



# Rollalong Sam's of Burbank – CA

## Standard Operating Procedure



1. Our Good Sam Club chapter shall be known as **Rollalong Sam's of Burbank** and our patch is shown in exhibit A.
2. Standing Rules can be amended by the membership at any time (during meetings) with a majority vote and submitted to the State Director
3. Our preferred camping schedule is Fri, Sat and Sun the 2<sup>nd</sup> weekend of the month. July and August are usually dark.
4. Our chapter welcomes our chapter members who can no longer be active campers to continue their Good Sam Club membership and enjoy the social aspects of the chapter as honorary members (designated as friends on the roster).
5. Our Chapter yearly dues will be \$ 20 (\$15 for the Chapter and \$5 for the State) for active members and \$ 00 for honorary members, however the monthly standard camping fee per rig applies. Payment of dues notifies the chapter of the member's interest in continuing membership for another year. Active members regularly attend campouts and participate in hosting campouts.
6. Voting on dues, elections and other important issues will pass with a minimum of 51 % of active members and a minimum of 51 % affirmative votes.
7. OFFICERS:
  - a. Our officers are elected by the chapter's active members every 2 years in the fourth quarter with nominations in November, elections in December, and position starting in January and shall be titled President, Secretary, and Treasurer.
  - b. The President may decide to choose an election committee which will provide a slate of officers for nomination, prepare ballots, and tally results. Nominations from any active member can be accepted as well.
  - c. Serving in two offices concurrently and/or two members of the same family with check signing privileges are not suggested.
  - d. 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 members of the Executive Committee (all Chapter elected officers) appoint a pro-tem Officer to fill the vacancy until the next scheduled election, or until a special election can be held.
  - e. ELECTED OFFICER ROLES:
    - i. PRESIDENT: Calls and presides at all meetings; appoints all committees; leads all activities of the chapter and represents our chapter at the State level. Initiates financial audits of financial records on a regular basis.
    - ii. SECRETARY: Keeps records of Chapter activities as requested by the President and handles all correspondence.
    - iii. TREASURER: Custodian of all assets of our chapter and will present records as requested by the President.
      - All monies received by the Chapter from dues or any other source, shall go into the Chapter treasury.
      - All expenditures or monies from the Chapter treasury shall be ratified by the membership at a regular business meeting. Extraordinary expenditures requiring immediate action may be authorized by the Chapter President after a consensus with the Executive Committee.
      - All disbursements from the Chapter treasury shall be by the Treasurer or President, and will be duly recorded in the financial records of the Chapter.
      - Collection of campout fees.

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- The President will appoint two members of the Chapter (non officers) to act as an Audit Committee, with the President acting as Chairman. This audit will be conducted annually. It will be carried out regardless of whether the Treasurer is re-elected. The outgoing and incoming Treasurer will participate in this annual audit to attest to their satisfaction as to the validity of the audit. The President shall initiate special audits whenever a change in the office of Treasurer occurs.

f. OPTIONAL ELECTED/APPOINTED ROLES:

- WAGON MASTER: Organizes all camping outings of the chapter. The selection of sites, parking, and campout coordination will be delegated to camp hosts (Trail Boss) as agreed upon by the chapter. The wagon master will notify the Web site Editor of the time, place, and fees for each campout, and shall communicate with the camp hosts and other interested parties to verify all information.
- WEB SITE COORDINATOR: Responsible for keeping the chapter web site up to date. which shall include campout dates, times, locations, and cost (if possible), and any chapter news. Camp hosts shall be responsible for submitting campout agenda information to the Editor in a timely manner
- SUNSHINE: The SUNSHINE coordinator will send sunshine communications, i.e. Birthday. Anniversary, get well, etc..
- ROSTER MAINTENANCE: Responsible for maintaining a database with member contact information, and provides a roster periodically, as needed to keep current.

8. All members shall be requested to wear chapter name tags at the monthly business meeting.

9. Chapter Membership will be forfeited for one or more of the following reasons: Failure to pay dues within sixty (60) days of beginning of new fiscal year (October), repeated unruly conduct, including foul language, and/or repeated intemperate drinking.

Note: In all instances, behavior of members, their children and their pets shall be in accordance with the prevailing campground regulations. I.e. Pets will not be allowed at chapter indoor meetings.

10. If our chapter should decide to disband, it is required to make immediate contact with the State Director who will provide information on how to proceed. All financial assets of our chapter will be distributed as voted upon by the remaining active members.

Updated Nov 2019

