

# *Illinois Good Sam RV Association*

## **STANDARD OPERATING PROCEDURES**

Adopted March 30, 2013

Revised July 30, 2017

### **ARTICLE I – NAME**

This organization shall be known as Illinois Good Sam RV Association. The association is duly chartered chapters of the Good Sam Club. The association shall recognize the Good Sam Club Constitution and Bylaws as their governing document and be guided by these State Standard Operating Procedures (SOPs).

### **ARTICLE II – DEFINITIONS**

**Section 1:** The term “Club” will always mean the Good Sam Club.

**Section 2:** The term “State” shall refer to the Illinois Good Sam RV Association.

**Section 3:** The term “Chapter” shall be mean a duly chartered local chapter of the club

**Section 4:** The term “Sponsor” shall mean Good Sam Enterprises, LLC.

### **ARTICLE III – MEMBERSHIP**

**Section 1:** Membership in the State Association is limited to those individuals who are members in good standing with both the Good Sam Club and the State Association (paid Club and State membership dues).

**Section 2:** Members of the State Association will be classified as either Chapter members or State members-at-large.

**Section 3:** State members-at-large will be defined as those members in good standing of the Good Sam Club who do not belong to a chapter, but have voluntarily decided to be members of the State Organization, and to meet all the necessary membership requirements thereof.

**Section 4:** Each membership will include one couple or single and any dependent children living with them.

**Section 5:** Only a dues paying member of the State Association shall be eligible to participate in State business meetings or to serve in any of its elective or appointive positions.

### **ARTICLE IV – OFFICERS**

**Section 1:** Officers of the State Association shall be the State Director and State Treasurer.

**Section 2:** Each Chapter may nominate a candidate for the State Director’s office. The Director shall receive a simple majority vote of all chartered Chapter delegates in the state, at an election following the rules and procedure specified by the Sponsor. The State Director shall be elected for a two year term and take office on January 1.

**Section 3:** The State Treasurer will be elected to a two year term by a simple majority vote of all members of the State Committee present. That two year term will run opposite of State Director’s term. The State Treasurer will take office January 1. The State Treasurer may not be a member of the State Director’s family.

**Section 4:** All other State officers will be appointed by the State Director and will hold office for a period designed by the State Director but not to exceed the State Director's term of office. They will be allowed to sit in and participate in the State Committee meetings as recommending body, but have no voting power; unless prior notice is given that they will represent the Chapter they belong to and no other chapters in the State.

**Section 5:** Officers handling money: All State officers who handle money will be bonded at the expense of the State. This includes the State Director, Treasurer, and anyone else that might be handling State monies.

## **ARTICLE V – STATE COMMITTEE**

**Section 1:** The State Committee is composed of all Chapter Presidents within the State, or their appointed delegates. The Committee members will vote on matters that come before the Committee on behalf of the Chapter.

**Section 2:** Members attend State Committee meetings as a representative of his/her Chapter, and report the proceedings of such meetings to the Chapter members. If a Chapter President is unable to attend, they shall notify the State Director who the delegate from the Chapter will be.

**Section 3:** The State Committee has the voting power to reconcile serious disputes within the State and within any Chapter within the State.

**Section 4:** The State Committee shall meet at least three times a year, or as often as necessary to conduct the business of this Committee. The State Director shall determine the time and place of all State Committee meetings.

**Section 5:** The State Committee members present at an officially called meeting, or their appointed delegate, will conduct the State Business required at that meeting.

**Section 6:** A simple majority of those present will be required to approve all matters brought before the State Committee.

**Section 7:** The State Committee has the authority to establish, regulate, and control the State Treasury, and to levy reasonable DUES to be paid by all Chapter members within the State, to be placed in the State Treasury. Such levy will only be recognized if made by a simple majority vote of the Chapter Presidents/or delegate attending a meeting of the State Committee. If a Chapter is not represented, a written notice of the motion passed shall be sent to the Chapter President. All such funds shall be sole property of the State.

**Section 8:** State Committee members may make a written or verbal request to the State Director, on behalf of the Chapter, that items be placed or added to the State Committee agenda.

**Section 9:** State Committee members are to serve on committees voluntarily or by appointment for the good of the State Committee.

**Section 10:** To obtain written support of 25% of the State Committee membership is required to petition the State Director to call a special meeting.

**Section 11:** The rules contained in Robert's Rules of Order shall govern all meetings of this State Association. State Committee meetings will be conducted as follows:

- a. Call to order
- b. Pledge & Prayer

- c. Roll call
- d. Introductions of Guests
- e. Reading of the minutes of previous meeting
- f. Treasurer Report, followed by presentation and authorization of bills
- g. Reading of Correspondence
- h. Report of Committees
- i. Unfinished business
- j. New Business
- k. Announcements
- l. Adjournment

## **ARTICLE VI – DUES**

**Section 1:** Annual dues for State membership will be levied by the State Committee. This fee is to be paid by all Chapter members and will be placed in the State Treasury.

**Section 2:** Chapter members should submit their State dues to the Chapter Treasurer, who will remit payment of the State dues for all Chapter members to the State Treasurer, on or before November 15 each year. Members-at-Large shall submit dues directly to the State Treasurer on or before November 15 each year.

## **ARTICLE VII – STATE OFFICERS DUTIES:**

### **STATE DIRECTOR:**

**Section 1:** Represents the State membership to the Club.

**Section 2:** Represent and uphold the Club Constitution, Bylaws, and General Policies of the Club to the membership.

**Section 3:** Advise the State Committee, composed of chapter delegates; to officiate at its meetings and to vote only in the event of a tie.

**Section 4:** Perform such functions as specified in the Director’s manual.

**Section 5:** In charge & officiate at State Rally with assistance of the State Committee.

**Section 6:** State Director is entitled to a draw of up to \$2,000.00 per year, to cover his/her expenses while performing the required duties of the State Director. An expense request will be submitted at State Meetings for reimbursement.

**Section 7:** State Director has been authorized by the State Committee to spend up to \$500.00 on a purchase for the good of the State, without further approval of the State Committee. A receipt of purchase shall be turned in to the State Treasurer.

**Section 8:** If a vacancy occurs during the term of the State Director, the Sponsor and/or its representative may appoint a replacement for the duration of the term or request that the State present another candidate for the position.

**Section 9:** State Director may be removed from their position at any time at the discretion of the Sponsor, for any reason or no reason.

**Section 10:** Appoint annually an audit committee consisting of three members of the State Committee members.

Section 11: A member may be expelled from his/her duty within the State for his/her opposition to the Good Sam Pledge, Preamble, Constitution, By-Laws or the other policies of the State. Before any proceedings are taken on the proposed expulsion of a member, the member must receive written notice of the contemplated action and reasons. The State Director retains the sole right to expel a member at his/her discretion.

### **STATE TREASURER:**

**Section 1:** The State Treasurer has custody of all funds, securities, and all financial assets of the State Organization.

**Section 2:** Attends all regular and special meetings/events of the State, if possible, with responsibilities for keeping full and accurate accounts of all receipts and disbursements and to make a report available at all regularly scheduled State Committee meetings.

**Section 3:** All disbursements will be made by check, approved by the State Director and by the State Treasurer. Checks signed by the State Director OR by the State Treasurer.

**Section 4:** An audit committee will be appointed by the State Director and approved by the State Committee to audit the accounts of the State annually and will submit a report of their findings to the State Committee and members. The outgoing and incoming State Treasurer (if applicable) will participate in this annual audit.

**Section 5:** Serves as election Chair for the election of the State Director when so scheduled.

**Section 6:** Upon the departure, resignation, or death of the State Treasurer, the State Director will conduct a special meeting of the State Committee for the purpose of electing another State Treasurer to fill the position. If needed, the State Director may appoint an interim State Treasurer until such time a State meeting may be held.

### **ASSISTANT STATE DIRECTORS:**

**Section 1:** To assist in organizing local chapters

**Section 2:** To supervise State functions in their assigned areas under the direction of the State Director.

**Section 3:** To assist the State Director in the organizing and planning of the State Rally.

**Section 4:** To act as advisor to local Chapters when requested.

**Section 5:** Assist in other duties as requested by the State Director.

### **STATE SECRETARY:**

**Section 1:** To handle all correspondence as assigned by the State Director.

**Section 2:** To attend all regular and special meetings of the State Committee, if possible, with responsibilities for:

- a. recording the minutes of the meetings with the time and place and name of those Chapters and State Staff in attendance.
- b. reading minutes of previous meeting;
- c. duplicating and distributing minutes of the State Committee to members of the State Committee within 30 days of the meeting when minutes taken.

- d. To have a list of all standing committees and to file the reports of these committees when presented.
- e. To send out notices of all special meetings of the State Committee.
- f. To have a copy of the State organization's SOP available for ready reference.
- g. Assist in other duties as requested by the State Director.

### **STATE WAGONMASTER:**

**Section 1:** Serve as Chairman of the Parking Committee for the State Rally.

**Section 2:** Assist in other duties as requested by the State Director.

### **STATE CHAPLAIN:**

**Section 1:** Open meetings with a prayer

**Section 2:** Preside over Sunday Service at State meetings and Rallies.

**Section 3:** Assist in other duties as requested by the State Director.

**Section 4:** In charge of the Memorial Service at the State Rally to honor those members who passed away during the past year.

### **STATE MEMBERSHIP:**

**Section 1:** To maintain records of all members of the State Organization, including Chapter members and Chapters.

**Section 2:** Write out and mail membership cards to Chapter presidents for each member.

**Section 3:** Assist in other duties as requested by the State Director.

### **STATE PUBLICITY:**

**Section 1:** Editor and publisher of the State newsletter the Sam-o-Gram.

**Section 2:** Forward newsworthy articles to the State Director for approval before forwarding to the Club and Highways magazine for publishing.

**Section 3:** Appoint assistants as necessary to publish the Sam-o-Gram.

**Section 4:** Report outstanding happenings of interest within the State to local news media whenever possible.

**Section 5:** Assist in other duties as requested by the State Director.

### **STATE WEBMASTER**

**Section 1:** Creating and maintaining current any internet web site as deemed necessary

**Section 2:** Appoint assistants as necessary for maintaining and updating the internet web site.

**Section 3:** All additions or deletions must be approved by the State Director. The exception being outdated information, such as old registration forms.

**Section 4:** Assist in other duties as requested by the State Director.

### **STATE PHOTOGRAPHER:**

**Section 1:** Take pictures at all State Committee meetings and State *Rally*

**Section 2:** Take any special pictures requested by the State Director

**Section 3:** Send State Committee meeting and Rally pictures to the State Historian to put in the State History books.

**Section 4:** Assist in other duties as requested by the State Director.

## **STATE EQUIPMENT:**

**Section 1:** Have the supply trailers at the Rally when needed and returned to storage after the Rally.

## **STATE LEGISLATIVE:**

**Section 1:** Keep informed of all State laws and pending legislation, including City laws and ordinances, which are either beneficial or a hindrance to recreational vehicle owners.

**Section 2:** Notify the Club and State Committee of such legislation.

**Section 3:** Assist in other duties as requested by the State Director.

## **STATE HISTORIAN:**

**Section 1:** Collect and assemble all historical data, happenings and statistics pertaining to the year-to-year operation of the Illinois Good Sam RV Association.

**Section 2:** Keep and maintain all pertinent records of the activities of the State Organization, as deemed necessary by the State Director.

**Section 3:** Keep and maintain all old financial records as deemed necessary by the State Director.

**Section 4:** Assist in other duties as requested by the State Director.

## **STATE COMMUNICATIONS:**

**Section 1:** Install the sound system for the Rally and monitor the sound board when in use.

**Section 2:** Store the equipment in the State equipment trailer after the Rally.

**Section 3:** Have portable sound system at all State meetings and at the Rally

**Section 4:** The portable sound system is kept by the person, so it is readily available.

**Section 5:** Assist in other duties as requested by the State Director.

## **STATE NUTRITIONIST:**

**Section 1:** Plan all meals at the Rally with the approval of the State Director.

**Section 2:** Purchase all food and supplies needed for meals served at the Rally with the approval of the State Director.

**Section 3:** Assist in other duties as requested by the State Director.

## **ARTICLE VIII - ILLINOIS GOOD SAM STATE RALLY**

**Section 1:** Illinois Good Sam Association will hold one State Rally a year

**Section 2:** Registration fees will be determined by the cost of the Rally by the State Committee. The Rally should be self-supporting.

**Section 3:** State Director and State Treasurer are comped for entire fees for the Rally.

**Section 4:** One registration comp for Illinois, Indiana, Kentucky, Michigan and Ohio Directors; approved by the State Committee.

**Section 5:** Early arrivals fees per night to be determined each year.

**Section 6:** Illinois Good Sam State Uniform protocol at the Rally at the discretion of State Director.

**Section 7:** Rally Registration refund request must be sent to the State Treasurer within 10 days of the Rally, a \$5.00 fee will be charged for cancellation. Exceptions must be approved by the State Director. All refunds will be mailed after the Rally

**ARTICLE IX – AMENDMENTS**

**Section 1:** Proposed amendments to these SOPs must be submitted to the State Director by a State Committee member, in writing, to be included in the agenda of the next meeting.

**Section 2:** The proposed amendment(s) in its final form shall be sent to Chapter Presidents and State Staff ten days prior to the meeting at which the amendment(s) is to be voted upon.

**Section 3:** The amendment(s) may be passed with an affirmative vote of major of eligible voting members present.

**Section 4:** The amendment(s) in final form, will be sent to the National Director of the Good Sam Field Operation.

Approved by: \_\_\_\_\_ Illinois State Committee \_\_\_\_\_ Date July 30, 2017 \_\_\_\_\_