



NEVADA STATE GOOD SAM

Chapter President's Manual

September 2015

Introduction

The purpose of this manual is to provide guidelines and to outline procedures in fulfilling the Chapter President responsibilities. Information in this manual is subject to change. When information is updated you will be notified by your State Director. This manual will be available on the State website: nevadagoodsam.com.

There are 3 sections to this manual: Chapter Information, State Information, and Good Sam Club Information.

Chapter Information

Chapter President Qualifications

Must be a member in good standing in the Good Sam Club and must be elected by popular vote of the chapter members.

Chapter President Responsibilities

Run monthly meetings and be in charge of chapter business according to chapter membership voting. Work to keep all members active in the chapter. Insure that an annual audit of the Chapter financial records is performed. Contact potential members that have been referred by the State Director via email (most of these will be people who have signed up on the Good Sam website). Submit a summary of Chapter activities quarterly to the State Webmaster for the Nevada State website. Inform your membership of any new Good Sam information you receive.

Chapter President Responsibilities at the Nevada State Rallies

Attend Nevada State Committee Meetings as a representative of your Chapter and be involved in running the State business. Attend the President's Forum meeting which was set up to enable Chapter Presidents or their delegates to bring issues to the attention of the State Director and to firm up the agenda for

the State Committee Meeting. Report on the proceedings of the State Meeting to your Chapter members. Represent your Chapter at Opening Ceremonies by carrying the Chapter flag in the parade (usually accompanied by spouse). Attend 1st Timers Meeting and offer brief comments about your Chapter and its activities.

Chapter Officers

The Chapter President and Chapter Treasurer must be elected offices. The Chapter President and Chapter Treasurer must not be related. Other officers may be elected or appointed based on the Chapter SOPs.

State & Chapter Standing Rules or SOPs

The Good Sam Club Constitution and By-Laws are the Constitution and By-Laws for every State and Chapter. Each Chapter may write its own Standing Rules as their guideline in conducting Chapter business. These rules cannot conflict with the Club's Constitution and By-Laws. Keep the Standing Rules simple and do not include Robert's Rules of Order as a requirement. The Standing Rules may not apply indefensible restrictions on membership in the Chapter. If you amend your Standing rules, you must submit a copy to the State Director for approval. A copy of the Club's Constitution and By-Laws can be found at Nevadagoodsam.com.

Chapter Dues

All monies received by the Chapter from dues or any other source shall go into the Chapter Treasury. All expenditures of monies from the Chapter Treasury shall be ratified by the membership at a regular business meeting. All disbursements from the Chapter Treasury shall be by check, cosigned by the Treasurer and Chapter President, after ratification by the membership. These disbursements may be made from available cash on hand, but will be duly recorded in the financial records of the Chapter.

Chapter News

Please submit your latest news and photos about memorable RV outings and community service projects by email to the State Webmaster. If you produce

newsletters or blogs, please share those with the State Webmaster as well. Please supply these monthly or at least quarterly. When you email your news items, don't forget to include the best of your digital images - active photos of members making a difference and having fun doing it. Outdoor photos tend to work best.

Chapter Size Guidelines

As a guideline, the Club recommends that Chapters should have a minimum of six rigs. However, should a Chapter begin to fall below this guideline the State Director has been asked to assist the Chapter President in sourcing new members, to allow a time frame to rebuild and/or by finding another existing Chapter the remaining members may want to join.

Starting a New Chapter

Contact your State Director in order to: Obtain a 'New Chapter Registration Form' Once completed, the Director will submit it to the Club Support Office who will retain contact information for the President of the new Chapter and return the Registration Form along with the Chapter's official Charter to the State Director. The Director shall determine how the President of the new Chapter receives the Chapter Charter.

De-chartering a Chapter

If it becomes necessary to de-charter a Chapter, email the Director with this request. Let the Director know if any Chapter members are interested in continuing the Chapter or moving into another Chapter in the area. The Director will then initiate a 30-day period in which the Chapter Officers may appeal the request of de-chartering. If an appeal is not received within 30 days, the Director will notify the Club Support Office. The Club Support Office will proceed accordingly.

Chapter Anniversary Certificates

During the month of February, the Good Sam Club Support Office will issue an anniversary certificate via mail to the Director for any Chapters that reach

years 5, 10, 15, 20, and every 5 years after 20. Directors are responsible for getting the certificates to the Chapter President.

Chapter Patches

Directors have the authority to give final approval on Chapter patches on behalf of the Club. Chapter Patch Requirements: Include either the text "Good Sam" or the current Good Sam Club Logo. If using the Good Sam name, Good Sam should not be plural. (Example: Second Chance Sams is OK; Sams can be plural as it does not use Good Sam together.) If using the Good Sam Club logo, the colors on the patch are limited to black, white, red and yellow.

State Information

State Committee

The Nevada State Committee is comprised of the Chapter President or Vice-President from each chapter within the state. All Chapter Presidents shall attend and participate in regular and special State meetings unless otherwise excused. They shall meet at least twice a year, or as often as necessary, to conduct the business of the State. A simple majority of the State Committee members, or their appointed proxies in attendance at a meeting, will constitute a quorum. If the President or Vice President of a chapter are unable to attend State Committee Meetings, the President shall notify the State Director in writing or by email, who the delegate from their chapter will be.

Appointed Nevada State Staff and the Treasurer are not members of the Committee and do not have voting power although they are encouraged to attend the business meetings for the purpose of staying involved with the Chapters. There are two business meetings per year, one at each of the State Rallies.

State Director

The State Director's will represent the Nevada Good Sam membership with the Good Sam Club. The State Director will prepare an agenda for State

meetings and present a copy to each State Committee member, or their proxy. The State Director will officiate at the State Committee Meeting and will vote only in the case of a tie. The State Director will review, approve and sign all contracts as the only recognized official of the State by the Good Sam Club. Upon the death, resignation or departure 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 a new State Treasurer and arrange an audit of the State books. The State Director will act as an advisor in the administration of chapter business as requested or required by the State Chapters.

State Director Election Procedures

The election procedures for Nevada State Director are held in odd numbered years. Directors are elected for nomination by the state for a two-year term. A Nominated person is then appointed by the Club. If a vacancy occurs during the Director's term, the Good Sam Club may appoint a temporary Nevada State Director to serve until a special election can be held. Note that Directors can be resolved of his/her duties at any time by the Good Sam Club.

The current Director must assume leadership to see that the state Treasurer carries out the election process correctly and efficiently. However, at no time is the Director to become involved in the election process, regardless of whether or not the current Director is running for another term.

State Treasurer

The Treasurer is elected in even numbered years for a two year term. The Treasurer shall be elected before January 1 by a simple majority of all members of the Nevada State Committee (Presidents), and shall take office on January 1. The Treasurer may not be related to the Nevada State Director.

Responsibilities: Maintain custody of all funds, securities, and assets. Maintain full and accurate accounts of all receipts and disbursements. Prepare itemized financial report for all State Committee meetings. Pay only those expenses, which have been approved by the State Committee. All disbursements will be

made by check, co-signed by the Director and Treasurer. Facilitate State Director Election process.

State Dues

State dues are determined by the State Committee and are currently set at \$2/year/rig. State dues for each Chapter member and the Chapter roster must be sent to the State Treasurer by January 1st each year. The Chapter Treasurer must send dues and information about new members joining in mid-year to the State Treasurer in a timely manner.

Kyle's Roadrunners

Kyle's is one of 12 Chapters in the State of Nevada. It is a service Chapter made up of current and past Chapter Presidents from all State Chapters and State Staff. Kyle's prepares and serves a pancake breakfast at each State Rally and assists as needed with other functions. This group of people has held Chapter offices, most for many years, and is always willing to do whatever is needed.

Good Sam Club Information

The website GoodSamClub.com/contact is a great resource for existing members to find contact information for services such as Roadside Assistance, Extended Service Plan, Tours, Good Sam Visa, and more. Here, members can also submit questions via email directly to Member Services.

GoodSamClub.com/Chapters

This section of the Good Sam Club website lists Chapters by state/province. You are encouraged to get familiar with this section of the site to be sure that your Chapter is listed. If not, please contact your State Director.

Assisting Members Who Lost Membership Card

If an existing member loses his/her permanent membership card, please refer him/her to Member Services to request a new card. If the member would like a temp card while they are awaiting the new permanent card to arrive via

mail, please refer the member to GoodSamClub.com to print a temp by following these instructions: Sign in at GoodSamClub.com Click “My Profile” in upper right corner Find the “My Good Sam Account” section on right-hand side Click the “Print a Temporary Membership Card” option.

Good Sam Club Logo Usage

The Good Sam name and logo (Sam’s smiling face) are registered trademarks of Good Sam Enterprises. The Good Sam Club name and/or logo are not to be used for commercial enterprise. The official red color that represents the Club is PMS 485. This PMS color should be used as the red color in any materials you print. The Club has given state organizations and Chapters permission to use the Good Sam name and logo on state and Chapter patches, flags, decals, etc. when these items are made up for non-commercial identification purposes only. This means that any item must include the state or Chapter name and/or logo in addition to the Good Sam name and/or logo. The Good Sam logo cannot be used alone for any state or Chapter purpose including stationery, business cards, notepads, t-shirts, sweatshirts, etc. for you or your staff.

The Club is very proud of the Good Sam Club brand and all it represents. Good Sam’s smiling face is the most recognizable logo in the RV industry so it is critical that the logo be appropriately illustrated in all communications. Colors and styles should never be modified. If there are any questions whether your logo complies with these guidelines, or if you would like to request the latest Good Sam Logo, please contact your State Director.

Chapter Chat Newsletter

This informative newsletter will be mailed or emailed (depending on preference) to each Chapter president. It is our hope that this newsletter will increase communication throughout the chapter members and directors. If you have any items that you would like to see included in this newsletter please send them to your Regional Director. This newsletter can be distributed freely to your chapter members as well as prospective chapter members.

Cleanup Days – May

The annual Good Sam Cleanup Days have been designated for the month of May. This event has been scheduled for the weekend before Memorial Day weekend in an effort to prepare our public lands for the traditional camping season. Chapters are encouraged to select a campground, park, or other public land of their choosing to pick up trash and/or do general cleanup and improvement.

Camping World encourages members to bring their full bags of trash to a Camping World SuperCenter where dumpsters will be available for trash disposal. After you've disposed of your trash, stick around for a while and enjoy fun, food (while supplies last) and other festivities that are part of Camping World's annual Grillfest.

If your Chapter is participating in a Club sponsored contest in conjunction with Cleanup Days, send a photo of your Chapter with the filled trash bags and a paragraph of information via email to cleanupdays@goodsamclub.com.

Chapter of the Year Guidelines

Chapter of the Year will be divided into two categories. There will be a regional chapter of the year and from there we will choose a national chapter of the year. Chapter members should submit the 'Good Sam Club Chapter of the Year Entry Submission Form' (request from the State Director) along with their entry to their State Director for State Chapter of the Year by December 31 each year. The State Director will determine a State winner and send that entry to the regional director by January 15th. Your Regional Director will determine the Regional Chapter of the Year and will forward that winner on to the Club support office. The National Chapter of the year will be determined by the Club. The winning chapter will be announced to you on March 1st.

**Entry may include but is not limited to: scrapbook, essay, PowerPoint, website, and/or blog. The Good Sam Club Chapter of the Year award is the largest honor awarded to a Good Sam Club Chapter and arrangements will be made to present the award to recipient at a Good Sam Club sponsored event.*

Good Sam Club Chapter of the Year Award Includes:

National Chapter of the Year Banner

\$250.00 in funding for the State organization

Every member of the National Chapter of the year will receive a “Chapter of the Year” patch

In addition to Chapter of the Year awards there are several other opportunities for recognition within the Chapters organization. RVer of the Year – National Award: \$1,000.00 will be awarded to the home State of the RVer of the Year.

Refer a Friend

When taking part in the Refer-a-Friend program, you can earn free nights of camping (up to \$25 value) when you refer a NEW member using the Refer-a-Friend invitations found at GoodSamClub.com/memberreferral. When you refer a new member, you’ll receive a certificate for a FREE night of camping at any Good Sam RV Park – valued at up to \$25. For every 5 new additional new members you refer using these same Refer-a-Friend invitations found online, you’ll receive another certificate for a FREE night of camping – there’s NO LIMIT to the number of free nights you can earn. To find Refer-a-Friend invitations, log into your online Good Sam account and go to GoodSamClub.com/memberreferral.