

# THREE RIVERS CHAPTER OF THE GOOD SAM CLUB PROCEDURES AND GUIDELINES

Effective 01/01/2017

## NAME

As chartered by **The Good Sam Club**, this "Chapter," organized in April 1975, shall be known as the **THREE RIVERS CHAPTER**. This Chapter recognizes the Good Sam Club's Constitution and By-Laws and the Missouri Good Sam Standard Operating Procedures as their ultimate body of law.

The **THREE RIVERS CHAPTER** will always use the terminology "**Chapter**" when referring to its organization. The term "**Club**" always means the **Good Sam Club**. The term "**State**" always refers to the **Missouri State Good Sam Organization** and its **Director**.

## PREAMBLE

*With the objective of stimulating a greater interest and development of the principles of good camping, ecological awareness, kindness for our fellow human beings and all wildlife throughout the world; and with the avid desire of creating an enthusiasm which by reason of example, we hereby form ourselves into The Good Sam Club adhering to the following pledge:*

### ***The Good Sam Club 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 Good Samantha's) and promote the pledge of the Good Sam Club to others.*

## PURPOSE

It is the purpose of this Chapter to operate a social organization to promote the use and enjoyment of recreational vehicles and outdoor fellowship among its members through trips and group activities. This Chapter shall maintain an attitude, which is strictly non-sectarian, non-partisan, non-sectional, and non-racial, and shall be dedicated to bringing together people interested in the ideals and principles of the Good Sam Club.

## EMBLEM

This Chapter will only use the Good Sam name and logo in good taste and to promote the Good Sam Pledge and Chapter activities and in a manner consistent with the Club Constitution general policies of The Club. The Chapter emblem must include either the words "Good Sam" or include a reasonable facsimile of the Good Sam logo, in order for it to meet the requirements established by The Good Sam Club. The Missouri State Director must approve the emblem before it is recognized as official. This Chapter agrees to cease and desist from all use of the Good Sam name and logo upon loss of its charter from the Club for any reason.

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## MEMBERSHIP

**Section 1.** All RV owners who are members in good standing with the Good Sam Club and display interest in the promotion of the principles of good recreational vehicle camping as defined in both The Club's pledge and the Preamble are eligible for membership in this Chapter. The conduct of each Chapter member during Chapter activities shall be at all times a credit to the Chapter and to The Good Sam Club.

**Section 2.** Visitors and Guests interested in joining the Chapter must be members in good standing of The Good Sam Club, attend three Chapter meetings, at least one being a campout, and let the President know of their wish to join. At the conclusion of the business meeting of their 3rd visit the President will ask them to leave the room while those in attendance consider their membership in the Chapter.

**Section 3.** Members must attend at least three meetings annually, at least one being a campout. Visiting guests who own an RV may attend no more than three (3) Chapter meetings per year.

**Section 4.** Members who have been with the Chapter for at least five (5) years and no longer own an RV may elect to become "Honorary" members which allows them to still enjoy the social aspect of the Chapter without paying dues. They may not hold office or vote. They need not participate in the planning of a monthly meeting unless they request to do so.

**Section 5.** Membership dues: Annual Good Sam Club dues shall be paid directly to The Good Sam Club Office by each member and reported to the Chapter Secretary by the October meeting, with their Club membership card as evidence thereof. Annual Chapter dues of \$25.00 (\$12.50 if joining after June 1st) must be paid to the Treasurer within 30 days for new members and existing members must pay their annual dues to the Treasurer by the October meeting. Any member who allows their dues to become delinquent for more than 60 days will have to reapply for Chapter membership.

**Section 6.** Membership in this Chapter will be forfeited for failure to comply with above stated requirements. Individuals shall be notified in writing, after review by the Executive Committee, that their Chapter membership has been terminated, listing the reason(s).

**Section 7.** Reinstatements shall be treated the same as new applicants.

**VOTING:** Each active membership (unit) will include one couple or single. Each active member shall be entitled to one vote, except the President, who shall only vote to break a tie. Honorary members are not allowed to vote. All voting for Chapter officers shall be by secret ballot when more than one candidate, for any office, is on the ballot. Voting for new members may be by acclamation without objection – otherwise it will be by secret ballot.

## **MEETINGS**

**Section 1.** A quorum at any meeting shall be half (50%) of the “voting” members of the Chapter.

**Section 2.** The weekend of the third Saturday of the month is usually used for the campout/meeting and campouts will take place no further than 150 miles from the Interstate 270-255 loop unless the Assistant Wagon Master for that campout gets prior approval from a sufficient number of members and the Executive Committee. April through October are campout meetings.

**Section 3.** Business meetings at campouts will be held at a time announced by the Assistant Wagon Master for that campout and agreed to by the Chapter President or his designee. This will usually be at 9:30am Sunday mornings. At the campout meetings the Assistant Wagon Master of that month will provide breakfast plans for Sunday morning. This information will be reported to the Wagon Master, who shall inform the News Editor so it can be included in the "Chapter Chatter."

**Section 4.** Winter meetings are held November through March on Saturday or Sunday of the third weekend of the month at a restaurant of the Assistant Wagon Master's choice and published in the Chapter Chatter. The restaurants must have a quiet section where the meetings can be held without being disrupted. If any change is required due to weather, etc., all members must be notified in a timely manner.

**Section 5.** Room Rental Fees: A fee for use of campground and restaurant rooms is becoming more and more common. The Assistant Wagon Master proposing a campout or meeting that will incur room rental fees must first obtain permission before making a commitment for that function. Reimbursement for these charges will come from the Chapter after furnishing the Treasurer a receipt for them.

**Section 6.** The Chapter President may call special meeting(s) at his/her discretion.

**Section 7.** Roberts Rules of Order shall govern all business meetings, which will be conducted as follows:

1. Call to order.
2. Pledge of Allegiance.
3. Recognized current month's birthdays and anniversaries.
2. Roll Call of members.
3. Introduction of guests.
4. Reading of minutes of the previous meeting.
5. Treasurer's report and presentation of bills to be paid.
6. Wagon Master's report.
7. Reading of correspondence.
8. Reports of committees.
9. Unfinished business.
10. New business.
11. Announcements “for the good of the Chapter” and open discussion.
12. Voting on new member applications.
13. Adjournment.

## **CHAPTER OFFICERS**

**Section 1.** The following Chapter officers will be elected at the November Chapter meeting and assume their duties at the first meeting January. Their term of office will be two (2) years: President, Vice President, Secretary, Treasurer, Wagon Master.

**Section 2.** Vacancies. In the event of the resignation or removal of a Chapter Officer, the President may at his/her discretion, with the approval of the other Officers, appoint a pro tem Officer to fill the vacancy until the next scheduled election or until a special election can be held.

## **DUTIES OF OFFICERS**

**PRESIDENT:** Presides at all meetings, appoints all committees, supervises Chapter activities, represents the Chapter at State meetings as required by the State organization. Performs such other functions as is necessary to perpetuate the Chapter. The Chapter President shall see that a list of newly elected officers and the Chapter Membership Roster to include the name, address, Good Sam membership number and expiration date of all active members is sent to the State Director by January 1st of each year. The Chapter President is a member of the State Committee which meets twice a year. The Chapter President shall appoint a nominating committee, and Officer Nominations shall be finalized and presented at the September meeting prior to election.

The President will insure that all members receive the following in a timely manner:

- Membership Roster with names, addresses and phone numbers -
- Phone line of communication sheet (HOTLINE) -
- Copies of this "Chapter Procedures and Guidelines" document -
- Welcome letter to new member(s). -

**VICE PRESIDENT:** Conducts meetings in the absence of the President, coordinates activities of all committees. Represent the Chapter at State meetings in the event the President cannot. The Vice President will assume the duties of President should that office become vacant for any reason.

**SECRETARY:** The Secretary shall record the minutes of all meetings of the Chapter including meeting time & place, names of Members present, and proceedings thereof. Send a copy to the News Editor for inclusion in the Chapter Chatter and read the report at the following Chapter meeting. Three sets of minutes are to be kept: one each for the President, Vice President and Secretary. The Chapter Secretary will prepare and maintain the membership directory and "HOTLINE" call list and see that they are disseminated to all Chapter members.

**TREASURER:** The Treasurer shall have custody of all funds, securities and monetary assets of the Chapter, shall be responsible for keeping accounts of all receipts and disbursements and report same at the monthly Chapter business meetings. The Treasurer will maintain a roster of the Chapter's paid members including their Good Sam Club membership numbers and ensure the Chapter sends the State organization its dues and

list of Chapter members by the 1st of January each year. This updated paid membership roster will be shared with the Chapter Secretary.

**GIFTS FOR SAMBOREE**

The gifts which we are asked to donate to the State Samboree shall be taken out of the Chapter treasury and the amount will be \$10.00 per gift. Quantity of gifts to be given is one gift for every two memberships attending the Samboree.

**MEMORIALS**

In the event of a death of a member (whether active or associate) or their immediate family (spouse, child or parent), the Chapter will send the family's preference of flowers or a memorial. For this purpose, the Chapter Treasurer shall pay the amount of \$50.00.

**DOGS FOR THE DEAF**

At the June meeting each year, a voluntary collection will be accepted for the Dogs for the Deaf Program.

**WAGON MASTER:** The Wagon Master shall appoint monthly Assistant Wagon Masters who shall be responsible for planning the time, place and activities for monthly meetings (restaurant or campground) and report that information at least three (3) months in advance to the Wagon Master who will then inform the Chapter Chatter Newsletter Editor so that information can be shared with everyone.

**EXECUTIVE COMMITTEE:** The Executive Committee consists of all elected Chapter Officers. They may from time to time grant a one time variance to these Procedures and Guidelines at their discretion. Said variance shall not be precedent setting. A second variance for the same purpose must come before the members of the chapter.

**APPOINTED POSITIONS:**

**NEWS EDITOR** - shall compose and distribute the monthly newsletter called **THREE RIVERS CHAPTER CHATTER**. Each member rig shall be provided one copy by email or USPS mail if email is not an option. Honorary members shall be included in the distribution. Visitors attending a meeting expressing an interest in applying for membership shall receive at least one copy.

**CHAPLIN:** (optional – duties may be performed by a volunteer or the President in the absence of an appointee) Gives invocations preceding our meals and meetings.

**SCRAPBOOKER:** Keeps a pictorial history of the Chapter's activities.

**WEBMASTER:** The Webmaster is responsible for maintaining the Chapter's website and other social media sites as needed.

**PUBLICITY / MEMBERSHIP CHAIRMAN:** (optional)

**LEGISLATIVE REPRESENTATIVE:** (optional)

**SPECIAL COMMITTEES:** (Dogs for the Deaf, Coupons for Soldiers donation program, Cell Phones for Soldiers, etc., and others as needed)

**STATE MEETING RE-IMBURSEMENT**

Because it is the duty of the President to attend the State Committee meetings (or to send a delegate if unable to attend) and since it is in the best interest of the Chapter to have representation at said meetings, the Chapter will pay for two (2) nights camping fees and gasoline expenses for miles driven to and from the meeting for one attendee rig.

**HOTLINE CALLS:** In the event of the illness or death of a member or someone in a member's family, the President will initiate the "The Three Rivers Chapter Hotline" cascade call procedure. All members are required to notify those on their list. If you cannot reach a member you are to call, go to the individuals on the next level in order to keep the message going. Then, continue to try to contact the person you skipped. It is very important that everyone be notified in timely manner.

**AMENDMENTS:**

**Section 1.** A proposed amendment of these Procedures and Guidelines shall be presented to the President in writing and shall be read to the Membership at the next regular meeting. Written proposed amendments shall then be given to all members at least thirty (30) days prior to voting on said change of the Procedures and Guidelines. A 2/3 majority vote of all Chapter members shall be required for approval of such amendment.

**Section 2.** A "Procedures and Guidelines" committee shall be appointed by the President in the off years between elections for the purpose of reviewing and possibly re-writing said Procedures and Guidelines. This committee shall consist of at least three (3) members.

Revised November, 2016.

Approved by the membership: 4/23/2017