

WASHINGTON STATE GOOD SAM ORGANIZATION

Standard Operating Procedures (SOP)

Membership : All Members of the State Organization must be members in good standing with both the Good Sam Club and the State Organization (i.e. have paid both Club and State membership dues).

Members of the State Organization will be classified as either Chapter members or State members at-large.

Dues: Annual dues for the State Membership shall be set by the State Committee. Any changes in the State dues shall be proposed at the first State and Committee meeting of the year, and written notice of the amount of change in state dues per rig shall be sent to the Chapter Presidents within the state to be discussed with their Chapter members. A vote on the amount of the State dues increase will be taken at the next State Committee meeting. The state dues will be placed in the State Treasury. Annual State dues for the coming year shall be submitted to the Chapter Treasurer, who will remit payment of dues to the State Secretary on or before November 1st of each year. Only a dues paying member of the State Organization shall be eligible to participate in its business meetings or to serve in any of its elective or appointed positions.

Duties of Officers

State Director: The State Director is appointed to a two year term as specified in the Good Sam Constitution and By-Laws.

The functions of the Director are :

To appoint all Assistant State Directors and such additional officers as deemed necessary.

Upon request, to assist Club staff with special events.

To perform other functions as specified by the Club.

Upon, on the death, resignation, or departure of the State Treasurer, the State Director will conduct a special meeting of the State Committee, (in person or via e-mail), as soon as possible for the purpose of electing a new Treasurer. If a vacancy occurs during the State Director's term, the Regional Director may appoint a replacement for the duration of the term, or request that the State Committee present another candidate for the position.

To appoint special committees.

Assistant Director:

The Assistant State Director will serve as the representative of the State Director in an assigned area of the State and assist on state activities.

The functions of the Assistant Director are:

- 1.To assist in the formation of new Chapters
- 2.To supervise State activities in areas as requested by the State Director.
- 3.To act as advisor to Chapters when requested by the Director.
- 4.Other duties and projects as requested by the State Director.

State Secretary:

Handle all correspondence as assigned by the State Director

1.To attend all regular and special meetings of the State Board and the State Committee, with responsibilities for recording the minutes of the meeting with time and place, how called and authorized, the notice given thereof, the names of those present, reading minutes of the previous meeting and recording roll call.

2.If requested, assist the presiding officer in preparing the agenda.

3.To have a list of all standing committees and file their reports when presented.

4.To have a copy of the State Organizations Standard Operating Procedures.

5.Assist in sending out all meeting notices of the State Committee and State Board.

6.In cooperation with the Treasurer, maintain records on all members of the State Organization, including Chapter members and State members-at-large

State Treasurer:

Will be elected to a two year term that is to begin the second year of the State Director's term of office by a simple majority of all members of the State Committee present at the meeting. This election will be held

at the last State Committee meeting of the year, and he/she shall take office the following January 1. The Treasurer may not be a member of the State Director's family.

The Functions of the State Treasurer are:

- 1.To have custody of all funds, securities and assets of the State Organization.
- 2.To be responsible for keeping full and accurate accounts of all receipts and disbursements and to make a report of same at all regularly scheduled Committee meetings.
- 3.To pay only those expenses which have been approved by the State Committee.
- 4.To prepare a quarterly itemized financial report to be distributed at State Committee meetings and posted for all members.
- 5.To serve as State Election Chairperson.
6. A discretionary fund of \$2,000 may be set up in order to pay normal office operational expenses of the State Director and the State Treasurer that occur between State Committee meetings. All transactions shall be duly recorded in the financial records of the State Organization.
- 7.The Director shall appoint three members of the State Committee to act as an audit committee with the State Director acting as Chairperson. An audit will be conducted annually. The outgoing and incoming Treasurer (if applicable) will participate in this annual audit to attest to their own satisfaction as to the validity of the audit. Special audits shall be initiated by the Committee whenever a change in the State Treasurer occurs. Reports of audits shall be reported to the membership.

State Wagonmaster:

To be in charge of all parking at State events

Legislative:

The Legislative Representative is responsible for keeping track of all potential laws affecting RV owners within the State, and notifying the State Board and Headquarters of such and any other duties as required.

State Committee:

Responsibilities of State Committee Members:

- 1.To attend a State Committee meeting as the representative of his/her chapter, and to report the proceedings of such meeting to the Chapter members. If the Chapter President is unable to attend, then a Chapter delegate will be accepted at the time of registration at the State Committee meeting by presenting a proxy.
- 2.To vote on such items as come before the State Committee on behalf of their Chapter.
- 3.To make written request of the State Director, on behalf of the Chapter, those items to be placed on the State Committee agenda.
- 4.To present to the State Committee any proposed amendments to the State Standard Operating Procedures.
- 5.To serve on committees voluntarily or by appointment for the good of the State Committee.
- 6.To obtain written support of twenty-five (25%) of the State Committee membership to petition the State Director to call a special meeting.

Chapter Raffles: All Chapter raffles held at State Campouts and Samborees shall comply with Washington State Gambling Rules.

Amendments: Proposed amendments to the Standard Operating Procedures must be submitted to the State Director by a State Committee member, in writing, to be included in the next State Committee agenda.

The proposed amendment(s) in its final form shall be sent to each committee member ten days prior to the meeting at which the amendment(s) is to be voted upon.

Such proposed amendment(s) may pass with an affirmative vote of three fourths of the eligible voting members present.