

# COLORADO GOOD SAMs

## STANDARD OPERATING PROCEDURES (SOP's)

### ARTICLE I-OFFICERS

Section 1. **State Director.** The State Director is, after a State Election, appointed to a two (2) year term, as specified in the Constitution of the Good Sam Club. This election will take place in the odd years. The newly elected Director will take office on the first of January following his/her election. The State Director is the highest Club Officer in the State. His or Her functions are;

- a) To represent the State membership to the Club as the liaison officer between the Club, the State and the Colorado Good Sam Chapters.
- b) To represent and uphold the Club Constitution, By-Laws and General Policies of the Good Sam Club to the Chapter membership.
- c) To act as the advisor in the administration of the State and Chapter business.
- d) To advise the State Committee composed of Chapter delegates in the State, to officiate at its meetings, and to vote only in the event of a tie.
- e) To be in charge of State Samborees and co-officiate at Samborees.
- f) To administer the formation of new Good Sam Chapters
- g) Upon request, to assist Club Headquarters Staff with the planning and hosting of International Samborees, Rallies, and special events in the Central Plains Region and the State.
- h) Conduct all meetings in accordance with these SOP's and principles of Robert's Rules of Order.
- i) Maintain inventory of all State Properties.
- j) To perform such other functions as specified in the General Policies of the Club and the SOP's of the State.
- k) In the event of inability of the State Director to perform his/her duties or a vacancy occurs, during his/her term in office, the Executive Director of the Club may appoint a replacement to assume the State Director duties until such time as a new State Director can be elected. (The replacement usually is the State Treasurer.)
- l) Shall forward all State Funds received to the State Treasurer within thirty (30) days of receipt.

Section 2. **STATE TREASURER.** The State Treasurer will be elected for a two year (2) term of office by a simple majority of all members of the State Committee, present at such meeting that the election is held. The State Treasurer shall be elected at the first State Committee meeting held under the new State Director, and shall take office immediately. The State Treasurer may not be a member of State Directors family. The functions of the State Treasurer are:

- a) To receive and have custody of all funds due the State organization and be responsible for its safekeeping.
- b) To establish and maintain an acceptable set of financial records. The records shall include all deposits and withdrawals of the State funds in a bank account.
- c) To pay those expenses which have been approved by the State Committee. Disbursement will be made by check, co-signed by the State Director and State Treasurer or State Wagonmaster.
- d) To be responsible for preparation of an annual budget, and keeping full and accurate accounts of all receipts and disbursements, and to make a report of such at all regularly scheduled State Committee meetings.
- e) To prepare an itemized financial report for each State Committee meeting and a yearend report following the audit to be distributed to the State Executive and State Committee.
- f) Have the State Financial Record for all State Funds available for audit upon request by any State Executive Board member or State Committee member.
- g) To act as the Election Chairperson for the election of the State Director when so scheduled.
- h) Shall stand in for the State Director, on a temporary basis, should he/she be unable to carry out his/her duties.
- i) Upon the death, resignation, or departure from the State of the State Treasurer, the State Director will conduct a special meeting of the State Committee as soon as possible, for the purpose of electing another State Treasurer to fill the position.
- j) Shall remain in office until a full report is given at the next State Committee meeting after the termination of the State Director.

Section 3 **STATE SECRETARY.** The State Secretary shall be appointed for a term of one year and after evaluating may be re-appointed for another year of service, by the State Director. The functions of the State Secretary are:

- a) To handle all correspondence as assigned by the State Director.
- b) To attend all regular, special, and general membership meetings and record the minutes of such meetings in an appropriate book; shall read these minutes or any portion thereof at any State Committee meeting when requested to do so by the Presiding officer; shall make a typewritten copy of these minutes, duplicate and distribute copies to the members of the State Committee and State Executive Board; shall record the roll call and have custody of these records at all times during the tenure in office; shall have on hand at all meetings a copy of the State Organization's Constitution and SOP's for ready reference.
- c) Maintain an up-to-date record of all State Executive Board members and State Committee members and provide a mailing list when needed.
- d) To send out notices of all Regional, Special meetings, and State Committee meeting of the State Executive Board and State Committee to the State Officers and the Chapter Presidents.
- e) To assist in maintaining records on all members of the State Organization in State Chapters.
- f) Shall perform other duties as directed by the State Director.

Section 4. **ASSISTANT STATE DIRECTORS.** The Assistant State Directors shall be appointed for a term of one year, and after evaluating may be re-appointed for another year of service, by the State Director. A sufficient number of Assistant State Directors will be appointed as is necessary to adequately represent the Chapters of the State. This will primarily be dependent on the geographic location of the Chapters. The functions of the Assistant State Directors are:

- a) To serve as the representative of the State Director and the liaison officer between the State Organization and the State Chapters in their area.
- b) To assist in organizing local Chapters.
- c) To supervise State functions in their assigned areas under the direction of the State Director.
- d) To be Chairperson of committees for the purpose of putting on Colorado Samborees.
- e) Shall perform other duties as directed by the State Director.

Section 4. **STATE WAGONMASTER.** The State Wagonmaster shall be appointed for a term of one year, and after evaluating may be re-appointed for another year of service, by the State Director. At the direction of the State Director, the State Wagonmaster is responsible for

evaluating the sites for the State Samboree for approval by the State Committee. The functions of the Wagonmaster are:

- a) Shall assist the State Director with the State Samboree and other related State activities, including scheduling and planning meetings for State Officers and Chapter Presidents in the areas that Samborees will be held.
- b) Shall maintain a Samboree checking account to pay Samboree expenses; to prepare financial statements to be presented to the State Committee for audit at the appropriate time.
- c) Appointing committees as needed, to help plan and put on the State Samboree
- d) Serves as Chairman of the parking committee for the State Samboree and other related functions.
- e) Shall be Registration Chairperson for all State Samborees.
- f) Performs other duties as directed by the State Director.

Section 6. **STATE EDITOR AND ASSISTANTS.** The State Editor shall be appointed for a term of one year, and after evaluating may be re-appointed for another year of service. The State Editor shall be responsible for the publication and distribution of the State newspaper COGS, and submitting news on the State's activities to the State Director for the Highways Publication, and generating publicity with local media. The State Editor has the final say on what is printed in the COGS. The State Editor may appoint a committee to help publish and distribute the COGS. The State Editor shall perform other duties as directed by the State Director.

Section 7. **STATE HISTORIAN.** The State Historian shall be appointed for a term of one year, and after evaluating may be re-appointed for another year of service, by the State Director. The State Historian shall keep a State scrapbook covering the history of the State Organization and Chapter functions. State scrapbooks shall be available upon request at all State functions. The State Historian shall prepare and maintain a written history of the Colorado Good Sams and publish the history upon direction of the State Director. He/She shall perform other duties as directed by the State Director.

Section 8. **STATE PATCHMAN.** The State patchman and Assistants shall be appointed for a term of one year, and after evaluating may be appointed for another year of service, by the State Director. The State Patchman shall be responsible for all saleable merchandise, and will make available all saleable merchandise at the State Samboree and other related functions. Any expenditure for saleable merchandise shall be approved by the State Director. The State

Patchman shall establish and maintain an acceptable set of inventory records. Prior to a State Committee meeting the State Patchman shall submit an inventory report to the State Director. The State Patchman shall perform other duties as directed by the State Director.

Section 9. **STATE CHAPLAIN.** The State Chaplain shall be appointed for a term of one year, and after evaluating may be re-appointed for another year of service, by the State Director. The State Chaplain shall be responsible for all religious activities at all State functions. The State Chaplain will supervise Memorial Services at State Samborees to honor those members who have passed away during the past year, will give invocation and closing prayers at State Committee meetings, prepare article for the Chaplain's Corner in the COGS. The State Chaplain shall perform other duties as directed by the State Director.

Section 10. **STATE WEBMASTER.** The State Webmaster shall be appointed for a term of one year, and after evaluating may be re-appointed for another year of service, by the State Director. The functions of the State Webmaster are;

- a) To maintain the Colorado Good Sam internet web site, with final approval of any changes by the State Director. Maintenance will include: creating and modifying the web site pages, corresponding with the web host service provider, etc.
- b) To update the web site as directed by the State Director with State Officer contact information, to include but not be restricted to: name, address, phone number, and email address.
- c) To update the web site as directed by the State Director with local Chapter information to include Chapter President's name, address, phone number, and email address.
- d) To add photographs as submitted by local Chapters. If too many photographs are submitted by a Chapter, the Webmaster will choose the most interesting to display.
- e) The Webmaster will perform other duties as directed by the State Director.

Section 11. **LEGISLATIVE REPRESENTATIVE** The Legislative Representative shall be appointed for a term of one year, and after evaluating may be re-appointed for another year of service, by the State Director. He/She is responsible for keeping track of all potential laws affecting RV owners within the State, and notifying the State Executive Board and the Good Sam Club Parking Rights Committee of such. The Legislative Representative will also perform other duties as required by the State Director.

## **ARTICLE II DUTIES OF THE STATE COMMITTEE**

- Section 1. At least two regular meetings of the State Committee shall be held annually, March/April and September/October.
- Section 2. The State Director and/or any five (5) members of the State Committee may with proper notification to the members, call a special meeting of the State Committee at any time.
- Section 3. A notice of meeting shall be sent to each member of the State Committee by at least 30 days prior to said meeting. Said notice to state the reason or reasons for the meeting.
- Section 4. The presiding officer at all meetings of the State Committee shall be the State Director.
- Section 5. The rules contained in Robert's Rules of order shall govern all meetings of this State Organization.
- Section 6. A quorum of the State Committee shall be a simple majority of the state Committee members that are present.
- Section 7. The Chapter Presidents are required to attend all State Committee meetings. If he/she cannot attend, it is his/her responsibility to send a Chapter Member, with written permission, to represent the Chapter at the meeting.
- Section 8. State Officers are not permitted to represent a Chapter with the exception of their own Chapter with permission from the President of that Chapter.

### **ARTICLE III STATE EXECUTIVE BOARD MEMBERS.**

- Section 1. The State Executive Board Officers of the Colorado Good Sams shall be the State Director, State Treasurer, State Wagonmaster, Assistant State Directors, State Secretary, State Editor, State Chaplain, State Historian, State Patchman, State Webmaster, and Legislative Representative. State Executive Board Officers will serve as non-voting members of the State Committee. Further appointments to the Board must be approved by the State Committee.
- Section 2. All State Executive Board Officers shall remain bona fide members of their respective Colorado Good Sams Chapters. All State Executive Board Officers shall be ex-officio members of all State Chapters. No State Executive Board Officer may

hold office in a Colorado Good Sam Chapter, unless approved by the Executive Director of the Club.

Section 3. No State Officer shall be related to any other State Officer except as approved by the State Committee.

Section 4. Upon termination any officer shall deliver or cause to be delivered, to his/her successor all organizational properties in his/her possession within a reasonable time not to exceed thirty (30) days.

#### **ARTICLE IV ASSESSMENTS**

Section 1. Assessments for State membership will be levied by the State Committee. This fee is to be paid by the Chapter and will be remitted to and placed in the State Treasury.

Section 2. Annual assessment for Chapter members must be sent to the State Director. Chapter Presidents will insure that State Assessments for all Chapter members are sent to the State Director, along with a roster of all Chapter members, before December 1<sup>st</sup> of each year Chapters not submitting rosters and dues by December 1<sup>st</sup> of each calendar year shall be considered delinquent and subject to action in section 4 of this article.

Section 3. State Director will forward rosters to Regional Directors (or as directed by the Good Sam Club) and the State assessment monies to the State Treasurer for deposit in the State Treasury. The Assistant State Directors will contact delinquent Chapters to assist them in complying with the above.

Section 4. Delinquent Chapters shall be dropped from the roll and their delegates not seated at State Committee meetings. A letter shall be sent informing International Good Sam Headquarters of cancellation of their Good Sam Charter for non-payment of State Assessment.

Section 5. New Chapters Chartered in the first nine (9) months of the calendar year shall be assessed. New Chapters Chartered in the last three (3) months of the calendar year shall have their assessment exempt until January 1, of the year following their Charter date.

Section 6. Only dues paying members of the State Organization shall be eligible to participate in its business meetings, or to serve in any of its elective or appointed positions.

**ARTICLE V AMENDMENTS**

Section 1. Amendments of these Standard Operating Procedures (SOP's) may be submitted by any State Committee member in good standing. Amendments shall be mailed by regular U.S. mail at least thirty (30) days prior to the meeting at which they are to be considered.

Section 2. An Affirmative vote of a simple majority of the State Committee members present shall be required to approve an Amendment.

**ARTICLE VI STANDING RULES**

Section 1. A list of Standing Rules shall be a separate part of this document

Section 2. Should a conflict occur between a Standing Rule and the Constitution and By-Laws of this organization, the Constitution and By-Laws shall prevail.

Section 3. The Standing Rules may be voted upon for addition or deletion by a simple majority roll call vote of Committee members present at a State Committee meeting.

Approvals:

State Director \_\_\_\_\_ Date \_\_\_\_\_

Regional Director \_\_\_\_\_ Date \_\_\_\_\_