

GOOD SAM _____ INSTALLATION CEREMONY

As I call the names of the members who have been elected as officers of the Chapter, I have asked _____ to escort them to the front.

President Elect
Vice-President(s) Elect
Secretary Elect
Treasurer Elect

You have been elected to the offices of the Good Sam _____ Chapter for the ensuing year. I think it only appropriate now that we renew our Good Sam Pledge.

As a member of the Good Sam Club I pledge to give aid to others in need, respect nature and the environment, give back to the community and those less fortunate, treat others with dignity and respect, and to wear a smile (like Good Sam and Samantha's) and promote the pledge of the Good Sam Club to others.

Consonant with the most liberal spirit of tolerance in the achievement of our purpose, we further agree that in its vigorous pursuit, this Good Sam Club shall at all times during the span of its existence, maintain an attitude strictly non-sectarian, non-partisan, non-sectional and non-racial, and it shall not, as an organization, take any part in political issues, or the affairs of state/province or governing body with the sole exception of those which exclusively affect the positive attitude of the future of camping in respect to our defined ideals. (Good Sam Constitution and By Laws, Preamble)

The Good Sam _____ Chapter was formed in _____ of ____ and received its Charter in _____. Since then we have had many sets of dedicated officers who gave of their time and efforts to promote the growth, welfare, companionship and sociability of the Chapter and I sincerely hope you will follow in their footsteps.

The elected officers of this Chapter shall be President, Vice-President(s), Secretary and Treasurer.

Duties of the President are as follows:

- A. The President is the Chief Chapter Executive and shall preside over all meetings of the Board of Directors meetings and Chapter meetings.
- B. Shall abide by and enforce the Constitution and By-Laws of the Good Sam Club and shall appoint committees.
- C. Shall not be permitted to vote on measures before the Board of Directors except to break a tie.
- D. Shall be the Ex-officio member of all committees, and will have the power to remove a member of any committee, for the good of the Chapter.

Duties of the Vice-President(s) are as follows:

- A. The Vice-President(s) shall be present at all Board of Directors meetings and Chapter meetings.
- B. Shall assist the President in all matters as needed and shall act as President in his/her absence.

- C. Shall be entitled to one vote as a Board member.
- D. In the event that the office of the President becomes vacant, shall, with the Board's approval, assume the office for the unexpired term.

Duties of the Secretary are as follows:

- A. The Secretary shall attend all meetings of the Board of Directors meetings and the Chapter.
- B. Shall maintain complete written records of the proceedings of the Board of Directors meetings and Chapter meetings.
- C. Shall send a copy of the minutes to the President within two (2) weeks of the meeting.
- D. Shall conduct correspondence of the Chapter.
- E. Shall be responsible for, and keep an accurate inventory of all Chapter property

Duties of the Treasurer are as follows:

- A. The Treasurer shall maintain a record of receipts and expenditures of the Chapter
- B. Shall maintain an accurate record of the checking account.
- C. Shall honor expenditures, other than petty cash, only by check bearing two authorized signatures.
Those authorized to sign are:
 - a. Chapter President
 - b. Vice-President(s)
 - c. Treasurer
- D. Shall maintain and submit a financial report at each Chapter meeting and such other times as the Board of Directors desire.
- E. Shall collect member dues and issue receipts.
- F. Shall have the authority to pay normal housekeeping bills (stamps, Good Sam supplies, stationary, etc.). A one-time expenditure limit shall be Twenty Dollars (\$20.00). Unusual and/or major expenditures will require prior approval of the Chapter members.

May we bow our heads in Prayer:

Our heavenly Father, in whom we love, live and have our being, we thank you for these members who have offered to give of their time and effort for the betterment of the Chapter. Give them knowledge and understanding and guide them in all their words and actions. We ask in Jesus Name. Amen.

Members of the Good Sam _____ Chapter, these are your new officers for the ensuing year. I sincerely hope you will give them the same loyal help and support that you gave the officers who preceded them.

And, now by the authority invested in me, I declare you duly installed in the offices to which you have been elected. CONGRATULATIONS