the Region Vice Presidents and the DOAI Secretary, upon request.

STANDING RULE #8 – Adopted 5-7-02

Financial Audits

This Standing Rule has been replaced in its entirety by Standing Rule #13 – Adopted 4-25-09

STANDING RULE #9 – Revised 12-1-17

Discovery Express Newsletter

- A. Discovery Express is the official DOAI newsletter which shall be published electronically quarterly.
 1. The newsletter shall be published in color by an outside vendor approved by the DOAI Board of Directors. It shall be emailed to all members, as well as to non-DOAI members who have supplied an article for the current issue. A copy shall also be emailed to the DOAI Webmaster for posting on the DOAI website.
 2. A Newsletter Editor shall be designated to receive input articles and information from members, chapters, officers, and coordinators. The Newsletter Editor shall edit all inputs for transmittal to the outside publisher.
 3. The newsletter shall contain articles and information of general interest to the members; e.g., member activities and events, chapter rallies and activities, major rallies events and photos, Board of Director contacts, etc., as well as any other special articles as directed by the Board of Directors.
 4. A “Member Care” column shall be included to inform of members’ serious illness, hospitalization or death, including death in a member’s family.
 5. Each chapter shall identify a contact who is authorized to submit chapter news by the deadlines established by the newsletter editor.
 6. An article advising the membership of Board of Director actions shall be included.
 7. Information on elections of DOAI officers shall be included as directed by the President or Nominating Committee Chairman. This may include information on candidates, ballots, voting schedules, instructions, etc.
- B. The newsletter editor shall screen newsletter inputs for suitability, appropriateness of content, tastefulness, etc., and edit material as needed. Questionable articles shall be referred to the DOAI President for determinations on whether to include them.

STANDING RULE #10 – Revised 1-29-15

Discovery Owners Advisory Group

- A. The Discovery Owners Advisory Group is established to maintain open dialogue regarding the Discovery product and Fleetwood Customer Service to assure the Discovery product is meeting the expectations of owners and to support the members of DOAI.
 1. The Discovery Owners Advisory Group shall consist of a designated National DOAI Liaison (the Vice President for Development), and the six DOAI Region Vice Presidents.
 2. Fleetwood Owners Relations management has been designated as their focal point to interact with the Advisory Group.
 3. The National DOAI Liaison is the sole point of contact for introducing an issue or problem to Fleetwood Owners Relations. Once an issue has been introduced, direct contact between Fleetwood and the owner or Region Vice President may occur during the investigation and resolution of the issue.
- B. Procedures for addressing Discovery motor home problems and issues:
 1. Use of the Advisory Group to address a problem should be taken only after normal customer-dealer actions have failed, or have been unsatisfactory. Owners should adhere to the following steps to try to effect normal problem resolution:
 - a. First contact one or more dealers.
 - b. Call Fleetwood Customer Service to report an unresolved problem.
 - c. If not satisfactorily resolved, contact Fleetwood Customer Service and ask to speak with a Customer Service Supervisor.
 - d. If not satisfactorily resolved, contact Fleetwood Customer Service and ask to speak with a Customer Service Manager.

2. When a DOAI member has not been able to resolve the problem by the above process, the member should contact their Region Vice President, who will fill out an Owner Reporting Form (Exhibit 10-1). Acting as a member of the Advisory Group, the Region Vice President will submit the form to the National DOAI Liaison.
3. The National DOAI Liaison will coordinate the problem report with the DOAI Board of Directors and submit the problem report to Fleetwood Owner Relations management.
4. The affected owner should then be contacted directly by Fleetwood Owner Relations for assistance in addressing the problem.
5. Members should keep their Region Vice President informed on actions to resolve the problem. The Region Vice President will, in turn, keep the National DOAI Liaison informed.

STANDING RULE #11 – Adopted 8-10-05

Chapter Presidents Advisory Council

- A. The Chapter Presidents Advisory Council is established to serve as a forum for open dialogue among the Chapter Presidents, and means of elevating topics of chapter concern or problems to the DOAI Board of Directors.
- B. The Advisory Council shall be comprised of all elected Chapter Presidents and chaired by the DOAI Executive Vice President.
- C. Meetings
 1. Meetings will be held at each Major Rally at which at least three Chapter Presidents are in attendance.
 2. If a Chapter President is unable to attend and participate, he/she may designate a chapter member as his/her representative.
 3. Major Rally Masters will include the Advisory Council meeting in the Major Rally schedule of events.
 4. Meetings will be scheduled early in a Major Rally to facilitate subsequent reporting of issues, problems or areas of concern to the DOAI Board.

STANDING RULE #12 – Adopted 10-4-06

Board of Directors

Moved to Bylaws, Article 4 and Article 5 – Adopted 1-29-15

STANDING RULE #13 – Revised 6-29-16

Auditors

- A. Each year, the President and the Board of Directors shall appoint two DOAI members (who are not members of the Board of Directors) as Auditors. The appointees shall be persons who are knowledgeable about financial matters.
- B. The appointees shall conduct the audit during the annual national rally.
- C. The function of the Auditors shall be to audit the expense and income records to assure accurate reporting, and to make any other recommendations they deem fit concerning the reporting and management of finances.

STANDING RULE #14 – Revised 3-3-17

Website Access

- A. Regular Members, as defined by Bylaws Article III, subparagraph A-2, shall have access to all pages and features of the DOAI website at all times it is online.
 1. An exception to this will be that the newsletter editor, an outside vendor, shall have access to all pages and features of the DOAI website as part of his/her responsibilities. All other restrictions of this Standing Rule shall apply.
- B. Commercial Members as defined by Bylaws Article III subparagraph A 3, shall have access to all pages and features of the DOAI Website (except the Membership Listing) at all times it is online.
- C. Non-members who apply and are approved as Web Associates and whose fees are current shall have access to selected pages of the Website as determined by the Webmaster and approved by the Board of Directors. Web Associates shall pay annual fees in the amount of \$12.00 to DOAI. Web Associates are entitled to no rights and privileges other than the specified Website access.

- D. All users of the DOAI Website are specifically and expressly prohibited from using or providing data from the Membership Listing for any commercial purpose.

STANDING RULE #15 – Revised 12-1-17

Duties of Non-Voting Directors

The Board of Directors of DOAI include the Membership Coordinator, Webmaster, Merchandise Coordinator, and Newsletter Editor. The DOAI President appoints the individuals to serve in these capacities with approval of the DOAI Board of Directors. There is no term limit.

A. Membership Coordinator

The Membership Coordinator is responsible for maintaining the membership database, and for depositing funds received for membership. Membership cards shall be issued to members upon receipt of their dues. The Membership Coordinator reports to the President.

B. Webmaster

The Webmaster is responsible for all aspects of the DOAI Website and is the primary point of contact for all questions regarding the DOAI Website. Webmaster restricts access to appropriate Web pages depending on Member/Associate status. Webmaster ensures that ICANN records and the domain name registration are kept current and accurate. Webmaster maintains restricted access to the eGroup and Bulletin Board and moderates as needed. The Webmaster reports to the President.

C. Merchandise Coordinator

The Merchandise Coordinator is responsible for ordering and selling DOAI-branded merchandise (clothing and accessories) based upon knowledge of what members seek and what has previously sold. Merchandise Coordinator is responsible for arranging to have merchandise transported to and available for sale at Major Rallies, keeping an accurate inventory, recording sales transactions, and for providing an accounting of sales to the DOAI Treasurer. The Merchandise Coordinator reports to the President.

D. Newsletter Editor

The Newsletter Editor is responsible for editing the quarterly DOAI newsletter, Discovery Express. Editor works closely with Chapter Presidents, Officers and DOAI Directors, and individual members to ensure a quality publication. Editor transmits edited input to outside publishing vendor in accordance with established deadlines. The Editor reports to the President.

STANDING RULE #16 – Revised 9-25-19

Nominating Committee Election Duties

The Nominating Committee shall conduct the election for all positions. This includes the following duties:

- A. Seek out qualified members in good standing for a slate of officers.
- B. Notify all candidates to submit biographical information and picture to Discovery Express Editor in time for inclusion in October edition.
- C. Present the slate to the Board of Directors for approval.
- D. Arrange for Webmaster to establish an electronic voting platform, regardless of how many candidates are listed for each office. Such platform shall assure that only qualified members vote and no member votes more than once.
- E. Announce the slate and voting period (at least 30 days during November and/or December) to the membership via Discovery Express October issue. Regular members in good standing as of November 1 shall be eligible to vote.
- F. Receive and review results report from Webmaster.
- G. Inform the President, Secretary, and the Newsletter Editor of the results of the election.

H. Forward the Webmaster's report to the Secretary for safekeeping.

STANDING RULE #17 – Adopted 2-15-16

Quarterly Question Contest

Terminated/Final Question in October 2019 Discovery Express – Adopted 1-29-19

STANDING RULE #18 – Adopted 5-11-16

Maintaining Members' Privacy

- A. The security of our members is of utmost importance. Therefore, certain sections of the DOAI website will continue to be password protected.
1. No one may disseminate any portion of any DOAI mailing list nor any portion of any member's information, nor any other password-protected information to any non-DOAI person, company, or group.
 2. The only exception to item 1 of this Rule shall be if the information is to be used exclusively for DOAI purposes previously approved by the Board of Directors (example: mailing of Discovery Express).

**Exhibit 1-1 – Revised 8-17-06
Request for Reimbursement Form**

Discovery Owners Association, Inc.

Request for Reimbursement of Expenses

Name: _____ Date: _____

Address: _____

Phone: _____

Period Covered: From: _____ To: _____

DATE	DESCRIPTION OF EXPENSE	AMOUNT

TOTAL: _____

Please Attach Receipts for All Expenses

Approved for payment by: _____ Date: _____

Exhibit 7-1 – Revised 9-25-19
FORMING A DOAI CHAPTER
Tips for Success and Notation of Required Items

1. Ask for a volunteer to be recording secretary for the meeting
2. Discuss the reason for the meeting: fun, sharing Discovery hints and improvements and knowledge. Discuss area, number of members available at this time, number who responded ‘yes’ but could not make the meeting, and number who did not respond. Idea is to start small and grow together. That’s why it is the DOAI policy to approve Chapters as small as five members who are DOAI members in good standing.
3. Get ideas for a chapter name.
4. Vote to select a chapter name
5. **Required:** Agree to abide by the Bylaws and Standing Rules of DOAI, whose documents will take precedence over Chapter Bylaws and Regulations.
6. **Required:** Set a dues structure (usually \$10 per year) and decide on the chapter’s fiscal year (does not necessarily have to be calendar year). Annual dues are pro rata for first year if the fiscal year does not match the date of the chapter’s organizational meeting. Thereafter, full dues are due by the 15th of the first month of the chapter’s calendar year.
7. **Required:** Work with the DOAI Treasurer to prepare the required forms to apply for tax exempt status with the Internal Revenue Service.
8. **Required:** By May 15 of each year the Chapter Treasurer or President will file the required Internal Revenue Service form 990-N, Annual Electronic Notice for Small Organizations.
9. **Required:** By February 15th of each year Chapter Secretary will send to the Membership Coordinator of the DOAI a list of all paid up members.
10. **Required:** Nominate and vote for Officers: President, Vice President, Secretary, Treasurer, and Rally Master (also can be called Wagon Master or Campout Coordinator).

Exhibit 7-2 – Revised 1-29-15
SAMPLE OF CHAPTER BYLAWS

Chapter Bylaws must include each Article listed below. Any exception from these Bylaw Articles, or a desire for additional Articles, must be requested in writing to DOAI for adjudication.

BYLAWS OF (insert chapter name here)
DISCOVERY OWNERS ASSOCIATION, INC.

ARTICLE I - NAME

The name of this chapter shall be (insert name here) chapter of the Discovery Owners Association, Inc. The Chapter is formed as part of the Discovery Owners Association, Inc., a non-profit, volunteer organization.

ARTICLE II - PURPOSE

The purpose of the chapter is: (insert purpose here. An example is “To plan rallies, enhance camaraderie and social contact among Discovery Owners.”)

ARTICLE III - MEMBERSHIP AND FEES

Section 1. Any person or family who owns a Discovery motor home and is a regular member of the Discovery Owners Association, Inc., is eligible for voting membership in (insert name here) chapter.

Section 2. The annual dues for the (insert name here) chapter shall be recommended by the Chapter officers and accepted by the Chapter members.

- Section 3. Special meetings of the membership may be called by the President or any two Chapter Officers upon notification to all members five days prior to the meeting.
- Section 4. A quorum must be present at all meetings of the Chapter at which business will be transacted. A quorum is a majority of the members entitled to vote at the meeting who are present in person.

ARTICLE IV- AUTHORITY

- Section 1. The Chapter officers shall be the administrative body of the Chapter and shall also perform such functions and duties as ordered by the Chapter. Chapter officers shall be voting members of the Chapter.
- Section 2. Any Chapter Officer vacancies shall be filled by appointment approved by a majority of the Chapter Officers at a duly called meeting of the Chapter Officers.
- Section 3. The Chapter Officers shall hold meetings as they deem necessary, and the President or any two Chapter Officers may at any time call a meeting.
- Section 4. A quorum must be present at all meetings of the Chapter Officers. A quorum is a majority of the Chapter Officers entitled to vote at the meeting who are present in person.

ARTICLE V- OFFICERS

The Chapter Officers are the President, Vice President, Secretary, Treasurer, and Rally Master. They shall perform the duties that usually pertain to these respective offices. They shall be elected by the Chapter members at the annual meeting, and shall hold office for (insert number here) year[s] or until a successor has been duly elected and installed.

ARTICLE VI - COMMITTEES

- Section 1. The Nominating Committee shall consist of three voting members appointed by the President three months before the end of the Chapter's fiscal year. The Chairman of the Nominating Committee shall present the proposed slate of officers at the next Chapter meeting. Nominations will also be accepted from the floor. Election of Chapter Officers will take place at that Chapter meeting. Chapter Officers will assume their duties as of the first day of the new fiscal year.
- Section 2. Other committees may be appointed by the President and shall act for the duration of their assigned task.

ARTICLE VII - FINANCES

- Section 1. The fiscal year shall be (insert dates here).
- Section 2. All funds of the chapter shall be deposited in an FDIC-insured institution.

ARTICLE VIII - BYLAWS

- Section 1. Amendment of Bylaws.
 - a. Changes to the Bylaws may be proposed, in writing, to the Chapter Secretary, by any member.
 - b. Proposed changes to the Bylaws will be mailed to each member thirty days prior to the meeting for which announcement has been made that a Bylaws amendment will be presented. The Bylaws may then be amended with a two-thirds majority vote of the Chapter members present and voting.
- Section 2. Standing Rules may be promulgated to address other Chapter procedures. In case of a conflict, the Chapter Bylaws take precedence over the Chapter Standing Rules
- Section 3. This chapter will operate under the Bylaws and Standing Rules of Discovery Owner Association, Inc., if the Chapter Bylaws are deemed by the DOAI Board of Directors to be in conflict with DOAI.

ARTICLE IX - TERMINATION OF CHAPTER

In the event that the activities of the Chapter terminate, the following procedures must be taken:

- Section 1. Written notification shall be submitted to the DOAI President by the Chapter President, or Chapter Secretary, or Chapter Treasurer within ten (10) days of the dissolution of the Chapter.
- Section 2. The Chapter shall return to DOAI any start-up funds provided to the Chapter when it was first formed.
- Section 3. Any monies remaining after return of start-up funds to DOAI will be given to a recognized charity, and documentation of said contribution must be provided to DOAI by the charity.

Exhibit 7-3 – Revised 1-29-15
SUGGESTED CHAPTER MEETING AGENDA

ORDER OF BUSINESS

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Introduction of guests and non-members
5. Reading of minutes from previous meeting
6. Treasurer's report
7. Unfinished business
8. New business
9. Well-being of members
10. Adjournment

**Exhibit 10-1 – Adopted 8-10-05
Discovery Owners Advisory Group
Owner Reporting Form**

Submitted by DOAI VP _____ Date _____

Reporting DOAI Member Name _____

Reporting Member Address _____

City/State/ZIP+4 _____ DOAI # _____

Member Phone # _____ Cell # _____

Member Coach Year _____ Model _____



Feel free to add additional information by attaching pages. PLEASE PRINT.

Brief description of problem _____

When was the problem first reported to a dealer? _____

Which dealer? _____

What was the result of dealer's action? _____

Did dealer eventually fix the problem? Yes _____ No _____

What other dealers were involved, if any? _____

Did one of these dealers fix the problem? Yes _____ No _____

If yes, which one solved the problem? _____

When was Fleetwood notified of the problem (800.322.8216)? _____

Did the call to Fleetwood solve the problem? Yes _____ No _____

If no, did the member ask to speak to a Fleetwood Customer Service supervisor? Yes _____ No _____

If yes, did the supervisor provide a solution to the problem? Yes _____ No _____



Region Vice President:

If no, thank the member for giving the Discovery Owners Advisory Group an opportunity to help solve his/her problem. Advise the member that this document will be forwarded to the National DOAI Liaison and then to the Fleetwood National Owners Relations Manager. The member will be contacted directly by Fleetwood regarding the unsolved problem.

Ask that the member please provide feedback to you so that the DOAI Advisory Group can monitor the results of your report. We are confident that your action here will help the member and other Discovery owners with similar problems.

If this report is submitted to provide positive feedback to Fleetwood management, please use this space to document the feedback:

Area with multiple horizontal lines for providing feedback.