

**Idaho High Desert Travelers
Mountain Home, Idaho
Standing Rules**

This Chapter shall be known as the Idaho High Desert Travelers Chapter of the Good Sam Club. This Chapter shall recognize the CLUB's Constitution and By-laws as their own Constitution and By-Laws.

Standing Rule 1: Officers:

- Elected officers in this Chapter will be the President, Vice President, Secretary, and Treasurer and shall be members in good standing with the CLUB.
- No officer may hold the same office for more than two consecutive terms or more than one office concurrently.
- Members of the same family may not hold any of the above elected positions simultaneously unless special permission is obtained from the State Director.

Standing Rule 2: Election of Officers:

- The President and Treasurer will be elected in even numbered years, and the Vice President and Secretary will be elected in odd numbered years so as to maintain continuity within the Chapter.
- Elections will be held at the monthly meeting in September and new officers shall take office in October.
- If an elected officer cannot fulfill his/her term, the President will appoint a pro tem officer to fulfill the term. The President also has the authority to appoint an officer if a position is not filled during the election procedure.
- Nominations can be made by any Chapter member in person or in writing to the Chapter President at or before the July meeting (this will facilitate the preparation of election ballots and allow sufficient time for absentee ballots to be sent and returned and counted).
- Each family membership (unit) shall be entitled to 2 votes, except the President, who shall only vote to break a tie. Voting for Chapter Officers shall be done by secret ballot unless there is only one candidate for an office. In this event, the President may call for a "vote by acclamation" to accept the candidate for the position.
- A simple majority of the Chapter members present shall constitute a quorum.

- All absentee ballots must be returned to the Chapter President (or election committee Chairperson) by September 1 in order to be counted.
- All ballots will be tallied and the results reported at the September Chapter meeting.

Standing Rule 3-- Duties of Officers:

- **President:**
 1. Presides at all meetings, appoints all committees, supervises all Chapter activities, represents the Chapter as a member of the State Committee meetings and is the Chapter voting delegate.
 2. The President shall appoint two members of the Chapter (non-officers) along with the Chapter Treasurer to act as an audit committee. The audit will be conducted annually in conjunction with the relief of outgoing officers and installation of new officers. It will be carried out regardless of whether the treasurer is re-elected. The outgoing and incoming treasurer(s) will participate in the annual audit to attest to their own satisfaction as to the validity of the audit. Special audits shall be initiated by the President whenever a change in the Chapter occurs.
 3. The President shall appoint a budget committee made up of both officers and non-officers to draft a budget prior to the November business meeting. This budget will be presented for approval by the membership at the November business meeting.
 4. The President shall be empowered to appoint special committees as s/he deems necessary to carry out operations/events of this Chapter.
 5. The President shall be responsible for maintaining the State Website roster.
- **Vice President:**
 1. Conducts meetings in the absence of the President, helps to coordinate activities of all committees, serves as the Chapter Membership Chairperson and organize and maintain chapter volunteer hours.
- **Secretary:**
 1. The Secretary shall record all minutes of the Chapter meetings or its board meetings and maintain a roll call of those in attendance at each of those meetings.

2. Read and/or answers all correspondence according to action taken by the membership at meetings, or at the discretion of the Chapter President.
 3. The updated Chapter roster will be maintained by the Secretary who will make sure all updates are made known to the Chapter President and Chapter Treasurer, and will provide copies to the Idaho Good Sam State Organization and/or CLUB upon request.
- **Treasurer:**
 1. The Treasurer shall have custody of all funds, securities, and assets of the Chapter.
 2. Be responsible for keeping full and accurate accounts of all receipts and disbursements.
 3. Make reports to Chapter members of all receipts and disbursements made on a monthly basis and present a copy of the report to the Chapter Secretary at each business meeting.
 4. Will make the books available for audit and serve on the audit and budget committee as a member.
 5. All moneys received by the Chapter from dues or by any other sources shall go into the Chapter treasury.
 6. All expenditures of moneys from the Chapter treasury shall be ratified by the membership at a regular business meeting upon approval of the annual budget. Expenditures requiring immediate action may be authorized by the President at a scheduled meeting or after telephone conference with the Executive Board, to be ratified by members at the next meeting.
 7. All disbursements from the Chapter shall be made by check, signed by the Treasurer or the President.
 8. The Chapter Treasurer shall remit the required dues for each new or re-instated member to the State Treasurer.

Standing Rule 4: Dues : Annual dues are due by the September business meeting.

Members who are not paid by the October business meeting will be dropped from the Chapter and can only be re-instated as a new member.

Standing Rule 5: Mileage The President, or the official delegate of this Chapter, shall receive roundtrip mileage for the Spring and Fall official State Good Sam Organization meetings. The amount per mile will be determined at the annual budget meeting.

Standing Rule 6: Chapter Meetings

Chapter Meetings will be held on the 4th Wednesday of each Month, unless otherwise determined by the membership.

Amendments and/or Changes: Amendments or changes to these Standing Rules shall be made with the approval of a simple majority vote by the membership in attendance at a regularly scheduled meeting of this Chapter.

Approved by membership on Wednesday, February 27, 2013