

# NEVADA GOOD SAMs

## STANDARD OPERATING PROCEDURES

### PURPOSE

It is the purpose of this State Organization to promote the use and enjoyment of recreational vehicles and outdoor fellowship among its members. The organization shall maintain an attitude which is strictly non-sectarian, non-partisan, non-secular and non-racial.

### MEMBERSHIP

**Section 1.** All members of Nevada Good Sam must be members in good standing with the Good Sam Club and must be members of a Nevada Chapter.

**Section 2.** Each membership includes up to two adults and any dependent children.

Section 3. Members at large may become members of Nevada Good Sams upon joining a Nevada Chapter.

Section 4. An honorary member may not hold office in a chapter and does not have a vote on chapter activities.

Section 5. Only a dues paying member of Nevada Good Sams shall be eligible to participate in its business meetings or to serve in any of its elective or appointive positions.

### DUES

**Section 1.** Dues for State membership shall be determined by the State Committee (Currently \$2/year/rig).

**Section 2.** It is the responsibility of the Chapter Treasurer to forward the dues for each chapter member by January 1 of each year to the State Treasurer. All dues received by the State Treasurer will be placed in the State Treasury. The Chapter Treasurer will send dues and information about new members joining in mid-year to the State Treasurer in a timely manner.

### NEVADA STATE OFFICERS AND BOARD

**Section 1.** Officers of Nevada Good Sams shall be the State Director, State Treasurer, State Secretary, State Wagonmaster, State Quartermaster, Assistant State Directors, State Webmaster and any other officers as deemed necessary by the State Director. The Nevada State Board is comprised of all Nevada State Officers.

**Section 2.** The Nevada State Director is elected to a two year term in an election conducted by the individual named by the Good Sam Club in accordance with procedures established by the Good Sam Club. The Nevada State Director is not subject to term limits.

**Section 3.** The Nevada State Treasurer is elected to a two year term by the Nevada State Committee at the State Committee meeting, on alternate years as the Nevada State Director. The Nevada State Treasurer is not subject to term limits.

**Section 4.** All Nevada State Officers, with the exception of the State Treasurer, will be appointed by the State Director and will hold office for period designated by the State Director, but not to exceed the appointing Director's term of office.

### **NEVADA STATE COMMITTEE**

**Section 1.** The Nevada State Committee shall be composed of the Chapter Presidents or Vice Presidents from each chapter in the State. If the President or Vice President of a Chapter is 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.

**Section 2.** The Nevada State Committee is empowered to conduct the business of Nevada Good Sams. Such business is to be conducted in State Committee Meetings open to all members of Nevada Good Sams.

**Section 3.** A Good Sam member can be President or Vice President of only one Nevada Chapter at a time. A person on the State Committee has only one vote.

**Section 4.** It is the responsibility of members of the Nevada State Committee to:

1. Attend Nevada State Committee Meetings as a representative of their Chapter and to report the proceedings of the meetings to their Chapters.
2. To vote on any matters which come before the State Committee in a manner representative of the wishes of their Chapter.
3. To make a written request of the State Director, on behalf of the Chapter, that items be placed on the agenda for the next State Committee Meetings.
4. To serve on committees voluntarily or by appointment for the good of the Nevada State Good Sams.

### **NEVADA STATE COMMITTEE MEETINGS**

**Section 1.** The Nevada State Committee will hold at least one annual meeting. Such meeting will coincide with the annual Nevada Good Sam Rally. Special meetings of the State Committee may be called at the discretion of the State Director and must be called on the written request of 25% of the State Committee.

**Section 2.** A simple majority of Nevada State Committee members, or the appointed delegates, will constitute a quorum.

**Section 3.** State Committee meetings will be conducted in a business-like fashion, with the Director maintaining decorum and ensuring all members have the opportunity to provide input on any matter before the Committee. The meetings will be conducted as follows:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Introduction of Guests
- Reading of the Minutes of the previous meeting
- Reading of the Treasurer’s Report
- Presentation of Bills
- Reading of Correspondence
- Committee Reports
- Unfinished Business
- New Business
- Announcements
- Adjournment

**Section 4.** Any member of Nevada Good Sams may participate in the discussion of matters before the State Committee.

**Section 5.** The State Director may vote on issues before the State Committee only in the event of a tie vote.

**Section 6.** A Presidents’ Forum may be held prior to the State Committee Meeting to enable Chapter Presidents or their delegates to bring issues to the attention of the State Director and to establish the agenda for the State Committee Meeting. This meeting may be attended only by Chapter Presidents or their delegates and members of the Nevada State Board. The State Director will moderate the meeting. No action on any issues may be taken in this closed meeting.

### **NEVADA STATE RALLIES**

**Section 1.** Nevada Good Sams will sponsor one annual Rally to be held in the Fall of each year. The Rallies location will alternate each year from Southern Nevada one year to Northern Nevada the following year.

**Section 2.** Registration fees shall be determined by the cost of the Rally. All Rallies should be self-supporting.

**Section 3.** The Nevada State Committee may, upon proper motion and vote, authorize additional expenditures for Rallies.

## **NEVADA STATE TREASURY**

**Section 1.** All monies received by the Nevada State Good Sams from any source shall be placed in the Nevada State Treasury.

**Section 2.** All disbursements from the Nevada State Treasury must be approved in advance at a State Committee Meeting by virtue of a motion and vote as duly recorded in the minutes of the meeting.

Section 3. The Nevada State Director may authorize disbursements without prior authorization in amounts less than \$200.00 as authorized by the State Committee on September 25, 2010 in Winnemucca, Nevada. Such disbursements or expenditures must be reported to the State Committee at the next State Committee meeting.

Section 4. The Nevada Good Sam organization will self-insure all assets to which it has ownership. Fifteen Thousand Dollars is allocated in a separate self-insured account to provide for any future loss to said assets which also include the utility trailer where assets are stored. This funded account is a flexible account whereby asset market value should be reviewed on an annual basis following an asset inventory.

## **NEVADA STATE CHARITY ACCOUNT**

**Section 1.** The Nevada State Treasurer shall maintain a separate accounting of all monies collected for charity. Those monies will include, but are not limited to, all proceeds from the sale of 50/25/25 tickets, the sale of game books and any voluntary donations.

**Section 2.** Any time the charity account reaches a balance of \$3,000.00, a contribution in that amount will be given to the charity previously selected by the State Committee (or half to both charities if two charities are selected.)

**Section 3.** Immediately after a donation has been made, the State Director shall appoint a committee to make at least three recommendations to the State Committee for the selection of a new charity for the next donation. The committee may recommend the previous charity as one of the options.

## **DUTIES OF NEVADA STATE OFFICERS**

### **NEVADA STATE DIRECTOR**

**Section 1.** The Nevada State Director is the highest officer in the State organization

Section 2. It is the duty of the Director to:

1. Represent the Nevada Good Sam membership with the Good Sam Club.
2. Advise the State Committee, composed of Chapter delegates; to officiate at its meetings and to vote only in the event of a tie.
3. Diligently pursue the formation of new Good Sam Chapters within the State.
4. Officiate at Nevada State functions

5. To act as advisor in the administration of Chapter business as requested or required by the Chapters.
6. Perform any other functions as may be required for the good of the organization or as specified in the general policies of the Good Sam Club.

**Section 3.** Upon the death, resignation or departure from Nevada of the Nevada State Director, the Good Sam Club shall appoint a temporary Nevada State Director to serve until a special election can be held.

### **NEVADA STATE TREASURER**

**Section 1.** The Nevada State Treasurer will be elected to a two year term by a simple majority of all members of the Nevada State Committee. The election shall be held before January 1 and the Treasurer shall take office on January 1.

Section 2. The State Treasurer may not be related to the State Director.

Section 3. It is the duty of the State Treasurer to:

1. Have custody of all funds, securities and liquid assets of the Nevada Good Sams.
2. Keep full and accurate accounts of all receipts and disbursements and to make a report of such at all regularly scheduled State Committee Meetings.
3. Pay only those expenses which have been approved by the State Committee by motion and vote which has been duly recorded in the minutes of the meeting.
4. Ensure that all disbursements are made by check, signed by the Treasurer and co-signed by any of the following: The Nevada State Director or the officer appointed by the Director to be a co-signer on the Nevada Good Sam account.
5. Issue a check in the month of January each year in the amount of \$300.00 to the State Director, as authorized by the State Committee on September 25, 2010 in Winnemucca, Nevada, for the purposes of reimbursing the Director for expenses incurred by not reimbursed by the Good Sam Club.
6. Issue a check to the State Quartermaster after each Rally as reimbursement for towing the Rally trailer to the Rallies at the rate of \$.60 per mile, round trip, as authorized by the State Committee on March 15, 2014 in Pahrump, Nevada.
7. Prepare a written itemized financial report for the Nevada State Committee and Nevada State Board for each State Committee Meeting.
8. To cooperate with the audit committee named by the State Secretary in their annual audit.
9. To maintain the Nevada Good Sam tax exempt status and to file the annual tax return before the deadline.

**Section 4.** Upon the death, resignation or departure from Nevada of the State Treasurer, the State Director will conduct a special meeting of the Nevada State Committee for the purpose of electing a new State Treasurer to serve out the balance of the term created by the vacancy.

## **NEVADA STATE SECRETARY**

It is the duty of the State Secretary to:

1. Attend all regular and special meetings of the State Committee and keep minutes of the proceedings with the information required by Robert's Rules of Order.
2. Prepare and distribute copies of the minutes to members of the State Committee and State Board within 30 days of the meeting.
3. Maintain records of the State Committee meetings for the past seven years.
4. Prepare an agenda for future meetings when requested by the State Director
5. Maintain a list of all standing committees and to file the reports of these committees when presented.
6. Have an updated copy of the Nevada Good Sams Standard Operating Procedures available for ready reference.
7. Send notices of all regular and special meetings of the State Committee, along with agendas and any additional information as required for the efficient conduct of the meetings at least 30 days prior to the scheduled meeting.
8. Handle all correspondence as requested by the State Director.
9. Maintain and update annually, the records of membership of Nevada Good Sams.
10. Name an audit committee to audit the financial records at each Fall Rally or whenever the State Treasurer changes, ensuring that no one on the audit committee is related to either the Treasurer or Director.
11. To notify the State Webmaster of any web postings.
12. Perform any other duties as requested by the State Director for the good of the State Organization.

## **NEVADA ASSISTANT STATE DIRECTORS**

Assistant State Directors serve as representatives of the Nevada State Board in the areas assigned to them. Their duties include:

1. Advising and assisting the chapters assigned to them by the State Director.
2. Assisting in organizing new chapters in the State.
3. Assisting in all State functions to ensure the success of those functions
4. Performing any other duties as requested by the State Director for the good of the State Organization.

## **NEVADA STATE WAGONMASTER**

The duties of the State Wagonmaster shall include, but are not limited to:

1. Selection of the site for the Nevada State Rallies or other State functions, as requested by the State Director.

2. Serve as chair of the parking committee for all State functions.
3. Perform any other duties as requested by the State Director for the good of the State Organization.

#### **NEVADA STATE QUARTERMASTER**

It is the responsibility of the State Quartermaster to:

1. Assume responsibility for all the non-liquid assets of Nevada Good Sams.
2. Keep an accurate and up-to-date inventory of such assets.
3. Assume responsibility for transporting those assets to all Rallies or other State functions.
4. Perform any other duties as requested by the State Director for the good of the State Organization.

#### **NEVADA STATE WEBMASTER**

The Nevada State Webmaster has responsibility for maintaining the Nevada Good Sams website and updating it in a timely manner.

#### **AMENDMENTS**

**Section 1.** Proposals for amendments to the Standard Operating Procedures may be submitted by any member of State Committee by written request to the State Director prior to a State Committee Meeting.

**Section 2.** Requests for amendments should include the proposed amendments so they can be disseminated to the State Committee members for consideration prior to the State Committee Meeting.

**Section 3.** The Standard Operating Procedures may be amended by a simple majority of committee members present at a State Committee Meeting.

#### **RECORD OF STANDARD OPERATING PROCEDURE CHANGES**

**Item 1.** Section 4 under NEVADA STATE TREASURY was added September 26, 2016 to provide for self-insured liabilities.

**Item 2.** Section 1 under NEVADA STATE RALLIES was modified September 23, 2017 to allow the Nevada Good Sam organization to sponsor one rally per year in lieu of two rallies per year.

Revised January 13, 2018