

# KENTUCKY GOOD SAM RV ORGANIZATION, LLC.

Is an organization of duly chartered local chapters of the **Good Sam Club**. We abide by the **Good Sam Club**, Constitution and By-Laws. We honor and uphold *The Good Sam Club Pledge*.

## Standard Operating Procedures (sop)

**State Committee:** authorized by the Constitution and By-Laws (article V)

### Section 1

The State Committee is composed of all Chapter Presidents within the State, or their appointed delegates, when formed; a State Committee has the voting power to reconcile serious disputes within the State and in any Chapter within the State.

### Section 2

The State Committee shall meet at least two 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 3

The State Committee members present at an officially called meeting, or their authorized delegate, will constitute a quorum. A simple majority will be required to pass motions.

### Section 4

State Committee meetings will be conducted as follows:

1. Call to Order
2. Pledge
3. Roll Call
4. Introduction of Guests
5. Reading of minutes of previous meeting
6. Reading of Correspondence
7. Reports of Committees
8. Unfinished old Business
9. New Business
10. Announcements
11. Adjournment

### Section 5

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 three-fourths vote of the Chapter Presidents attending a meeting of the State Committee. If a Chapter is not represented at the meeting a written notice of the motion passed shall be sent to the Chapter President. All such funds shall be the sole property of the State Committee.

### DUES

1. Annual dues for State membership will be levied by the State Committee. This fee is to be paid by all Chapter members and State members-at-large, and will be placed in the State Treasury.
2. Chapter members should submit their State dues to the Chapter Treasurer, who will remit payment of State Dues for all Chapter members to the State Treasurer, on or before March 1st of each year.

### Section 6

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

1. To attend State Committee meetings as the representative of his/her Chapter, and to report the proceedings of such meetings to the Chapter members. If the Chapter President is unable to attend, They shall notify the State Director who the delegate from the Chapter will be.
2. To vote on such items as come before the State Committee on behalf of the Chapter.
3. To make a written or verbal request of the State Director, on behalf of the Chapter, that items to be placed or added to the State Committee agenda.
4. To present to the State Committee any proposed amendments to the State SOPs deemed necessary by their Chapter.
5. To serve on Committees voluntary or by appointment for the good of the State Committee.
6. To obtain written support of 25% of the State Committee membership to petition the State Director to call a special meeting.

## **STATE TREASURER:**

The State Treasurer will be elected to a two year term by a simple majority of all members of the State Committee present. That two year term will run opposite the State Director's term. The Treasurer shall be elected before January 1<sup>st</sup>, and shall take office on January 1<sup>st</sup>. 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 all financial assets of the State Organization.
2. To attend all regular and special 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.
3. To pay those expenses which have been approved by the State Director and the State Treasurer by check.
4. To prepare a semi annual itemized financial report to be presented to the State Committee.
5. Act as election chair for the election of State Director.

A financial review committee will be appointed by the State Committee to review the accounts of the State Treasurer at least once annually, and will submit the reports of their findings to the membership.. The outgoing and incoming Treasurer (if applicable) will participate in this annual review to attest to their own satisfaction as to its validity. 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.

**STATE DIRECTOR'S STAFF:** authorized by the Constitution and By-Laws (article IV)

Duties of office the State Director. He/She may appoint persons to assist him/her (except Treasurer who is elected by the State Committee). They can be (but not required) the following offices. *They will be allowed to sit in and participate in the State Committee meetings as a recommending body, but have no voting power, unless prior notice is given that they will be representing their chapter.*

ASSISTANT STATE DIRECTORS

STATE SECRETARY

STATE WAGONMASTER

UTILITIES SUPERVISOR

CHAPLAIN

STATE NURSE

STATE STORE

SAMBOREE COORDINATOR

EMCEE

## **CHANGES TO SOP:**

### **Section 1**

Proposed changes to these SOPs will be submitted by the State Director to the Regional Directors after discussion with all parties concerned.

Submitted date 2/3/2012