

West Virginia Good Sams Standard Operating Procedure Approved 7.30.13

Defined:

State Board—The State Board is made up of the State Director, Assistant State Directors, State Treasurer, State Secretary and other people as appointed by the State Director. The State Board shall be allowed to sit in and participate in the State Committee meetings as a recommending body, but has no voting power. The State Director will only vote on those issues that come before the State Committee in the event of a tie.

State Committee—The State Committee is made up of all chapter presidents or their delegates.

Each chapter has one (1) vote on all items placed before the State Committee.

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## *Article I Membership*

Section 1. All members of the State organization must be members in good standing with the the Good Sam Club.

Section 2. Each membership includes the husband, the wife, the partner and any dependent children living with them full time.

Section 3. Members of the State Organization will be classified as either Chapter member or members-at-large.

Section 4. State members-at-large will be defined as those members of the Good Sam Club who do not belong to a chapter.

## *Article II Duties of Officers*

*State Director*—The State Director is appointed to a two year term as specified in the Constitution of the Good Sam Club.

The State Director is the highest ranking Officer in the State Organization.

The State Directors Function are:

1. To represent their State membership to the Good Sam Club.
2. To represent and uphold the Good Sam Club Constitution, By-Laws, and General Policies of the Club to the State membership.
3. To act as the advisor in the administration of State and Chapter business.
4. To administer formation of new Good Sam Chapter and foster growth in current chapters.
5. To officiate at State Samborees.
6. To determine Samboree dates. Samborees will be held the third weekend in May and

the second weekend in September. In determining these dates the weekend starts on Friday.

7. Determine Samboree applications and costs.

8. To advise the State Committee composed of Chapter presidents or their appointed delegates in their state, to officiate at its meetings, and to vote only in the event of a tie.

9. Upon request, to assist The Good Sam Club staff with the planning and hosting of national rallies and special event in their state and region.

10. To perform such other functions as specified by the Club.

11. If a vacancy occurs during the State Directors term, The Good Sam Club may appoint a replacement for the duration of the term, or request that the state present another candidate for the position.

*Assistant State Directors*—The Assistant State Directors will be assigned responsibilities and job descriptions. They will serve as the representative of the State Directors as needed to carry out their responsibilities and duties with discretion. They will be expected to carry out these duties in a timely fashion. They are expected to attend all State Committee meetings.

The functions of the Assistant State Directors are:

1. To assist in organizing new Chapters and fostering growth in the current Chapters.

2. To help facilitate State functions in their assigned areas under the guidance of the State Director.

3. To act as advisors to their local Chapters as requested.

4. Follow their job descriptions.

5. To report to their Chapter membership all information they have received from the State Director or State Treasurer in a timely fashion.

6. Other duties as deemed necessary by the State Director.

*State Secretary*—The functions of the State Secretary are:

1. To assist the State Director with all correspondence.

2. To attend all regular and special meetings of the State Board and State Committee, with responsibilities for: recording the minutes of the meeting with date, time and location; why the meeting was called; the notice given for the meeting; names of those attending, and proceedings; reading minutes from the previous meeting; distribution of minutes to the State Board and State Committee; recording roll call at each meeting.

3. To prepare an agenda for the meeting with the State Director and distribute before the meeting.

4. To have a list of standing committees and to file the reports of those committees when presented.

5. To have a copy of the Good Sam Club Constitution and By-Laws and the State SOP at each meeting for reference.

6. To send out notices as needed to the State Committee and State Board.

7. To maintain records (rosters) on all members of the State Organization, including chapter members and State members-at-large.

*State Treasurer*—The State Treasurer will be elected annually by a simple majority of all members of the State Committee at the December State meeting. The Treasurer shall be elected before January 1 of each year, and shall take office January 1. The Treasurer may not be part of the State Directors family.

The functions of the State Treasurer are:

1. To have custody of all funds, securities and assets of the State Organization.
  2. To be responsible for keeping full and accurate accounts of all receipts and disbursements and to make a report of same at all regularly scheduled State Committee meetings.
  3. To pay only those expenses that have been approved by the State Director and State Committee. All disbursements will be made by check, co-signed by the State Director and the State Treasurer.
  4. To prepare a quarterly itemized financial report to be distributed to the State Board and State Committee.
  5. To prepare an itemized report after each Samboree report to be distributed to the State Board and State Committee.
  6. To serve as State Election Chairperson.
  7. An Audit Committee will be appointed by the State Committee to audit the accounts of the State Treasury at least once annually, and will submit the report of their findings to the membership.
  8. Upon the death, resignation or departure from the State of the State Treasurer, the State Director will conduct a special meeting of the State Committee as soon as possible for the purpose of electing another State Treasurer to fill the position.
- State Wagon Master*—working with the State Director, the State Wagon Master is responsible for making all necessary arrangements for the selected site for the State Samboree and other related State activities.

#### Article IV State Committee

Section 1. Each State is allowed to form a State Committee composed of all Chapter Presidents within the State or their appointed delegate, as specified by the Good Sam Club Constitution and By-Laws. When formed, a State Committee has the voting power to reconcile serious issues within the State and any Chapter within the State.

Section 2. The State Committee shall meet 3 times a year, or as often as necessary to conduct the business of the state. These meetings may be held electronically. The State Director shall determine the time and place of all State Committee Meetings.

Section 3. A simple majority of the State Committee members, or their appointed delegates, will constitute a quorum for a meeting.

Section 4. Roberts Rules of Order Newly Revised along with a good dose of common sense shall govern all business meetings which will be conducted as follows:

1. Call to order
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Introduction of Guests
5. Reading previous minutes
6. Treasurers Report
7. Reading of Correspondence
8. Reports of Chapters
9. Reports of Assistant State Directors
10. Unfinished Business
11. New Business

12. Announcements

13. Adjournment

Section 5. The State Board will be allowed to sit in and participate in the State Committee meeting as a recommending body, but has no voting power. The State Director will only vote on those issues that come before the State Committee in the event of a tie.

Section 6. The State Committee has the authority to establish, regulate and control the state Treasury.

Section 7. It is the responsibility of the members of the State Committee:

1. To attend all State Committee meetings as the representative of their chapter and to report the proceedings of the meetings to their chapter members in a timely fashion. They may send a delegate.
2. To vote on such items as come before the State Committee on behalf of their chapter.
3. To make a request to the State Director of items that the chapter feels need placed on the State Committee Agenda for the next meeting.
4. To present to the State Committee any proposed amendments of the State SOPs deemed necessary by the Chapter.
5. To serve on committees voluntarily or by appointment for the good of the State Committee.
6. To obtain written support of 25% of the State Committee membership to petition the State director for a special meeting.
7. To report to their Chapter membership all information they have received from the State Director or State Treasurer in a timely fashion.

#### *Article V State Treasury*

Section 1. All monies received by the State Organization from dues, State Samborees or any other sources shall be placed in the State Treasury.

Section 2. All expenditures of monies from the State Treasury shall be rectified by the State Committee at the State meeting.

Section 3. All disbursements from the State Treasury shall be by check, co-signed by the Treasurer and the State Director after ratification by the State Committee. Exceptions may be made at the discretion of the State Director or Treasurer in cases where cash expenditure is required but must have the paid receipt. These disbursements may be made from available cash on hand, but will be duly recorded in the financial records of the State Organization.

Section 4. The State Committee shall appoint three members of the State Committee to act as an audit committee with the State Director acting as Chairperson. An audit will be conducted annually in conjunction with the election of the State Treasurer. The audit will be held regardless if the treasurer is re-elected. The outgoing and incoming Treasurer (if applicable) Will participate in this annual audit to attest to their own satisfaction as to the validity of the audit. Special audits can be initiated by the State Committee whenever a change in the State Treasurer occurs.

#### *Article VI Committees*

The State Committee or State Director can appoint such committees as it deemed necessary and to director the activities of said committees.

*Article VII Standing Rules*

Section 1. The State Organizations SOPs, and any amendments made thereto, must be submitted to the Mid Atlantic Region Director for review before they go into effect.

*Article VIII Amendments*

Section 1. Proposed amendments to these SOPs must be submitted to the State Director by a State Committee member, in writing, to be included in the agenda of the next meeting.

Section 2. The proposed amendment(s) in its final form will be sent to each member then (10) days prior to the meeting at which the amendment(s) is to be voted upon.

Section 3. Such proposed amendment(s) shall automatically be an item on subsequent agendas until properly disposed of by a vote of the membership.

Section 4. The amendment(s) may be passed with an affirmative vote of three fourths (3/4) of the eligible voting members.

Section 5. The amendment(s) in its final form will be submitted to the Mid Atlantic Regional Director.

***Respectfully submitted***

***Don and Kathy Wise—WVGS State Directors***

***The WVGS State Committee***

***The WVGS State Board***

***July 30, 2013***

***APPROVED: WILLIAM BROOKS, MID ATLANTIC REGIONAL DIRECTOR 7/30/13***