

MISSOURI STATE GOOD SAM ORGANIZATION

Standard Operating Procedures

ARTICLE I – NAME

This organization shall be known as the Missouri State Good Sam Organization of the Good Sam Club. The aforementioned Organization shall recognize the Good Sam Club’s Constitution and By-Laws as their ultimate body of law.

The Missouri State Good Sam Organization shall use the term “State Organization” when referring to its organization. The term “Club” shall always mean the Good Sam Club.

ARTICLE II – MEMBERSHIP

Section 1: All members of the Missouri State Good Sam Organization must be members in good standing of both the Good Sam Club and the Missouri State Organization having paid both Club and State Organization membership dues.

Section 2: Members of the State Organization will be classified as either Chapter Member or State Member-at-Large.

Section 3: State Members-at-Large are those members of the Good Sam Club who do not belong to a Chapter in Missouri, but who have chosen to be members of the Missouri State Organization and to meet all the necessary membership requirements thereof.

Section 4: The Chapter President shall send the Chapter Membership Roster; to include the name, address, Good Sam membership number and expiration date of all paid members to the State Director, before January 1 of each year.

- 4.1 As new members join Chapters, their State Organization dues, name, address, Good Sam membership number and expiration date shall be sent to the State Director as soon as possible so they can be listed as State members.

ARTICLE III – DUES

Section 1: Annual State Organization dues of \$4.00 per year shall be paid annually to the State Organization for each membership before January 1 of each year. New members joining the State Organization after July 1 of the year shall have prorated dues of \$2.00 for that year.

- 1.1 Annual dues for State Organization membership will be determined by the State Committee.

Section 2: The Chapter Treasurer shall collect and remit payment for annual State Organization dues to the State Director for all Chapter members.

- 2.1 If a member maintains memberships in more than one Chapter, the Chapter Treasurer of each Chapter shall collect and remit annual State Organization dues to the State Director for each membership.
- 2.2 State Members-at-Large shall submit their dues to the State Director before January 1 of each year.

Section 3: Only dues paying members of the State Organization shall be eligible to attend its business meeting, or to serve in any of its elective or appointed positions. However, only the State Committee members have voting authority.

Section 4: All State Organization dues will be placed in the Missouri State Organization Treasury.

ARTICLE IV – STATE OFFICERS

Section 1: State Officers

Officers of the Missouri State Organization shall be: State Director, Assistant State Director, State Secretary, State Treasurer, State Wagonmaster, State Parliamentarian, State Chaplain, State Registrar, State Patchpacker and any additional officers as deemed necessary by the State Organization and approved by the State Committee. State Officers will comprise the State Board.

- 1.1 All State Officers, other than the State Treasurer, shall be appointed by the State Director and will hold office for a period designated by the State Director, but not to exceed the State Director's term of office.
- 1.2 No State Officer or spouse may hold any other post or position with the Club, Region, State or Chapter, unless approved by the Good Sam Club.
- 1.3 All State Officers shall be a member in good standing of a Missouri Chapter or a Missouri State Member-at-Large.

STATE DIRECTOR

The State Director is elected in even numbered years by the State Committee. The State Director is appointed by the Club for a two (2) year term, as specified in the Constitution and By-Laws of the Good Sam Club.

The functions of the State Director are outlined in Article IV, Section 3 of the Good Sam Club By-Laws.

Section 1: State Director Term Limits

The State Director may not hold the office for more than four (4) consecutive two (2) year terms. Past State Directors who have not held the office for at least one two (2) year term, shall be eligible to hold the office again.

Section 2: If the State Director is unable to function in the office for reasons of illness, resignation, departure from the State, etc. the State Treasurer, being the only other elected officer in the State

Organization, shall temporarily function as Chairperson of the State Committee, until the State Director is able to return. If the State Director is unable to return to office, a special election will be held conducted by Good Sam Club.

STATE TREASURER

Section 1: The State Treasurer shall be elected in odd numbered years by a simple majority affirmative vote of the State Committee for a two (2) year term and may hold unlimited terms.

Section 2: The State Treasurer election shall be held at the fall State Committee meeting and will take office on January 1. No transfer of State Organization accounts shall be made until January 1.

Section 3: The State Treasurer may not be a member of the State Directors family.

Section 4: If the State Treasurer is unable to function in the office for reasons of illness, resignation, departure from the State, etc. the State Director shall temporarily appoint a State Treasurer, until the State Treasurer is able to return. If the State Treasurer is unable to return to office a special meeting of the State Committee will be held as soon as possible, for the purpose of electing another State Treasurer.

ARTICLE V – STATE COMMITTEE

Section 1: The State Committee shall be composed of the Chapter President, or their appointed Delegate, from each Chapter in Missouri, as specified in the Good Sam Club Constitution and By-Laws. Chapter Presidents or their appointed Delegate may not represent more than one Chapter at the State Committee Meetings. Each Chapter shall have one vote.

Section 2: The State Committee has the voting power to reconcile serious disputes within the State Organization and in any Chapter within Missouri.

Section 3: If the Chapter President is unable to attend, the Chapter President shall notify the State Director by letter or email. The Chapter President is responsible for appointing a Delegate to represent the Chapter at the State Committee meeting. The appointed Delegate must present a letter of authorization from the Chapter President appointing such Delegate to represent the Chapter. This letter shall be presented to the State Director at the State Committee Meeting and filed by the State Secretary.

Section 4: It is the responsibility of the members of the State Committee:

- 4.1 To attend State Committee meetings as the representative of their Chapter, and to report the proceedings of such meetings to the Chapter Members.
- 4.2 To vote on such items as come before the State Committee on behalf of the Chapter.
- 4.3 To make a written request of the State Director, on behalf of the Chapter, those items to be placed on the State Committee Meeting agenda.

- 4.4 To present to the State Committee any proposed amendments to the State Standard Operating Procedures deemed necessary by the Chapter.
- 4.5 To serve on Committees voluntarily or by appointment for the good of the State Organization.
- 4.6 To obtain written support of 25% of the State Committee membership to petition the State Director to call a special meeting.

Section 5: State Committee Meetings

The State Committee shall meet at least two (2) times per year, or as often as necessary to conduct the business of the State Organization. One of the meetings shall be held at the Missouri State RV Rally. Additional meetings may be called by the State Director, as needed. The State Director shall determine the time and place of all State Committee meetings; all State Organization members are welcome to attend the State Committee meetings.

Section 6: Quorum

A simple majority of the State Committee members, or appointed Delegates, will constitute a quorum.

Section 7: Meeting Format

1. Call to Order
2. Roll Call
3. Introduction of guests
4. Reading of minutes of previous meeting
5. Treasurer's report – Presentation of balance, receipts and disbursements
6. Reading of correspondence
7. Reports of Committees
8. Unfinished business
9. New business
10. Open discussion
11. Announcements
12. Adjournment

Section 8: The State Board shall participate at the State Committee meetings as a recommending body, but shall have no voting power. The State Director will only vote on those issues that come before the State Committee, in the event of a tie.

Section 9: The State Committee has the authority to establish, regulate, and control the State Treasury, and to levy a reasonable fee, in addition to State Organization dues, to be paid by all Chapter members and State Members-at-Large within the State and be placed in the State Treasury. Such levy will only be recognized by the Club if made by a three-fourths (3/4 or 75%) vote of the Chapter Delegates attending a meeting of the State Committee held after 30 days written notice of the purpose of the meeting to the State Chapter Delegates within the State. The vote to levy a fee may be made by mail or email. If there is no designated Chapter Delegate for a Chapter at the State Committee meeting, such written notice shall be sent to the Chapter President. All such funds shall be the sole property of the State Organization.

ARTICLE VI – STATE TREASURY

Section 1: Revenues Received

All funds received by the State Organization from annual dues, State RV Rally, or any other sources of revenue shall be deposited into the State Treasury. Revenues will be recorded in the financial records of the State Organization.

Section 2: Expenditure Authorization

All expenditures of funds from the State Treasury, other than for the operation of the State RV Rallies, shall be approved by the State Committee where expenditures exceed three hundred dollars (\$300.00), unless otherwise noted in the State Organization Standard Operating Procedures.

Section 3: Disbursements

- 3.1 There shall be at least three (3) State Officers authorized on the State Treasury bank account; the State Treasurer, the State Director and the State Secretary.
- 3.2 All disbursements from the State Treasury shall be made by check, signed by the State Treasurer, or authorized designee, and accompanied by an approved expense report signed by the State Director. Disbursements will be recorded in the financial records of the State Organization.
- 3.3 The State Director has the authority to authorize a donation of up to five hundred dollars (\$500.00) by check to another Good Sam State Director or Relief Organization for disaster relief such as tornados, floods, etc. in any State.

Section 5: The State Director may be reimbursed up to two hundred dollars (\$200.00) per month (maximum) for office expenses. Paid bills must be submitted to the State Treasurer covering the expenses before the next allowance is paid.

Section 6: State Treasurer’s Report

The State Treasurer shall prepare a State Treasury Report detailing all receipts and disbursements, which shall be presented at the State Committee meetings.

Section 7: Audit Committee

An audit of the State Treasury shall be conducted annually. The State Director shall appoint three (3) members of the State Committee to act as an Audit Committee, with one member appointed as the Chairperson. In the event of an election, the outgoing State Treasurer (if applicable) shall participate in the annual audit to attest to their satisfaction as to the validity of the audit. Special audits shall be initiated by the State Committee whenever a change in the State Treasurer occurs.

ARTICLE VII – STANDING RULES

The Missouri State Organization Standard Operating Procedures and any amendments made thereto must be submitted in writing to the Good Sam Club for approval.

1. Only written resolutions, signed by their authors will be considered by the State Committee.
2. Only members in good standing may address the State Organization on matters of policy.
3. The State RV Rally will be held during the fall of each year in conjunction with the South Region Rally schedule.
5. All Missouri State RV Rallies shall be sponsored by the State Organization. Chapters are encouraged to assist with the State RV Rally. All proceeds from the State RV Rally will go to the State Organization Treasury.
6. Chapters assisting with the State RV Rally will be permitted their own fundraising event at the RV Rally with the approval of the State Director. Each Chapter keeping all proceeds from such event.
7. A list of all State Officers and Chapter Presidents will be sent annually to all Chapter Presidents.

ARTICLE VIII - AMENDMENTS

Section 1: All proposed amendments to the State Organization Standard Operating Procedures may be submitted by any State Committee member in good standing. All proposed amendments must be submitted in writing to the State Director to be included in the agenda at the next State Committee meeting.

Section 2: The proposed amendment(s) in its final form shall be sent to each member of the State Committee 10 days prior to the meeting at which time the amendment(s) shall be voted upon.

Section 3: Such proposed amendment(s) shall automatically be an item on subsequent agendas until properly disposed of by a vote of the State Committee membership.

Section 4: The amendment(s) may be passed with an affirmative vote of three-fourths ($\frac{3}{4}$ or 75%) of the eligible voting State Committee members present.

ARTICLE IX – STANDARD OPERATING PROCEDURES REVISION

Section 1: The Standard Operating Procedures shall be reviewed, and updated every five (5) years, or sooner at the discretion of the State Director.

OPERATING GUIDELINES & GENERAL STANDING RULES

STATE OFFICERS AND DUTIES

STATE DIRECTOR DUTIES

The functions of the State Director are outlined in Article IV, Section 3 of the Good Sam Club By-Laws and as follows:

1. In the event the State Director is unable to attend a meeting of the State Committee, the State Treasurer shall chair the meeting. The officer will be eligible to vote only in the event of a tie.
2. Prepare the agenda for State Committee meetings and present a copy of the agenda to each State Committee member or their appointed Delegate prior to the meeting.
3. The State Director or Presiding Officer may alter the agenda at their discretion to expedite the meeting.
4. The State Director may appoint committees and the Chairperson for such committees, as they deem necessary.
5. To review, approve and sign all contracts as the recognized official of the State Organization by the Good Sam Club.
6. The State Director may grant early bird parking and/or complimentary registration to the Missouri State RV Rally for attendees as they deem appropriate. (examples include: door prize winners, past Missouri State Directors, current South Region State Directors, etc.)

ASSISTANT STATE DIRECTORS

Assistant State Directors will be assigned responsibility for a particular geographical section of the State of Missouri, and will serve as the representative of the State Director for the area.

The functions of the Assistant State Directors are:

1. To assist organizing local Chapters.
2. To supervise State functions in their assigned areas under the direction of the State Director.
3. To act as an advisor to local Chapters when requested.
4. Other duties designated by the State Director.

STATE SECRETARY

The functions of the State Secretary are:

1. Handle all correspondence as assigned by the State Director.
2. Attend all regular and special meetings of the State Board and State Committee with responsibilities for recording the minutes of all meetings with the time and place, how called or authorized, the notice given thereof, the names of those present and proceedings; reading minutes from the previous meeting, duplicating and distributing the minutes to members of the State Board and State Committee when requested to do so, recording roll call.
3. To have a list of all standing committees and file reports of those committees when presented.

4. To have a copy of the Missouri State Good Sam Organization's Constitution and By-Laws available for ready reference.
5. To maintain records on all members of the Missouri State Organization including Chapter members and State Members-at-Large.

STATE TREASURER

The functions of the State Treasurer are:

1. Have custody of all funds, securities, and assets of the State Organization.
2. Have an inventory of all assets not in their possession with copies provided to the State Secretary and State Director.
3. Responsible for keeping full and accurate accounts of all receipts and disbursements, and to make a report of such at all regularly scheduled State Committee meetings.
4. To pay only those expenses which have been approved by the State Director or State Committee, as outlined in the Standard Operating Procedures.
5. All disbursements approved by the State Director or State Committee will be made by check, signed by the State Treasurer or authorized designee.

STATE WAGONMASTER

The State Wagonmaster is responsible for reviewing and recommending potential sites for the State RV Rally and other related State activities. Serves as the Chairperson of the Parking Committee, and other duties as designated by the State Director.

STATE CHAPLAIN

The State Chaplain is responsible for conducting worship services at the State RV Rallies; be available for personal spiritual counsel with campers on the grounds who may desire such and be available to counsel any camper who may be involved in any accident, tragedy, or serious illness on the grounds during a rally.

STATE REGISTRAR

The State Registrar is responsible for all duties related to registration and check-in of attendees at the State RV Rally.

STATE PATCHPACKER

The State Patchpacker is responsible for maintaining an inventory of patches and Good Sam logo items for sale to Good Sam members.

STATE PARLIAMENTARIAN

The State Parliamentarian is responsible for advising and assisting the State Director or the State Committee on questions of procedures in transacting the business of the state.

STATE STAFF REIMBURSEMENTS

Section 1: State Officers (excluding the State Director) may be paid for mileage up to the IRS Standard Rate per mile, per the closest reasonable roundtrip mileage from their home in Missouri to the Spring State Committee Meeting only. State Staff members may choose to receive less than the IRS Standard Rate or no mileage reimbursement at all.

Section 2: Any member of the State Staff whose spouse is also a member of the State Staff, who attends State Organization functions together, shall be reimbursed mileage up to the IRS Standard Mileage Rate as one person only, not two separate members of the State Staff.

Section 3: Each State Officer member requesting mileage reimbursement shall submit a mileage expense report form to the State Director for approval before reimbursement can be made.

Section 4: The State Director, or a designated representative, will be paid mileage up to the IRS Standard Mileage Rate per mile to attend Chapter meetings and Mini Rallies in Missouri. Travel vouchers shall be submitted to the State Treasurer for payment.

Section 5: The State Director, or a designated representative, will be paid mileage up to the IRS Standard Mileage Rate per mile to attend the Spring and Fall rallies in each of the South Region states. Reimbursement will be limited to a total of 6,000 miles per year to attend the South Region Rally's. The State Director will submit acceptable proof of mileage traveled to attend any South Region rallies.

Section 6: State Officers working at the State RV Rally may receive early bird parking and rally registration at no charge at the discretion of the State Director.

DISPOSAL OF MISSOURI STATE GOOD SAM ORGANIZATION PROPERTY

The disposal of all Missouri State Organization property when it is no longer needed shall be handled in the following manner:

Any Missouri State Staff member who determines that any property, under their charge, that is owned by the Missouri State Organization that is unusable or is no longer needed by the State Organization has the authority to present a list of the property at the State Committee meeting. The Missouri State Staff member shall include information as to why the property is unusable or is no longer needed, the approximate current value of the item(s), any other information about the item(s) and any proposed disposition of the property. The State Committee shall determine the final disposition of all property.

MISSOURI STATE RV RALLY

Visitors to the Missouri State RV Rally can purchase a One Day Pass at the rate of \$15.00 per day, per couple, including children.

*Approved at the 9-26-09 State Committee Meeting