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TEXAS GOOD SAM

STANDARD OPERATING PROCEDURES

PREAMBLE

This document cancels and supersedes all previous written Texas Good Sam Chapters Constitution and By-Laws. The only Constitution and By-Laws will be those approved by the Good Sam Club is the current edition. The Good Sam Club Constitution and By-Laws will guide functions at all International, State/Provincial and Chapter levels. The Constitution and By-Laws are not subject to revisions by anyone other than the Good Sam Club itself. The following chapter rules/guidelines may not conflict with the Good Sam Club Constitution and By-Laws.

ARTICLE I

PURPOSE

It is the purpose of the TEXAS GOOD SAM CHAPTERS to promote the use and enjoyment of recreational vehicles and outdoor fellowship among its members through trips and group activities. The State Organization shall maintain an attitude which is strictly non-sectarian, non-partisan, non-sectional, non-racial, non-denominational and non-discriminatory, and shall be dedicated to bringing together people interested in the ideals and principals of the Good Sam Club.

ARTICLE II

GENERAL

Section 1. The Constitution and By-Laws of the Good Sam Club shall be incorporated in this document.

Section 2. If a conflict should occur between this SOP and the Good Sam Club Constitution and/or By-Laws, the Constitution and/or By-Laws will prevail.

ARTICLE III

NAME & SPONSOR

This organization shall be known as the Texas Good Sam Chapters and is sponsored by The Good Sam Club.

ARTICLE IV

DEFINITIONS

Section 1. The term “Chapter” shall be construed to mean a duly chartered local chapter of the Club.

Section 2. The term “State” shall refer to the Texas Good Sam Chapters.

ARTICLE V

GENERAL MEMBERSHIP

Section 1. Membership in this State Organization is limited to those individuals who are members in good standing with both the Good Sam Club and the State Organization (i.e.), have paid Club and State membership dues, when applicable).

Section 2. Members of the State Organization will be classified as either Chapter members or State members at large.

Section 3. Each membership shall consist of not more than two adults and shall include any dependants living with them

ARTICLE VI

AMENDMENTS

Section 1. Amendments to this SOP may be submitted by any State Committee member or any chapter member in good standing. Amendments shall be submitted in writing to the State Director in order to be included on the agenda of the next State Committee meeting at least ninety (90) days prior to that meeting.

Section 2. Such proposed amendment(s) shall automatically be an item on subsequent agendas until properly disposed of by a vote of the membership.

Section 3. A written notice shall be sent to each member of the State Committee at least sixty (60) days prior to a vote on any amendment to this SOP. Amendment(s) to this SOP shall be made only with the approval of a simple majority vote by the State

Committee members present at the meeting in which the proposed amendment(s) is considered, or as directed by the Club.

ARTICLE VII

STATE OFFICERS

Section 1. Officers of the State shall be the State Director, State Treasurer and other officers appointed by the State Director.

Section 2. The State Director is elected to a two year term and is limited to two (2) elected terms or four (4) elected years. A Past State Director may be eligible for re-election after sitting out one two year term.

Section 3. Members, in good standing, who wish to be considered for the position of State Treasurer, shall submit their application to the Chairman of the Committee thirty (30) days before the meeting of the State Committee.

Section 4. The State Treasurer will be elected for a two year term by a simple majority of members present at the State Committee meeting in odd numbered years and will take office on January 1, of the following year, for a two year term. The State Treasurer may not be a member of the State Director's family.

Section 5. Upon the resignation, death, departure from the state, or removal (by a simple majority of the State Committee) of the State Treasurer, the state Director will appoint, with the approval of the Club's designated representative, an interim State Treasurer to serve until the election of a new State Treasurer at the next State Committee meeting.

Section 6. All other State Officers will be appointed by the State Director and will hold office for a period designated by the State Director, but not to exceed the State Director's term of office.

Section 7. In the event of a vacancy occurring during the State Director's term, the Club's designated representative may appoint a replacement for the duration of the term; or, request that the State present another candidate for the position of State Director.

ARTICLE VIII

STATE COMMITTEE

Refer to Article V, Section 1 & 2 of the Good Sam By-Laws. Electronic voting is authorized to conduct the State Committee business, when a State Committee Meeting is not scheduled, and a vote on a matter is needed. The State Director will send out, or delegate it to be sent out, an email, containing information on what is to be voted on, to the Chapter Presidents. The "Voting" will be done as a "Reply" to the email sent to the Chapter President. The reply will contain Chapter Name, President Name and the vote. In the event of a matter requiring an electronic vote, the State shall, within thirty (30) days of the voting deadline, notify all Chapters through their Presidents, of the outcome of the vote including a breakdown of the votes, i.e., how many voted in favor and how many against.

ARTICLE IX

CHAPTERS

Refer to Article II, Section 1 through 7 of the Good Sam By-Laws.

ARTICLE X

RESIGNATIONS AND EXPULSIONS

Refer to Article VI, Sections 1 & 2 of the Good Sam By-Laws.

ARTICLE XI

ASSESSMENT OF DUES

Section 1. Assessment of State membership will be levied by the State Committee. Annual assessment for Chapter members will be \$5.00 per year, per rig, based upon membership as of November 1, and must be paid by the Chapter Treasurer, through their assigned ASDs, to the State Treasurer on or before December 1. Unpaid assessments shall be considered delinquent after December 15 of each calendar year.

Section 2. Delinquent Chapter delegates shall not be seated at State Committee meetings.

Section 3. A list of delinquent chapters shall be submitted to the State Committee for consideration. The State Committee's recommendation to cancel the delinquent Chapter's Charter(s) shall be submitted to the State Director, who will refer to the Club, the State Committee's recommendation to cancel the delinquent Chapter's Charter.

Section 4. New Chapters chartered in the first nine (9) months of a calendar year, shall be assessed \$5.00 per rig. The current annual assessment will be waived for new Chapters chartered in the last three (3) months of the calendar year.

Section 5. The State Assessment of dues, \$5.00 per rig, shall also apply to new members, who join a chapter during the first nine (9) months of the year. This assessment must be paid to the State Treasurer at the time the new member is accepted into the Chapter. Assessment will be waived for new members who join in the last three (3) months of the calendar year.

ARTICLE XII

OFFICERS' DUTIES

Section 1. STATE TREASURER: The duties and responsibilities of the State Treasurer are:

- a) To have custody of all funds and securities of the State Organization.
- b) To be responsible for keeping complete and accurate records of all receipts and disbursements, and to make a report of such at all scheduled State Committee meetings. The State Treasurer will provide in addition to the report provided at the yearly State Committee Meeting held at the Texas State RV Rally, a complete Financial Report, showing all inflows and outflows, covering the period of January – June for that year, to be sent out electronically in July to State Committee Members. The State Treasurer must be fully bonded by a qualified bonding company.
- c) To pay those expenses authorized by the State Director. Disbursements will be made by check.
- d) To act as the Election Chairman for the election for the State Director when so scheduled. This duty is to be performed as directed by the Club's designated representative.
- g) To oversee the preparation of all tax reports to the Internal Revenue Service, via CPA.
- h) Chair any meeting of the State Committee, in the event the State director is unable to attend.

Section 2. STATE SECRETARY: The State Director may chose to appoint a State Secretary. In the event the State Director does not appoint a State Secretary, the State Secretary's duties fall upon the State Director. The State Secretary duties shall be:

- a) Records the minutes of all meetings of the State Committee with the time and place of the meeting, how called or authorized, the notice thereof give, the names of members present, and the proceedings thereof.
- b) Receives, reads, and answers all correspondence after action taken by the State Committee at meetings, or at the direction of the State Director.
- c) Other duties as assigned by the State Director.

ARTICLE XII

REIMBURSEMENTS

Expenses essential to conduct State business, as approved in the State budget, are to be reimbursed as authorized by the State Director. The State Treasurer and State Secretary each will be paid mileage reimbursement to and from State Committee meetings, equal to the rate paid by the Club or **the current mileage reimbursement that is allowable by the IRS** an otherwise agreed amount for mileage set by the State Committee. The State Director's travel expense to the State Committee meeting will be compensated by the Club.

ARTICLE XIII

TAX-EXEMPTION PROVISIONS

Section 1. No substantial part of the activities of this organization shall be the carrying on of propaganda or otherwise attempting to influence legislation (except as otherwise provided by Section 501 (h) of the Internal Revenue Code), and this organization shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to, any candidate for public office.

Section 2. Notwithstanding any other provisions of this SOP, this organization shall not carry on any activities not permitted to be carried on **1)** by an organization exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code; **2)** by an organization, contributions to which are deductible under Section 170 (c) of the Internal Revenue Code.

Section 3. No part of the net earnings of this organization shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes of this organization.

Section 4. Upon the dissolution of this organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or shall be distributed to the Federal Government, or to a State or Local Government, for a public purpose. Such distribution shall be made in accordance with all applicable provision of the laws of the state of Texas.

ARTICLE XIV

STANDING RULES

Section 1. Items to be placed on the state committee meeting agenda must be submitted, in writing, to the State Director at least ninety (90) days prior to a State Committee meeting.

Section 2. No consumption of alcohol of any type will be allowed in any Public Building at any Good Sam event.