

TEXAS TRAVELERS

STANDARD OPERATING PROCEDURES

ARTICLE 1

CHAPTER NAME

As chartered by the International Good Sam Recreational Vehicle Club, this Chapter shall be known as the Garland Sams, and was organized on September 12, 1979. The name was changed by Chapter vote from the Garland Sams to the Texas Travelers on January 7, 2020. The afore-mentioned shall recognize the International Good Sam Club's Constitution and By-Laws and the Texas Good Sam Operating Procedure as their ultimate body of law.

General Info: The symbol for the Texas Traveler Chapter shall be the outline of the State of Texas with a Blue and Red background with a White Star and Texas Travelers in Gold.

ARTICLE II

MEMBERSHIP

1. Membership in this Chapter is limited to those individuals who are members in good standing with both the Good Sam Club and the State Organization (i.e., have paid Club and State membership dues, when applicable). Each applicant shall become a member when an application for membership has been filed with the President of the Chapter, and passed by a majority vote of the members present at a regular meeting. Each person making an application for membership in this Chapter shall be required to attend two camp-outs with rig before his/her/their application may be passed to the membership for a vote. A camp-out attended prior to making application will suffice as attendance.
2. Voting, for acceptance of new members shall be by secret ballot. New member applicants will be notified of the results by mail or e-mail.
3. Any person may become an Honorary Member of the Chapter upon election by a majority vote of the Chapter Members. Honorary membership shall only be awarded in recognition of outstanding work or services rendered in the interest of this Chapter.
4. To obtain our Chapter Newsletter a Chapter or State or International Good Sam member must supply a valid e-mail address or stamped and self-addressed envelopes to the Newsletter Editor (one for each month requested).
5. Total membership in this Chapter may be limited at any time by the recommendation of the Board of Directors and a majority vote of the membership.
6. Each member must attend, with rig, at least three (3) camp-outs per year and host one of those camp-outs to be able to renew their membership for the following year.
7. Current Chapter Members who have to give up their rigs because of health or death of a spouse may continue to be Chapter Members and are excluded from rule 6 above. They must continue to pay their annual membership dues, which will entitle them to all the rights and obligations enjoyed by any Chapter Member, including voting rights and holding office.

ARTICLE III

OBLIGATION AND DISCIPLINE

The acceptance of membership in this Chapter shall bind each person to abide by all conditions, rules and regulations of the Chapter.

1. Maintain family values for the Texas Travelers Chapter:

- Members & Guests shall refrain from excessive and public consumption of alcohol at any Chapter function.
- The use of illegal or recreational drugs is strictly prohibited at any Chapter function.

2. Refusing or neglecting a strict and honorable compliance with the rules and regulations of the Chapter or with its decisions shall render any member liable to suspension or expulsion.

3. No member shall be suspended or expelled without formal charges, in writing, having been made to the President, reviewed by the Board of Directors, and an opportunity having been given them to be heard in their own defense.

A two thirds majority Chapter vote shall be required to suspend or expel any Chapter Member at a regularly held Chapter meeting after having given notice of the time and place to the Chapter Member.

ARTICLE IV

GOVERNMENT AND MANAGEMENT

1. The control and management of the affairs, funds and property of this Chapter shall be vested in its membership. All bills against the Chapter must be approved by a majority vote of the members present at a regular monthly meeting before checks shall be drawn by the Treasurer; however, the Treasurer may pay advance bills up to twenty five dollars (\$25.00) without approval of the membership.

2. Checks, contracts or other instruments in writing necessary for the regular conduct of the Chapter business shall be signed by the President, Treasurer or designated Chapter Member after a two thirds approval by the Chapter.

3. Voting for the election of officers, changes to the Standard Operating Procedures of the Chapter, and acceptance of new members shall be by secret ballot. On all other matters brought before the Chapter, the vote shall be by hands vote, secret ballot, or by roll call at the discretion of the presiding officers.

4. No section of the Standard Operating Procedures may be suspended or altered without two thirds membership approval at a regularly held meeting and the approval of the State Director of the Texas Good Sam Chapters. Notification of proposed changes shall be made in writing via mail, e-mail or hand distributed to each member at least one (1) month prior to the meeting stating where and when the changes will be presented for a vote. Each member present at a regular meeting when such action is brought for a vote shall be required to vote by secret ballot.

5. Fiscal year will begin January, 1st. and end December, 31st.

31 Annual dues shall be payable on or before the November meeting preceding the fiscal year.

6. Election of officers shall be at the October meeting.

7. Each chapter member shall be entitled to one (1) vote, with a maximum of two (2) votes per membership, on all matters brought before the chapter.

ARTICLE V

MEETINGS

1. Regular meetings shall be held on the second Saturday, week-end of each month. The meeting time shall be on Saturday morning at 10:00 am. Meeting dates and times can be changed on a temporary basis by, a two thirds majority vote at any regular Chapter Campout when conflicting with holidays or special events. Special and annual meetings of the Chapter shall be held at such time and place as the President may designate. At the meetings the President, Secretary, Treasurer, and Committees shall make their reports and any general business of the Chapter or other business shall be transacted as may be brought before the meeting.

2. The following shall be the order of business at the meetings of the Chapter:

- a. Opening prayer
- b. Pledge of Allegiance
- c. Introduction of all guests and new members
- d. Accepting of the minutes of the previous meetings
- e. Secretary report as needed
- f. Treasurer report
- g. Wagon Master report
- h. Newsletter Editor report
- i. Sunshine report
- j. Yearbook report
- k. Historian report
- l. Chaplain report
- m. President report
- n. Host report
- o. Committee report
- p. Unfinished business
- q. Election of Officers (in October)
- r. New business
- s. Adjournment

3. Meetings of the Board of Directors shall be held at the discretion of the president.

ARTICLE VI

OFFICERS

1. The officers of this Chapter shall be President, Vice President, Secretary and Treasurer, to be elected in October and installed at the December regular meeting. New officers shall assume their duties starting with the January meeting following their election.
2. It shall be the duty of the President to preside at all the meetings of the Chapter and to see that all the Standard Operating Procedures and such rules and regulations as may be adopted by the Chapter are strictly enforced; to supervise generally all affairs of the Chapter and at the annual meeting to make a report of the activities and general business of the Chapter during the year just passed. The President shall appoint all committees and shall be ex-officio a member of the same. In the absence or inability of the President to act, the Vice-President shall perform all the duties of the President. If the President and Vice-President shall be absent from the meeting, the Secretary, prior to the business meeting shall select a temporary Chairman to preside over the meeting.
3. An Election Committee consisting of, but not limited to three (3) Chapter Members shall be nominated from the floor no later than June of each year. Each nominated member shall have been a Chapter Member for a minimum of two (2) years. An Election Committee Member must be nominated from the floor and cannot volunteer. Spouses cannot serve jointly as Election Committee members. No Election Committee member shall serve two (2) consecutive years. The Election Committee shall elect a Chairman to oversee the duties of the Election Committee.

DUTIES OF ELECTION MEMBERS:

- Within two (2) months of election of the Committee, the Committee shall present to each attending member at the start of a scheduled business meeting, a document listing the elected Officer and Director positions along with a list of members who have completed two (2) calendar years and attended sixteen (16) campouts since being accepted as a member. The document shall be secret and shall have space for attending members to write in a recommendation for each elected position.
- Immediately following the business meeting, the Election Committee shall review the collected documents and determine the top three (3) eligible candidates for each position based on the highest number of Member recommendations by candidate.
- The Election Committee shall then approach the recommended eligible Candidates by position, starting with the Candidate with the greatest number of recommendations and if that Candidate declines the position, the Candidate with the second highest number of recommendations shall be approached and if that Candidate declines then the Candidate with the third highest number of recommendations shall be approached. If all three Eligible

candidates decline the position, the Election Committee shall then decide on, and approach another candidate to present to the Chapter for nomination.

- The Election Committee shall present to the Chapter Membership a list of Candidates for a vote at least two (2) months prior to the annual election meeting.

. The annual election shall be by secret ballot and the ballot shall have an appropriate space for write-in candidates. The Election Committee shall mail ballots to all Chapter Members with instructions to return the ballots via return mail to the Election Committee Chairman. The envelopes shall not have a return address and in the upper left corner be marked Ballot. The Ballots are to be opened by the Election Committee in the presence of the Chapter Secretary or a Chapter Officer at the October Meeting.

4. At the discretion of the members of the Chapter, the same person may hold the combined offices of Secretary and Treasurer, or two individual members may hold these offices.

5. The Secretary shall keep detailed records of the proceedings of all Chapter meetings, cooperate with the Treasurer in keeping a book of accounts of the Chapter, and issue all notices for dues and assessments. The Secretary shall perform such other duties as may belong to the office, or as directed by the President. The Secretary shall handle all correspondence and notices required, also attend to such other business as may belong to duties of the office, or as directed by the President.

6. The Treasurer shall be the custodian of, and shall receive, safely keep, and account for all monies and other property of the Chapter and shall make payments and disbursements, by check, as directed by the President and approved by the membership. The Treasurer shall deposit the funds of the Chapter as directed by the Board of Directors, in such bank as may be designated. The Treasurer shall collect all funds of the Chapter and give receipts. The Treasurer shall keep the books of accounts with the cooperation of the Secretary and shall submit a statement of his/her accounts with proper voucher at any meeting of the Chapter. The Treasurer shall perform such other duties as may properly belong to the office or as may be directed by the President.

The Treasurer's books and accounts shall be audited in December of each year by an auditor appointed by the President.

7. Board of Directors shall consist of President, Vice- President, Secretary, Treasurer, immediate past President (for 1 year) and four (4) elected Directors.

8. Directors shall be elected by the Chapter for a two- year term, two members to be elected each year. No director shall serve consecutive terms.

9. The Board of Directors shall at all times act as finance and steering committee of the Chapter. The majority of the Board of Directors may, by joint action, request the President of the Board to call a special meeting for some specific purpose and it shall be mandatory upon the President to call such meeting.

ARTICLE VII

DUES

1. Annual dues shall be for a period from January, 1st to December 31st.

2. Annual dues can be changed by a 2/3 vote of the membership present at any regular meeting.
3. Annual dues are due no later than the November camp-out for the following year.
4. State dues shall be for a period from January 1st to December 31st State dues will be based on membership as of December, 1st and must be paid by the Chapter Treasurer to the Area 17 Director on or before December 15th.
5. New members will be assessed Chapter dues if they join in the first nine months (January through September). The Treasurer will pay State dues for new members as they pay their dues.
6. No current year dues will be paid after the ninth month (after September 30 Chapter or State).
7. If you do not pay your Chapter dues by the November camp-out you are not a member of the Chapter until you pay any dues in arrears and rejoin the Chapter.

ARTICLE VIII

MISCELLANEOUS

1. A quorum shall be those attending a scheduled business meeting with a minimum required of at least 25% of the membership enrolled.
2. Officers, Directors and Chapter Members shall not be held liable for what they consider any Unbiased, Good Faith decisions made on behalf of the Texas Travelers Chapter.

ARTICLE IX

COMMITTEES

The following committees may be appointed by the President as required:

1. Safety
2. Entertainment
3. Rules
4. Any other special committees

ARTICLE X

APPOINTMENTS

The following appointments will be made by the President:

1. Newsletter Editor
2. Historian
3. Sunshine Person
4. Chaplain
5. Yearbook
6. Wagon Master

7. Webmaster

ARTICLE XI

DISBANDMENT

Funds in the treasury are to be disbursed to the charity of the choice of the final members.