

KAVEMAN TRAVELERS

Kuna, Idaho

STANDING RULES

The Kaveman Travelers (CHAPTER), chartered, October, 15, 1986, of the Idaho STATE Good Sams Organization (STATE) recognizes the CLUB's Constitution and By-Laws, as their own.

STANDING RULE 1: MEMBERSHIP

Section 1. The Chapter will be limited to twenty-five (25) memberships (Rigs).

Section 2. Anyone in good standing with the CLUB can be a chapter member with all privileges.

Section 3. Potential new members are encouraged to attend any two (2) Chapter functions prior to applying for admission to the Chapter. After attending two functions and applying for membership, the potential member's name will be added to the bottom of the Chapter's application list awaiting a vacancy. The application will be dated, filed in date sequence and maintained by the President. When an opening occurs, the Chapter President will select the first name from the application list, notify that potential member, and invite them to join the Chapter.

Section 4. Members who wish to voluntarily drop their membership from the Chapter should submit to the Chapter President a letter of resignation stating their intentions.

Section 5. Former members who wish to rejoin the Chapter must submit an application for readmission to the Chapter President. The person and/or persons name will be added to the bottom of the application list. The application will be dated and filed in date sequence along with any other membership applications pending. Thereafter, it will be handled the same as new member applications, as prescribed in Standing Rule 1, Section 3 above.

STANDING RULE 2: EMBLEM AND COLORS

The CHAPTER has designated its colors to be black and gold (as stated in the Charter dated, October 15, 1986). The logo will be the outline of the state of Idaho with the Kaveman theme and the name Kaveman Travelers all in black and gold.

STANDING RULE 3: RULES OF PROCEDURE

Standing rules are rules of a semi- permanent nature relating to procedure; and can be adopted at any meeting by a majority vote. They must not conflict with the CLUB's Constitution and/or By-Laws. To rescind or amend requires a 60% vote of Chapter membership (Rig) or a majority vote with previous notice.

STANDING RULE 4: AMENDMENTS

Section 1: Only members in good standing may address the Chapter on matters of policy.

Section 2: A proposed amendment to the Standing Rules will be presented to the President in writing and will be read to the membership at the next regular meeting. The written proposed amendment will then be given to all members at least one meeting prior to the regularly scheduled meeting when voting will occur on said changes. A 60% vote of the Chapter 's membership (Rig) applies to Election of Officers and Standing Rules. On all other business matters, two (2) votes per membership are permissible (see Standing Rule 3. The President will only vote to break a tie. The amendment(s) will then be submitted to the State Director for approval.

STANDING RULE 5: VOTING

Section 1. In business matters, excluding election of Officers and amending Standing Rules, two (2) votes per membership are permissible. The President will only vote to break a tie.

Section 2. All voting for Chapter officers will be by a written secret ballot when two (2) or more have been nominated for the same office.

Section 3. In order for a motion to carry, excluding the election of officers and amending Standing Rules, it must be approved by a majority of the
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STANDING RULE 6: ELECTION OF OFFICERS continued.

members present and voting.

STANDING RULE 6: ELECTION OF OFFICERS

Section 1. The following Chapter officers will be elected at a home Chapter meeting, and will hold office for one (1) year: President, Vice-President, Secretary/Treasurer and Wagonmaster.

Section 2. Nominations, elections and installation will be held in September at a home Chapter meeting.

a. Nominations can be made by any Chapter member in good standing either in person at the September meeting or in writing to the Chapter President before the September election meeting. Nominees must either be present to accept the nominations, or must accept the nomination in writing to indicate willingness to serve.

b. No officer may hold the same office for more than two (2) consecutive terms or more than one office concurrently.

Section 3. The Chapter President will appoint an election/nominating committee at the August meeting. The committee will consist of Chapter members not more than five (5) but no less than three (3) members (not currently Chapter officers) to seek nominations, prepare ballots and tally election votes. The committee will submit the names of at least one (1) candidate for each of the following offices: President, Vice-President, Secretary/Treasurer and Wagonmaster.

Section 4. All Chapter members (Rig) in good standing are entitled to vote. After the nominations have been made, voting will take place by a written secret ballot when two (2) or more have been nominated for the same office.

a. Absentee ballots must be made available to absent members.

Section 4a. continued.

Ballots must be returned to the election committee by a previously established date to be valid.

b. Ballots will be destroyed upon completion of voting.

Section 5. The President will distribute patches to the newly elected officers at the September meeting.

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STANDING RULE 6: ELECTION OF OFFICERS continued.

Section 6. In the event of the resignation or removal of a Chapter officer, the President may, with the approval of the Board of Directors, appoint a pro tem officer to fill the vacancy until the next scheduled election or until a special election can be held.

STANDING RULE 7: DUTIES OF OFFICERS

PRESIDENT: The President is the Chapter's chief executive officer and will preside over all Chapter and Board of Directors meetings, appoints committees, supervises all Chapter activities, represents the Chapter as a member at STATE committee meetings and will abide by and enforce the CLUB's Constitution and By-Laws.

VICE-PRESIDENT: The Vice-President will preside over the Board of Directors and Chapter meetings and represent the Chapter at STATE committee meetings in the absence of the President and will assist the President in all matters as needed.

SECRETARY/TREASURER: The Secretary/Treasurer will attend and record the proceedings and minutes of all meetings of the Board of Directors and Chapter meetings with the date, time and place of the meetings and how called or authorized. Additional duties are:

- 1. Record the names of members present at all Chapter and STATE functions, as well as, the total number present.**
- 2. Receive, read and answer all correspondence, after action taken by the membership at meetings or at the direction of the Board of Directors.**
- 3. Provide the President with a copy of the minutes of the Chapter and Board of Directors meetings within (2) weeks of the meeting.**
- 4. Maintain the membership applications of active members. They will be moved to the historical file upon the member's departure from the Chapter.**

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STANDING RULE 7: DUTIES OF OFFICERS continued.

SECRETARY/TREASURER: continued.

- 5. The Secretary/Treasurer will maintain the Chapter Roster monthly on the State website at idahogoodsam.org and provide a copy to the other Chapter officers.**

The Secretary/Treasurer will have custody of all funds and assets of the Chapter and will be responsible for keeping full and accurate accounting of all receipts and disbursements. Additional duties include:

- 1. Present monthly reports of all receipts, disbursements and the current balance.**
- 2. Maintain a record of the Chapter's checking account.**
- 3. Honor expenditures, other than petty cash, only by a check bearing two (2) authorized signatures (President and the Treasurer).**
- 4. Keep an accurate inventory of all Chapter property.**
- 5. Issue dues receipts.**
- 6. Maintain a stock of Good Sam Chapter supplies, including *patches for incoming officers.***
- 7. Has authority to pay normal housekeeping bills such as: postage, Good Sam supplies and other receipts as directed by the President.**
- 8. Has the authority to pay all expenditures under \$50.00 accompanied by a pre-approved receipt.**

WAGONMASTER: The Wagonmaster will be responsible for organizing Chapter camp outs including:

- 1. Selecting sites.**
- 2. Making necessary arrangements for outings and arranging tours.**
- 3. Submitting for Chapter approval, or amendment, an outline of camp outs for the coming year at the December Chapter meeting.**

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STANDING RULE 7: DUTIES OF OFFICERS continued.

WAGONMASTER: continued.

- 4. The Wagonmaster is responsible for making camp site arrangements and availability. Each member is responsible for their own reservations.**

BOARD OF DIRECTORS: The Board of Directors will consist of all elected officers. In the event of an executive session the President will only vote to break a tie.

STANDING RULE 8: APPOINTED OFFICERS

LEGISLATIVE REPRESENTATIVE: The Legislative Representative will be responsible for keeping track of potential laws affecting RV owners in the Chapter's geographical area provided by the STATE Legislative Representative. The information received from the STATE representative will be presented at the Chapter meeting.

PUBLICITY CHAIRMAN: The Publicity Chairman will provide publicity (monthly newsletter) of all Chapter meetings and camp outs and will be responsible for submitting news of Chapter activities to the STATE Director for the "Highways" publication and for generating publicity for the Chapter to the local media and other duties as required.

SERGEANT AT ARMS: The Sergeant at Arms will maintain order at all Chapter meetings and camp outs and will collect vest penalties (.50 per person) and donations for meeting space rent (1.00 per person).

STANDING RULE 9: CHAPTER DUES

The Chapter year will be from October 1 thru September 30. Chapter membership will pay dues annually by August 31.

- 1. Annual Chapter dues are \$20.00 for active members (Rig) and \$10.00 for Honorary members. Effective August 2013.**
- 2. New and reinstated members admitted into the Chapter between October 1 and March 31 will pay full dues. Those admitted between April and September 30 will pay dues of \$10.00**
- 3. Dues may be changed at any time by a 60% vote of the membership (Rig).**

STANDING RULE 10: MEETING DATES AND TIMES

Section 1. Meeting days and time can be changed as voted by a majority of members at a meeting. If possible, the November through March home meetings will be held in Kuna on the third (3rd) Thursday of the month beginning at 7:00 pm. The April through October meetings will be held on the second (2nd) Thursday of the month, or Saturday evenings at camp outs as per the following schedule:

<u>MONTH</u>	<u>LOCATION</u>	<u>COMMENTS</u>
April	Kuna	Date adjusted for Spring Fling
May	Camp out	
June	Kuna	Date adjusted for SAMBOREE
July	Camp out	
August	to be announced	Ice Cream Social
September	Kuna	Election and installation of officers. Date may be adjusted for Fall Roundup.
October	Camp out	

Section 2. If the first (1st) day of the month falls on a Friday, it will be considered a weekend. If the first (1st) day of the month falls on a Saturday, it will not be considered a weekend (*voted and approved*).

STANDING RULE 11: HONORARY MEMBERS

Section 1. The Honorary list will consist of formerly active members of the Chapter who have voluntarily requested transfer from active to honorary status. No member will be involuntarily moved to honorary status.

Transfers to this list will be subject to the following guidelines:

- a. Must be a currently active member in good standing with the CLUB and the Chapter according to Article I of the CLUB BY-LAWS.**
- b. Must have been a member of the Chapter for at least five (5) years**
- c. Chapter dues will be \$10.00 to cover the cost of mailings, etc.**

(effective August 2013).

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STANDING RULE 11: HONORARY MEMBERS continued.

Section 1. continued.

d. Honorary memberships will be limited to ten (10). This is to discourage a sudden drastic decrease from a 25 active Chapter memberships to 15.

Section 2. Honorary members would no longer be able to hold office or to vote. They would, however, still be able to serve on committees. In order to keep these members involved to the extent they are willing and able, they would still be able to attend any and all Chapter, STATE and CLUB functions.

Section 3. Anyone on the honorary list could voluntarily transfer back to active status by following the procedures in the CLUB BY-LAWS.

STANDING RULE 12: SUNSHINE COMMITTEE GUIDELINES

Section 1. The Committee is to send:

- a. A get well card to any member who is ill, has had surgery or is in the hospital.**
- b. A sympathy card to any member at the time of death of a spouse, child, parent or sibling.**
- c. Flowers or a memorial may be sent at the time of death of a member or a past member.**

Section 2. Any member who knows that another member is ill, has had surgery, is in the hospital or who knows that a death has occurred, please notify the Sunshine Committee.

STANDING RULE 13: DISBANDMENT

Section 1. The Board of Directors must notify the STATE Director and all members listed on the current Chapter roster in writing of the Chapter's intention to disband. If there is an objection voiced by Chapter members, they in turn must notify the STATE Director and the Board of Directors

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STANDING RULE13: DISBANDMENT continued.

Section 1. continued.

within thirty (30) days of receipt of letter.

Section 2. Upon an official dissolution of the Chapter, the Chapter Charter shall be forwarded to the STATE Director.

Section 3. If this Chapter should decide to disband, all moneys still left in the Chapter's treasury will be distributed to a charitable organization of the Chapter's choosing.

STANDING RULE 14: EFFECTIVE DATE

Upon approval by the Chapter membership (Rig) and the STATE Director and the CLUB the amended STANDING RULES for the Kaveman Travelers will become effective on the date signed by the CLUB. The amended STANDING RULES will supersede all previous CHAPTER STANDING RULES.

Chapter President - Date

State Director - Date

Committee Chairman - Date

Committee Member - Date

Regional Director - Date

Committee Member – Date

Committee Member - Date

Committee Member – Date

Committee Member - Date