

THE NORTHERN CALIFORNIA GOOD SAM ASSOCIATION

Standard Operating Procedures

I – NAME AND SPONSOR

The NORTHERN CALIFORNIA GOOD SAM ASSOCIATION shall be the name of this organization. It shall be comprised of members and Chartered Chapters of the Good Sam Club in Northern California. The Association patch is shown in Attachment A.

II – PURPOSE

This Association shall abide by the Constitution and By-Laws of the Good Sam Club.

It shall be the purpose of this Association to operate a social organization for the exclusive use of its members whose objectives are travel, fun and fellowship.

III – MEMBERSHIP

Association membership is limited to those who maintain membership in the Good Sam Club.

The Association shall meet three (3) times annually or as deemed necessary by the State Director.

Chapter Representatives of the Association shall comprise of the State Committee.

The Chapter Representatives to the Association shall be the current Presidents or their appointed delegates. However, other Chapter members in addition to the Chapter Representative may attend any Association meeting although they may not vote on Association motions and resolutions.

The State Committee is the voting body of the State Association as prescribed in the Club Constitution and Bylaws.

IV – CHAPTERS

Chapters composed of local Good Sam members shall be considered Official Chapters only if duly chartered by the Good Sam Club.

Chapter Presidents or their appointed representatives shall form the State Committee and should participate in State Association meetings. President shall not hold that office in two (2) or more Chapters concurrently, so that there is no conflict of interest with the CLUB or State.

The Chapter is obligated to pay an assessment to the State Association based on the number of Recreational Vehicles in the Chapter as of December 1st of each calendar year. The current assessment is three (\$3.00) dollars per owner member per year, and may be increased only by three-fourths vote of the State Committee in session after written notice of intent.

IV – CHAPTERS (cont'd)

New Chapters chartered in the first nine (9) months of the calendar year shall be assessed three (\$3.00) dollars per owner member rig. This assessment also pertains to new Chapter members acquired during the first nine (9) months of the calendar year and within 30 days of their acceptance into the Chapter. Chapters chartered in the last three (3) months of the calendar year shall have their assessment deferred until December 31 of their calendar year.

The right to levy such assessments within the State is prescribed within the CLUB Constitution and Bylaws. Since Chapters are assessed based on their Chapter rolls, owner members belonging to more than one Chapter must pay for each membership.

Assessments received after December 31st of each year will be considered delinquent.

Upon written notice to the Chapters, each Chapter will be required to submit, prior to December 31st, a written list of all members and officers, showing members name, address, Good Sam number and expiration date.

The State Committee regulates and controls the State Association Treasury and its sub accounts, the State Good Sam Store and the Samboree Treasury. State Committee members may be appointed to serve as an ad hoc audit committee to audit the treasury accounts annually and/or periodically as directed by the Committee.

V – ELECTED OFFICERS

The State Director is elected by the state for a two-year term every even year. If a vacancy occurs during the Director's term, the Club may appoint a replacement for the duration of the term, or request that the state hold a special election for the remainder of the director's term. Note that Directors can be relieved of his/her duties at any time by the Club.

The current Director must assume leadership to see that the Election Chairperson carries out the election process correctly and efficiently. However at no time will the Director become involved in the election process, regardless of whether or not they are running for another term.

During April or May, both Director's and the Election Chairperson will receive additional information as to how the election should be administered.

When the election is complete, the Election Chairperson is aware of election results and is respectfully expected to keep this information confidential until the Club Support Office has notified the candidates of the results. The Election Chairperson will receive notification that candidates have been notified, along with an announcement that should be distributed to all Chapter Presidents.

Process for When There is Only One Candidate for Director

In the case where there is only one candidate for the position of Director, only the nomination process will be followed, and that candidate is elected by default.

V – ELECTED OFFICERS (cont'd)

Director's Responsibilities:

Serve as Chairperson of the Committee and lead meetings.

Provide timely notification to all Chapter Presidents and Regional Directors of all Committee Meetings.

The State Committee meetings shall be held three (3) times a year or as deemed necessary.

Lead discussion and/or planning of upcoming events.

All decisions made which affect the state/provincial organization should be brought before the committee for a vote (Directors may only vote in the case of a tie).

Committee has the voting power to reconcile serious disputes within the State and in any Chapter within the state.

The State Treasurer will be elected annually (or biannually) by a simple majority of all members of the State Committee. The Treasurer shall be elected before January 1 of each year, and shall take office on January 1. The Treasurer may not be a member of the state/provincial Director's family.

Treasurer Responsibilities:

Maintain custody of all funds, securities, and assets.

Maintain full and accurate accounts of all receipts and disbursements.

Report of accounts of all receipts and disbursements at all State Committee meetings.

Pay only those expenses above 200 dollars, which have been approved by the State Committee.

Prepare and distribute quarterly itemized financial report to Officers and Committee Members.

Serve as Election Chairperson to facilitate Director Election process for the year that the current Director's term in office expires. If the Treasurer is a candidate for State Director, the Regional Director will serve as the Election Chairperson.

VI – APPOINTED OFFICERS

The State Director may appoint one or more Assistant Directors, State Secretary and any other State officers as appropriate to assist.

VII – RESIGNATIONS

All resignations from the State Association Staff should be made in writing and holding office within the State Association shall terminate upon the date said resignation is approved.

VIII – DISBURSEMENTS AND REIMBURSEMENTS

All disbursements within the State must be authorized by the State Committee. In case of reimbursements to a State Officer, Staff member, State Committee member or an individual acting by direction of the State Committee, the bills, with receipts attached, must be presented at the State Association meetings for the State Committees approval.

The only exception to this will be the case of the Samboree Treasurer's account and the State Good Sam Store account. The nature of planning and conducting a Samboree and the efficient operation of the State Good Sam Store require deposits, purchases and payments that cannot wait for presentation at the regular meeting. However, after completion of each Samboree, the Samboree Treasurer's books will be audited and the status reported to the State Committee in session. The State Good Sam Store will be audited in the same manner at the end of the fiscal year.

Any Association member, Chapter member, or individual member acting on business by directions of the State Committee or the State Director, is entitled to reimbursement for their expenses. Mileage reimbursement will be at the current allowable mileage rate by the IRS. Expenses incurred for requested Chapter visits will be paid by the Chapter.

IX – COMMUNICATION

A news bulletin, the TEL-A-SAM, shall be published three (3) times a year advising all CHAPTERS of both Club and State activities, Association meeting dates and locations, special meeting, etc.

Any changes in Chapter officers or addresses should be reported as soon as possible to the State Director in the event they must be reached in the quickest possible time.

X – CHANGES TO STANDING RULES

Written resolutions signed by the authors only will be considered.

Adoption of changes to these standing rules require a majority vote of the State Committee members present at a scheduled Association Meeting.

All changes will be submitted to the Regional director for approval.

Attachment A

