

Utah RV Club

Standard Operating Procedures

(Dated June 1, 2023)

The following constitute the Standard Operating Procedures for the Utah RV Club Organization composed of the Director, appointed Assistant Directors, Secretary, Treasurer and other officers as appropriate as well as the **Club Committee** composed of the Chapter Presidents or their appointed delegates within Utah.

The organization shall be known as the Utah RV Club. The Club Organization will NOT use the Good Sam name but will promote the RV Club Declaration and various club activities in accordance with the RV Club Declaration.

The RV Club Declaration

As a member of the RV 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 and promote the pledge to others.

Membership

Membership in the RV Club Organization is limited to those individuals who are members in good standing within the Chapter Organizations and have paid their Chapter and Club dues. There may be Honorary members within a Chapter who do not pay Chapter or Club dues.

Nomination for Director

Any person can be nominated for the position of Director as long as they are members in good standing, having paid Chapter and Club dues. Nominee must accept the nomination prior to being on the ballot for election.

Election Procedure for Director

The Director shall be elected by a majority vote of the Chapters within the club. If a vacancy occurs during the term, a representative may be appointed by the **Club Committee** as a replacement for the duration of the term. The Director position may be a single individual or a couple, if a couple, one of the individuals is the elected position holder.

1. Announcement of the election and its procedure shall be given at the April meeting of the Club Committee.
2. Chapters may make nomination for Utah RV Club director by submitting the name of the person to the **Treasurer** by or before the end of the Club Rally.
3. The Treasurer upon receiving the name of a recommended candidate must secure their permission to be considered a candidate for election.
4. Once the permissions have been obtained the list of names must then be forwarded to the Chapter Presidents by or before October 1, of the year of the election.
5. The Chapter Presidents will then share the names of the candidates, at the Chapters October meeting; the chapter membership shall then vote, with the vote being tallied and the name voted as the winner will then be sent to the Treasurer.
6. The Treasurer will then announce the result of the election of the Director at the November meeting of the **Club Committee**. In the event of a tie vote, then the Chapter Presidents (**Club Committee**) at the November meeting shall vote until a winning candidate is elected.
7. Once a Candidate has been elected, he/she shall be sworn into office during the November meeting of the **Club Committee**.
8. The newly elected Director takes office on January 1, of the next calendar year.

Term of Office

The Utah RV Club Director's term of office is for two (2) years and then can be re-elected for an additional two (2) more years. The election of the Director will occur on the even numbered years with the Director taking office on January 1, the following odd numbered year. There is a two (2) term limit for the director to serve in this position.

Functions of the Director

The Utah RV Club Director is the highest Official. This position may be a single individual or a couple. However, only the elected person may vote and if the elected person is unable to complete the term office, then another person will be appointed by the **Club Committee** or elected as the Director. If a couple, both individuals are recognized as the directors.

Their functions are:

1. Represent the Club to the Chapters
2. Represent and uphold the Standard Operation Procedures
3. Act as an advisor in the administration of Club and Chapter business
4. Administer the formation of new RV Club Chapters
5. Officiate at Club events
6. Advise the **Club Committee** composed of Chapter Presidents, or his/her duly appointed delegate, officiate at meetings, and to vote only in the event of a tie.
7. Perform such other duties as may be necessary

Treasurer

Any person may be nominated for the position of Utah RV Club Treasurer as long as they are members in good standing having paid their Chapter and Club dues. The Treasurer may NOT be a member of the Directors family.

Election Procedures for Treasurer

The Utah RV Club Treasurer will be elected every two (2) years by a simple majority vote of all the members of the **Club Committee**. The Treasurer shall be elected by the **Club Committee** on the odd numbered years and take office on January 1, of the following even numbered year.

1. Announcement of the election and its procedure shall be given at the April meeting of the **Club Committee**.
2. Chapters may make nomination for the Treasurer by submitting the name of the person to the **Director** by or before the end of the Rally.
3. The Director upon receiving the name of a prospective candidate must seek the approval of the person nominated to be considered for election.
4. Once permissions have been obtained the list of names must then be forwarded to the Chapter Presidents by or before October 1, of the year of the election.
5. The Chapter Presidents will then share the names of the candidates, at the Chapter's October meeting; the Chapter President may or may not seek a vote of the chapter.
6. The Chapter Presidents will then vote for a Treasurer at the November meeting of the **Club Committee**.

7. The winning candidate will then be sworn into office and shall take office on January 1, of the next calendar year.

Term of Office of Treasurer

The Utah RV Club Treasurer's term of office is for two (2) years. The Treasurer shall be elected by the **Club Committee** on the odd numbered years and take office on January 1, of the following even numbered year.

Functions of the Treasurer

1. Have custody of all funds, securities, and assets of the Organization
2. Be responsible for keeping full and accurate accounts of the receipts and disbursements, and is to make an itemized report of such at all regularly scheduled **Club Committee** meetings
3. Pay only those expenses which have been approved by the **Club Committee**. All disbursements will be made by check, signed by the Treasurer.
4. The Treasurer is responsible for the oversight and use of those Club Officials who are authorized to have a RV Club credit card, who can make purchases for Club activities; and the Treasurer will accept and pay those authorized purchase receipts from those Club Officials who are in charge of various approved Club functions.

Audit

The Director shall appoint three members of the **Club Committee** to act as an audit committee, with the Director as the chairman. An audit will be conducted annually and in conjunction with the election of the Treasurer to audit the accounts of the Treasurer, and will submit the reports of their findings to the **Club Committee**

Upon the death, resignation, or departure of the 'Treasurer', from the Club, the Director will conduct a special meeting of the **Club Committee** as soon as possible for the purpose of electing another Treasurer to fill the remainder of this position. The Director may, at his/her discretion, appoint an interim Treasurer to fill this position until a new Treasurer is elected.

Club Committee

The Utah RV Club Director will be the chairperson of this committee. The Club Committee will be composed of the Chapter Presidents, or his/her duly

appointed delegate, from each Chapter within the Club. When formed, each Chapter must fully participate in the **Club Committee** and meet all obligations.

The **Club Committee** shall meet three (3) times a year, or as often as necessary, to conduct the business of the **Club Committee**. The Director, with the approval of the **Club Committee**, shall determine the time and place of all **Club Committee** meetings.

A simple majority of the **Club Committee** members, or their appointed delegates, will constitute a quorum. The Director will only vote on matters that come to the **Club Committee** in the event of a tie vote.

RV Club Directors Appointed Positions and their functions:

Assistant Directors will be assigned responsibility for a particular assignment and may serve as the representative of the Director for a designated geographical area.

Assistant Directors: functions are:

1. Assist in organizing local Chapters
2. Supervise club functions in their assigned areas under the direction of the Director
3. Act as an advisor to local Chapters when requested
4. Perform other duties as designated by the Director

Secretary: functions are:

1. Handle all correspondence as assigned by the Director
2. Attend all regular and special meetings for the **Club Committee**, with responsibilities for:
 - a. Recording the minutes of the meetings with time, place, and attendance
 - b. Proceedings
 - c. Review the minutes from the previous meeting
 - d. Duplicating and distributing minutes of the meetings to members of the **Club Committee**
 - e. Recording roll call
3. Maintain a list of all special assignments, and to file reports of these assignments when presented.
4. Have a copy of the Club's Standard Operating Procedures (SOP's) available for members

5. Send out notices of all Club Meetings under direction of the Director
6. Maintain records of all members of the **Club Organization**
7. New memberships recorded on rosters and fees sent on to the Treasurer

Wagon Master:

At the direction of the Director, the Wagon Master is to serve as the Chairman of the parking committee, help park rigs at Club events, and perform other such duties as designated by the Director.

Assistant Wagon Master:

Assist the Wagon Master in parking rigs at club events, and perform other such duties as designated by the Wagon Master and the Director

Historian/Photographer:

At the direction of the Director, the Historian is responsible for collecting and maintaining an up to -date record of the matters of interest pertaining to the Club Organization for historical purposes. Photographer will be responsible for taking pictures of events and various other activities involving Utah RV Club. The Historian will also maintain the RV Club web site and will quarterly put information from Chapters on the web site about their Chapter activities.

Rally Treasurer:

A Rally Treasurer may be appointed to handle the registration and finances involving the collection of monies and registration for the Rally, and any dinner meetings for the **Club Committee**, paying the associated bills, and will give an accounting to the Treasurer and the **Club Committee**.

Quartermaster:

The Quartermaster is responsible for all assets stored in the club Trailers and requesting replacement of items as they are used.

Business Meetings

All Meetings will operate as follows:

1. Call to order
2. Reverence
3. Pledge of Allegiance
4. Roll Call
5. Introduction of Guests
6. Review of minutes of the previous meeting
7. Treasurer's report – presentation of any bills to be paid
8. Reading of correspondence

9. Unfinished business
10. New Business
11. Announcements
12. Adjournment

Rally Account

A Club Rally account shall be established to provide a fund with a “sanctioned Rally, **Club Committee** Meeting or Camp-out” and may draw monies with which to operate prior to receipt of sufficient registration fees. The special Rally Account shall be a sub-account of the Treasury and the Club Committee and accountable to the **Club Committee**. Monies in the Special Rally Account in excess of \$5,000.00 shall be transferred to the General Account of the Treasury.

Dues

Annual Club dues of \$5.00 per membership (Rigs) must be paid to the Treasurer and is to be paid by November 30 of each calendar year to maintain good status with the Club Organization. There shall be no prorating of dues for a partial year.

Amendments

Amendments to these Standard Operating Procedures shall be made only with approval of the majority vote by members of the **Club Committee**.