

# **CONSTITUTION AND BY-LAWS OF THE UTAH STATE GOOD SAM ORGANIZATION**

## **CONSTITUTION**

### **ARTICLE I – NAME**

This organization shall be known as the Utah State Good Sam Organization of the International Good Sam Recreational Vehicle Club. The aforementioned shall recognize the International Good Sam Club’s Constitution and By-Laws as their ultimate body of law.

The Utah Good Sams will always use the terminology “Utah State Organization” when referring to its organization. The term Club will always mean the International Good Sam Recreational Vehicle Club.

The Utah State Organization will only use the Good Sam name and logo in good taste and to promote the Good Sam Pledge and State activities in a manner consistent with the Club Constitution, By-Laws and General Policies.

### **ARTICLE II – PURPOSE**

It is the purpose of this State Organization to promote the use and enjoyment of recreational vehicles and outdoor fellowship among its members through trips and group activities. The State Organization shall maintain an attitude which is strictly non- sectarian, non-partisan, non-sectional and non-racial, and shall be dedicated to bringing together people interested in the ideals and principles of the International Good Sam Recreational Vehicle Club.

### **ARTICLE III – MEMBERSHIP**

Section 1 Membership in the State Organization is limited to those individuals who are members in good standing with both the International Good Sam Club and the Utah State Organization. (i.e. have paid Club and State membership dues.)

Section 2 Each membership includes only the husband and wife and any dependent children living with them.

### **ARTICLE IV – STATE OFFICERS/BOARD**

Section 1 Officers of this State Organization shall be the State Director, State Treasurer and other appointed officers as deemed necessary to govern and the State Organization. The State Executive Board is comprised of all elected or appointed State officers.

Section 2 The State Director is appointed to a two year term, as specified in the Constitution and By-Laws of the International Good Sam Club.

Section 3 The State Treasurer will be elected for a two year term by the State Committee.

Section 4 All other State Officers will be appointed by the State Director and will hold office for a period designated by the State Director, but not to exceed the State Director’s term of office.

Section 5 No State Officer may hold any other post or position within the Club, Region or Chapter, unless special approval is given by the Executive Director.

### **ARTICLE V – STATE COMMITTEE**

The State Committee shall be composed of one Chapter President, or his appointed delegate, from each Chapter within the State, as specified in the Constitution and By-Laws of the International Good Sam Club.

### **ARTICLE VI – AMENDMENTS**

Amendments to this Constitution shall be made only with approval of three-quarters vote by the members of the State Committee.

## **BY-LAWS**

### **ARTICLE I – MEMBERSHIP**

- Section 1 All members of the State Organization must be members in good standing with both the International Good Sam Club and the State Organization. (i.e. have paid both club and State membership dues.)
- Section 2 Each membership includes the husband and wife, and any dependent children living with them.
- Section 3 Members of the State Organization will be classified as either Chapter member or State member-at-large.
- Section 4 State member-at-large will be defined as those members of the International Good Sam Club who do not belong to a Chapter but who have voluntarily decided to be members of the State Organization and to meet all the necessary requirements thereof.
- Section 5 Annual State Dues of \$5.00 per year must be paid to the State Treasurer.
- Section 6. The conduct of each Good Sam member during State or Chapter activities shall be at all times a credit to the State Good Sam Organization, to their Chapter and to the International Good Sam Club.

### **ARTICLE II – DUES**

- Section 1 Dues for State membership will be levied by the State Committee. This fee is to be paid by all Chapter members and State Members-at-large and will be placed in the State Treasury.
- Section 2 Annual dues of \$5.00 per year must be paid to the State Treasurer. Chapter members should submit their State dues to their Chapter Treasurer who will remit payment of all dues, along with an updated Chapter roster, to the State Director on or before November 30th of each year. The State Director will remit all of the Chapter dues to the State Treasurer on or before December 10th of each year. Members-at-large will submit dues directly to the State Treasurer on or before November 1st of each year. There shall be no prorating of dues for a partial year.
- Section 3 Only dues paying members of the State organization shall be eligible to participate in its business meeting or serve in any of its elective or appointed positions.

### **ARTICLE III – DUTIES OF OFFICERS**

**STATE DIRECTOR.** The State Director is appointed to a two year term, as specified in the Constitution and By-Laws of International Good Sam Club.

The State Director is the highest Club Officer in the State. His/her functions are to:

1. Represent his State membership to the Club.
2. Represent and uphold the Club Constitution, By-Laws and General Policies of the club membership.
3. Act as the advisor in the administration of the State and Chapter business.
4. Administer the formation of new Good Sam Chapters.
5. Officiate at State Samborees.
6. Advise the State Committee composed of chapter delegates in the state, to officiate at its meetings, and to vote only in the event of a tie.
7. Appoint committee members to special committees such as audit committee, Treasurer election committee and any other committees that may be required.
8. Perform other functions as specified in the General Policies of the Club.

If a vacancy occurs in the office of State Director during the term, the Executive Director may appoint a replacement for the duration of the term, or request that the State present another candidate for the position.

**ASSISTANT STATE DIRECTOR.** The Assistant State Director will be assigned responsibility for a particular geographical section of the State, and will serve as the representative of the State Director for this area.

The functions of the Assistant State Director are to:

1. Assist in organizing local chapters.
2. Supervise State functions in their assigned areas, under the direction of the State Director.
3. Act as advisor to local Chapters when requested.
4. Perform other duties designated by the State Director.

**STATE SECRETARY.** The functions of the State Secretary are to:

1. Handle all correspondence as assigned by the State Director.
2. Attend all regular and special meetings of the State Board and State Committee, with responsibilities for recording the minutes of meetings with the time and place, how called or authorized, the notice given thereof, names of those present and proceedings; reading minutes from the previous meeting, duplicating and distributing minutes to members of the State Board and State Committee when requested to do so; recording roll call.
3. Prepare an agenda for the presiding officer, showing what is to come before the meeting.
4. Have a list of all standing committees, and file the reports of these committees when presented.
5. Have a copy of the State Organizations.
6. By-Laws available for ready reference.
7. Send out notices of all Regional and special meeting of the Board and State Committee.
8. Maintain records on all members of the State Organization, including Chapter members and State members-at-large.

**STATE TREASURER.** The State Treasurer will be elected for a two (2) year term of office, by a simple majority of all members of the State Committee. The Treasurer shall be elected before December 31, of the election year, and shall take office on January 1st of the following year. The Treasurer may not be a member of the State Director's family.

The functions of the State Treasurer are to:

1. Have custody of all funds, securities and assets of the State Organization.
2. Be responsible for keeping full and accurate accounts of all receipts and disbursements, and to make a report of such at all regular scheduled State Committee meetings.
3. Pay those expenses which have been approved by the State Committee. Disbursements will be made by check, co-signed by the State Director and the State Treasurer.
4. Keep account of expenditures from the State Director's operating fund.
5. Prepare a quarterly itemized financial report to be distributed to the State Board and State Committee.

An Audit Committee will be appointed by the State Committee to audit the accounts of the State Treasurer and the State Director's operating fund at least once annually, and will submit the report of their findings to the membership. (See By-Laws, Article V, Section 4.)

Upon the death, departure from the State, or resignation 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 this position.

**STATE WAGON MASTER.** At the direction of the State Director, the State Wagon Master is responsible for selecting the site of the State Samboree, Mini-rallies and other State activities, and to serve as the chairman of the parking committee, and other such duties as designated by the State Director.

**LEGISLATIVE REPRESENTATIVE.** The Legislative Representative is responsible for keeping track of all potential laws affecting RV owners within the State, and for notifying the State Board and International Headquarters of such, and other duties as required.

**STATE PUBLICITY/EDITOR.** At the direction of the State Director, the State Publicity/Editor is responsible for publishing the Salty Sam News and submitting news on the State activities to the State Director for the "HIGHWAYS" publication, and generating publicity with local media.

**HISTORIAN.** At the direction of the State Director, the Historian is responsible for collecting and maintaining an up-to-date record of the matters of interest pertaining to the State Organization for historical purposes.

#### **ARTICLE IV – STATE COMMITTEE**

- Section 1 The State Committee shall be composed of all Chapter Presidents within the State, or their appointed delegates, as specified in the International Good Sam Constitution and By-Laws. When formed, a State Committee has the voting power to reconcile serious disputes within the State and in any Chapter within the State.
- Section 2 The State Committee shall meet four (4) times a year, or as often as necessary, to conduct the business of this Committee. The State Director, with the approval of the State Committee, 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.
- Section 4 Roberts Rules of Order shall govern all business meetings which will be conducted as follows;
- (a) Call to order
  - (b) Roll Call
  - (c) Introduction of guests
  - (d) Reading of minutes of previous meeting
  - (e) Treasurer’s Report – Presentation of bills
  - (f) Reading of correspondence
  - (g) Reports of Committees
  - (h) Unfinished business
  - (i) New business
  - (j) Announcement
  - (k) Adjournment
- Section 5 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.
- Section 6 The State Committee has the authority to establish, regulate and control the State Treasury, and to levy a reasonable fee to be paid by all Chapter members within the State, to be placed in the State Treasury. Such levy will only be recognized by the club if made by a three-fourth vote of the chapter delegates attending a meeting of the State Committee held after thirty (30) days written notice of the purpose of the meeting to the Chapter delegates within the State. The vote to levy a fee may be made by mail. If there is no designated Chapter delegate for a Chapter, such written notice shall be sent to the Chapter President. All such funds shall be the sole property of the State Committee.
- Section 7 It is the responsibility of the members of the State Committee to:
1. Attend State Committee meetings, as the representative of his/her Chapter, and to report the proceedings of such meetings to the Chapter members. If the Chapter President is unable to attend, he shall notify the State director within ten (10) days prior to a scheduled State Committee meeting, who the delegate from the chapter will be.
  2. Vote on such items as come before the State Committee on behalf of the Chapter.
  3. Make a written request of the State Director, on behalf of the Chapter, that items be placed on the State Committee meeting agenda.
  4. Present to the State Committee any proposed amendments to the State Constitution and By-Laws deemed necessary by the chapter.
  5. Serve on committees voluntarily or by appointment for the good of the State Committee.
  6. Obtain written support of 25% of the State Committee membership to petition the state Director to call a special meeting

## **ARTICLE V – STATE TREASURY**

- Section 1 All monies received by the State Organization from dues, State Samborees, or any other source shall be place in the State Treasury.
- Section 2 All expenditures of monies from the State Treasury shall be ratified by the State Committee at a State Committee meeting.
- Section 3 All disbursements from the State Treasury shall be by check, co-signed by the Treasurer and the State Director.
- Section 4 The State Treasurer shall set up a separate account to be known as the “State Director’s Operating Account” and shall be placed under his/her control (\$500.00) from the State Treasury.
- (a) The State Director shall maintain an accurate account of all expenditures made from this account.
  - (b) Once each month, or bi-monthly, the State Director shall submit to the State Treasurer an accounting of all expenditures made by him/her during the past period. Upon receipt of said invoices/expenditures, the State Director’s Operating Account will be re-adjusted to the original amount of \$500.00
  - (c) Expenditures from the “State Director’s Operating Account” shall be submitted, in detail, at the next State Committee meeting for approval.
  - (d) Disbursements made by the State Director from the “State Director’s Operating Account” that are disapproved by the State Committee shall be returned to the State Treasury.
  - (e) All expenditures must be forwarded to the State Treasurer within six (6) months of the date incurred or they will be denied.
- Section 5 The State Director shall appoint three members from the State Committee to act as an audit committee, with the State Director acting as chairman. An audit will be conducted annually and in conjunction with the election of the State Treasurer. It will be carried out regardless of whether 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 shall be initiated by the State Committee whenever a change in the State Treasury occurs

## **ARTICLE VI – COMMITTEES**

The State Committee shall be empowered to appoint such committees, as it deems necessary, and to direct the activities of said committee.

## **ARTICLE VII – STANDING RULES**

The State Organization’s Constitution and By-Laws, and any amendments made hereto, must be submitted to the Executive Director, International Headquarters for approval. Final copies must be sent to the Executive Director, International Headquarters.

## **ARTICLE VIII - AMENDMENTS**

- Section 1 Proposed amendments to these By-Laws must be submitted to the State Director by a Committee member, in writing, to be included in the agenda of the next meeting.
- Section 2 The proposed amendment(s) in its final form shall be sent to each member ten 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 member ship.
- Section 4 The amendment(s) may be passed with an affirmative vote of three-fourths of the eligible voting members present.

## ARTICLE IX – GENERAL RULES AND POLICIES

The General Rules and Policies may be voted upon for addition or deletion by a simple majority roll call vote of Committee Members present at a State Committee Meeting.

### RULE

1. The Salty Sam News shall be published quarterly. The State Publicity/Editor will submit an annual budget to be approved by the State Committee.
2. At the discretion of the State Director, the State Officers and the State Director will be allowed all necessary telephone and postage expenses, such expenses to be substantiated by vouchers and approved by the State Director.
3. A “Special Samboree Account” shall be established to provide a fund which a “Sanctioned Samboree, State Committee Meeting or Camp-out” may draw monies with which to operate prior to receipt of sufficient registration fees. The Special Samboree Account shall be a sub-account of the State Treasury and accountable to the State Committee. Monies in the Special Samboree Account in excess of \$3,000.00 shall be transferred to the General Account of the State Treasury.
4. Chapter emblems, flags, patches, etc. may be designed to suit the individual Chapter, but must include the word “Good Sam” or the Good Sam Logo, (Good Sam Face). All new Chapter insignia must be approved by the State Director before becoming official.
5. A “Special Merchandise Sales Account” shall be established to provide a fund from which merchandise such as patches, flags, etc. can be purchased for sale to Good Sam Members, and to provide cash for making change. Merchandise will be inventoried quarterly and an accurate account will be kept of all transactions. The Special Merchandise Sales Account shall be a sub-account of the State Treasury and accountable to the State Committee. Monies in the Special Account in excess of \$1,000.00 shall be transferred to the General Account of the State Treasury.

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