

THE BLUE MOUNTAIN SAMS
CHAPTER No. 31
Standard Operating Procedures
August 12, 2014
Revised June 23, 2017

SECTION 1-NAME

The chapter shall be called the Blue Mountain Sams Chapter of the Good Sam Club. The Blue Mountain Sams Chapter No. 31 was organized on July 17,1976.

SECTION 2-PURPOSE

The purpose of the Chapter shall be to abide by and live up to the rules and regulations of the Good Sam Club; plan and promote trips, rallies, campouts and other activities for its members; provide opportunities for its members to enjoy good fellowship and pleasant use of their RVs; and set an example of courtesy on the highway and of model conduct at meeting sites and campgrounds.

SECTION 3-MEMBERSHIP

Membership in the Chapter will be dependent upon current membership in good standing in the Good Sam Club. Each membership will include one couple, or single and any dependent children. To remain active, the Chapter shall have a minimum of six (6) dues paying members who qualify under the "current membership policy" of the Good Sam Club.

New prospects seeking membership into the Blue Mountain Sams Chapter will be requested to attend two (2) campouts within a 12 month period. New prospects may be approved as members at the next regular meeting.

To maintain membership in the Blue Mountain Sams a member must attend at least one (1) overnight campouts each year unless said member has a valid reason for not attending. Each instance will be handled on an individual basis by a review of the chapter officers and a determination made by the membership.

Members who have resigned may be reinstated on approval of the members. Payment for one year's dues in advance shall accompany the application for reinstatement.

Honorary membership may be conferred upon former members based on years of membership and/or service to the Chapter. Honorary members have no voting power.

Upon the death of a member, the Treasurer shall send the surviving spouse fifty dollars (\$50), to be taken from the treasury.

SECTION 4 - DUES

Chapter dues are ten dollars (\$10.00) per year per camping unit payable in August each year and due by September. Dues are payable immediately by new members. Any changes in the dues will require a majority vote of the active members. Two dollars (\$2.00) of each membership dues will be sent to the State treasurer no later than December 31 of each year by the Chapter Treasurer.

SECTION 5 - OFFICERS

The officers shall consist of a President, a Vice-President, a Treasurer, a Secretary and a Wagon Master.

President-The President shall preside at all Chapter meetings. The President will appoint those committees necessary for the effective function of the Chapter. The President or his/her designee serves on such appropriate committees as the State Good Sam Committee. The President will only vote in the case of a tie.

Vice-President - In the absence of the President, the Vice-President shall perform the duties of the President. In the event the president leaves the Chapter, the Vice-President serves as President until the next election.

Secretary - Keeps the minutes of all meetings, maintains the membership roster, mails appropriate notices, presents the minutes to the Chapter members for review.

Treasurer- Keeps an accurate account of all funds and receives and disburses all monies. Presents a Treasurer's report at all regularly scheduled meetings. In the absence of the President and the Vice-President, the Treasurer shall act as President Pro-Tern,

Wagon Master Responsibilities-

1. Determine campgrounds for the coming year with input from the members at large.
2. Make group reservations with the campground.
3. If needed, sign a contract and make necessary deposit provided by the treasurer.
4. Request for volunteers to be a host for a campout.
5. Publish a master list of campouts with date, location and hosts name.
6. Keep the web master updated so he can update the web page.

Hosts Responsibilities-

1. Campers will contact host for reservation and camp site number and pay any deposit required.
OR
Campers will make reservation with the campground and notify host with their site #
2. Host will collect remaining monies if needed when camper arrives at campground.
Host will have treasurer write a check for the remainder owed to the campground and deliver check.

Note. If host cancels, they must find a replacement.

SECTION 6 - ELECTION OF OFFICERS

All officers shall serve a two (2) year term, but there is no limit to the number of years that a person can hold that office or any other office in the Chapter. Elections will be held in August of the election year and the new terms are not effective until January 1. The President will select a nominating committee of three to five Chapter members during the June campout of the election year. The nominating committee will appoint a chair. After securing each nominee's consent to serve, a slate of names consisting of at least one person for each office shall be presented for nomination at the July campout. Nominations will be closed at that time, and all members sent a ballot prior to the August campout.

SECTION 7-MEETINGS

Campout meetings to be held as deemed necessary by the President. The meetings usually follow Roberts Rules of Order.

1. Call to order
2. Roll Call
3. Introduction of guests
4. Reading of minutes of previous meeting
5. Treasurer's report - presentation of bills
6. Reading of correspondence
7. Reports of committees
8. Unfinished business
9. New business
10. Announcements (birthdays, anniversaries)
11. Adjournment

SECTION 8 - AMENDMENTS TO THE STANDARD OPERATING PROCEDURES (SOP)

The Chapter's Standard Operating Procedures (SOP) may be revised or amended at any time, provided that the entire membership is notified. A majority vote will determine the outcome of the proposed changes.