

GOOD SAM CLUB
IDAHO STATE GOOD SAM ORGANIZATION
PALOUSE ROLLING HILLS CHAPTER
STANDARD OPERATING PROCEDURES
MOSCOW, IDAHO

The Moscow, Idaho Chapter of the Good Sam Club shall be recognized as the Palouse Rolling Hills Chapter. The Chapter shall recognize the Idaho State Good Sam Organization Standing Rules and the Good Sam Club's Constitution and By-Laws as their own Standing Rules, Constitution and By-Laws.

STANDARD OPERATING PROCEDURE 1: OFFICERS

Officers of the Chapter shall be the President, Vice-President, Secretary, and Treasurer. Additional officers may be added upon a vote of the Chapter members.

STANDARD OPERATING PROCEDURE 2: ELECTION OF OFFICERS

The Chapter Officers will be elected by the Chapter members in good standing with the Chapter. They will be elected in October of the odd numbered years and serve for two years. The Chapter Treasurer may not be a member of the Chapter President's family.

The Chapter President shall appoint a nominating committee, during the August meeting of the odd numbered years, to identify Chapter members willing to serve as Chapter officers. The committee shall report their findings to the Chapter membership during the September meeting. During the October meeting, nominations will be opened from the floor for additional candidates for Chapter officers. A vote by the membership will then be held for the Chapter officers that will serve the next two years. The new Chapter officers will begin their term during the November meeting.

STANDARD OPERATING PROCEDURE 3: PROXY REPRESENTATIVE

Should the President of the Chapter be unable to represent the Chapter as part of the State Committee, the Chapter President shall designate, in writing, a proxy to represent the chapter at the designated meeting of the State Committee. The Proxy letter of designation shall be presented to the State Secretary for the State Committee meeting of designation.

STANDARD OPERATING PROCEDURE 4: CHAPTER PRESIDENT

The Chapter President will prepare an agenda for Chapter meetings and present a copy to the Chapter Officers one week prior to the Chapter meeting for review by the Chapter Officers. The Chapter President can alter the agenda with input from the Chapter Officers.

The Chapter President will vote only in instances there is a tie vote on motions carrying out the business of the Chapter.

The Chapter President will give the Chapter Treasurer the approval for all expenditures of Chapter funds.

The Chapter President will serve as the Chapter representative on the State Committee unless a proxy has been designated.

The Chapter President shall appoint committees as necessary to carry special assignments.

STANDARD OPERATING PROCEDURE 5: CHAPTER VICE PRESIDENT

The Chapter Vice President shall carry out the duties of the Chapter President in his/her absence.

STANDARD OPERATING PROCEDURE 6: CHAPTER SECRETARY

The Chapter Secretary shall handle all correspondence as assigned by the Chapter President; take roll call at all Chapter meetings; read minutes of the previous meeting; record and distribute the minutes of all meetings; have a list of all designated committees and file any reports generated by these committees; have a copy of the Club Constitution and By-Laws; have a copy of the State Standing Rules; have a copy of the Chapter Standard Procedures; and keep the Chapter membership roster up to date.

The Chapter Secretary will be responsible to keep in touch with the State Legislative Representative and report to the Chapter members all proposed bills and enacted laws affecting RV owners in the state.

STANDARD OPERATING PROCEDURE 7: CHAPTER TREASURER

The Chapter Treasurer will have custody of all funds and securities of the Chapter and will maintain a full and accurate record of all receipts and disbursements; make a report of all income and disbursements and account balances at each Chapter meeting; pay normal operating expenses when due; collect Chapter dues by the October meeting; keep a copy of the current Chapter Membership Roster indicating members that have paid their dues; contact members that have not paid their yearly dues; and provide all necessary information to the audit committee to perform their necessary audit of the Chapter finances.

The Chapter Treasurer will follow the guidelines of State Standing Rule 14 in paying the Chapter fees to the State Treasurer.

STANDARD OPERATING PROCEDURE 8: CHAPTER DUES

The annual Chapter dues are \$12.00 per family if they are travelling with an RV.

The Chapter will accept members, without RV's, to participate with the Chapter and their annual dues will be \$8.00. These Chapter members will not be listed on the official Chapter Membership Roster that is sent to the State Secretary. These members will not serve as Chapter Officers, but may serve on Chapter committees.

The chapter dues can be changed with a vote from the Chapter membership.

STANDARD OPERATING PROCEDURE 9: AUDIT COMMITTEE

The Chapter President will designate an audit committee to perform an audit of the Chapter Treasurer's books. This audit may be performed prior to the meeting or just after the meeting held each November.

STANDARD OPERATING PROCEDURE 10: CHAPTER MEETINGS

Official Chapter meetings will be held each month from March through November. The meetings will be held in conjunction with the monthly travel schedule of the Chapter. If there is no travel scheduled, then the meeting will normally be held on the third Thursday of the month at a place determined by the membership.

During the months of December through February, there will not be an official meeting, but Chapter members are encouraged to have a social gathering at a place determined by the membership.

STANDARD OPERATING PROCEDURE 11: TRAVEL SCHEDULE

During the August meeting, the Chapter President will appoint a committee to develop a proposed travel schedule for the following year. The committee will report the proposed travel schedule to the membership at the October meeting for discussion. A final travel schedule will be voted on by the membership at the November meeting.

STANDARD OPERATING PROCEDURE 12: CHAPTER VOTING

All votes taken within the Chapter shall be decided by a majority of the voting members present at the time of the vote. Voting members must be in good standing within the Chapter.

Approved June 6, 2013

/s/ Rich Wekerle

President, Palouse Rolling Hills Good Sam Chapter