



**Alberta Provincial Good Sam Association**

**Standard Operating Procedures**

**Enacted: June 22<sup>nd</sup>, 2013**

**Revised: April 16<sup>th</sup>, 2016**

# ALBERTA PROVINCIAL GOOD SAM ASSOCIATION

## STANDARD OPERATING PROCEDURES - 2016

### **ARTICLE I – NAME**

This association shall be known as the Alberta Provincial Good Sam Association. The association shall recognize the Good Sam Club Constitution & By-Laws as their ultimate body law. The Alberta Provincial will always use the terminology “Provincial Association”.

### **ARTICLE II - PURPOSE**

The Provincial Association will use the Good Sam name and logo in good taste and promote the Good Sam Pledge and Provincial activities in a manner consistent with the Good Sam Club Constitution & By-Laws.

The purpose of our association is to promote the use and enjoyment of recreation vehicles and outdoor fellowship among its members through group activities and RV Rallies.

This Provincial Association shall maintain an attitude which is non-sectarian, non-partisan, non racial and shall be dedicated to bringing together people interested in the ideals and principals of the Good Sam Club.

### **ARTICLE III – MEMBERSHIP**

1. All people who are interested in the promotion of the principles of good recreational vehicle camping.
2. Each membership will include one couple or single and any dependent children.

### **ARTICLE IV – PROVINCIAL OFFICERS**

1. Officers of the Provincial Association shall be the Provincial Director, Assistant Provincial Directors, Secretary, Treasurer, Legislative Representative and such additional officers as may be deemed necessary by the Provincial Director.
2. The Provincial Director is elected for a two-year term.
3. The Provincial Treasurer is elected by the Provincial Committee for a two-year term to run simultaneously with the Provincial Director's term.
4. All other Provincial Officers will be appointed by the Provincial Director, and will hold office for a period designated by the Provincial Director, but not to exceed the Provincial Director's term of office.
5. No Provincial Officer may hold any other position within the Club, Region, Province or chapter unless approval is given by the Provincial Director / Regional Director.
6. Herein the Provincial Officers will also be referred to as “The Board”



## **ARTICLE V - PROVINCIAL COMMITTEE**

Each Province is authorized to form a Provincial Committee composed of one Chapter President, or his/hers appointed delegate, from each Chapter within the Province. When formed, each Chapter is expected to fully participate in the Provincial Committee.

## **ARTICLE VI – CHAPTER DRESS**

1. Emblem: The Chapter emblem must include the Good Sam Logo.
2. Vest Colours: Colour must be approved by the Provincial Director.
3. Usage of Vests: Each Chapter member must display the Chapter emblem on their vest.
4. Wearing of Vests: Vests are to be worn at all formal Good Sam events which are defined as, but not limited to, Provincial meetings, opening and closing ceremonies of RV Rallies and where deemed appropriate by the Director.

## **ARTICLE VII – CHAPTER FLAG**

Provincial Chapter Flags shall be 18" x 36", attached to a 60" flagpole that is ¾" in diameter.

## **ARTICLE VIII – AMENDMENTS**

Amendments to this Constitution shall be made only with the approval of 2/3<sup>rd</sup>s vote by the members of the Provincial Committee.

# **BY- LAWS**

## **ARTICLE I – MEMBERSHIP**

1. Each membership shall include one couple or single and any dependent children.
2. Members of the Provincial Association will be classified as either Chapter members or members at large.
3. Provincial members at large will be defined as those members of the Good Sam Club who do not belong to a chapter, but have voluntarily decided to be members of the Provincial Association, and to meet the necessary membership requirements thereof.
4. Annual Provincial dues of a sum to be decided upon by the Provincial Committee must be paid to the Provincial Treasurer. Annual Provincial dues will be on a per-ig basis and will be placed in the Provincial Treasury.
5. Membership in any local Chapter will be dependent upon current membership in good standing with the Good Sam Club.



## **ARTICLE II – DUTIES OF PROVINCIAL OFFICERS**

### **PROVINCIAL DIRECTOR**

The Provincial Director is the highest Club officer in the Province. His/her functions are defined as:

1. To represent his/her Provincial membership to the Good Sam Club.
2. To represent and uphold the Constitution, By-Laws and other policies of the Club.
3. To act as the advisor in the administration of Provincial and Chapter business.
4. To promote and administer the formation of new Good Sam Chapters in the Province.
5. To officiate at Provincial events.
6. To advise the Provincial Committee composed of chapter delegates in his/her province, to officiate at its meetings, and to vote only in the event of a tie.
7. To perform such other functions as specified in the Director's Manual.
8. In case a vacancy occurs during the Provincial Director's term, the Regional Director may appoint a replacement for the duration of the term, or request that the Province present another candidate for the position.

### **ASSISTANT PROVINCIAL DIRECTOR(S)**

1. The Assistant Provincial Director(s) will be assigned responsibility for a particular geographical region of the Province.
2. To assist in organizing local and new Chapters
3. To support the Provincial Director in the carrying out of his/her duties.
4. To assist the Provincial Director in the organizing and planning of Provincial Rallies.
5. Other duties assigned by the Director.

### **PROVINCIAL SECRETARY**

1. To prepare for approval of the Provincial Director, distribute and handle all correspondence, documents, letters, etc. as assigned by the Provincial Director.
2. To attend all Provincial meetings, record the minutes, reading the minutes from the last meeting, roll call and distributing minutes to members of the Provincial Board and Committee. Record all correspondence.

### **PROVINCIAL TREASURER**

1. To have custody of all funds, securities and assets of the Provincial Association.
2. To be responsible for keeping full and accurate accounts of all receipts and disbursements, and to make a report of such at all scheduled Provincial Committee Meetings.
3. To pay all expenses as they are incurred by the association.
4. All disbursements will be made by cheque co-signed by the Provincial Director and by the Provincial Treasurer.
5. To prepare a financial report to be distributed to the Board and Provincial Committee at every Provincial Meeting.



6. An independent audit will be performed on accounts of the Provincial Treasurer at least bi-annually.
7. In case a vacancy occurs, resignation, or departure from the Provincial Treasurer, the Provincial Director will conduct a special meeting to elect another Provincial Treasurer to fill the position.

#### PROVINCIAL STOREKEEPER

1. The Provincial Storekeeper shall be responsible for purchasing, stocking and selling of all items that make up the stock of the Provincial Stores.
2. To be responsible for keeping full accurate accounts of all receipts and disbursements and to make a financial report at all Provincial Committee Meetings.
3. All disbursements are to be made by cheque co-signed by the Provincial Director and the Provincial Storekeeper.
4. An independent audit will be performed on accounts of the Provincial Stores at least bi-annually.

#### PROVINCIAL HISTORIAN

1. The Provincial Historian shall be responsible for recording and maintaining in photographic and document form, the history of the activities and events of the Provincial Association and a Book of Memoriam.

#### LEGISLATIVE REPRESENTATIVE

1. The Legislative Representative is responsible for keeping track of all potential laws affecting RV owners within the Province and for notifying the Provincial Board of such, and other duties as required.

#### **ARTICLE III – PROVINCIAL COMMITTEE**

1. The Provincial Committee is composed of all Alberta chapter presidents; or their written appointed delegate. The Provincial Committee shall meet once per year at the provincial spring meeting and shall hold additional meetings from time to time at the discretion of the Provincial Director.
2. Quorum for the Provincial Committee meetings shall be defined as 2/3<sup>rd</sup>s of the Provincial Committee members or their appointed delegates. When a vote by the Provincial Committee is required, there must be a simple majority to pass.
3. All business meetings may be conducted as follows: (not necessarily in this order).
  - a) Call to order
  - b) Roll call
  - c) Introduction of guests
  - d) Reading of minutes of previous meeting
  - e) Treasurer's Report, followed by presentation and authorization of bills
  - f) Reading of correspondence
  - g) Report of committees
  - h) Unfinished business



- i) New business
  - j) Announcements
  - k) Adjournment
4. The Provincial Board shall sit in and participate in the Provincial Committee meetings as a recommending body, but has no voting power. The Provincial Director will only vote in the event of a tie vote.
  5. It is the responsibility of the members of the Provincial Committee to attend Provincial meetings or send a chapter delegate, to represent and vote on behalf of the Chapter. The Chapter delegate must present to the Provincial Director, a written and signed letter (Proxy form) from the Chapter president, indicating their authority to vote on behalf of the Chapter.
  6. The Provincial Treasurer is appointed as election chairman, when an election for Provincial Director is scheduled in the Province.
  7. The Provincial Board shall:
    - a) Maintain a \$2,000,000 Public Liability Insurance Policy covering the Provincial Officers, the Provincial Committee and all Provincial members for claims made against them arising from Bodily Injury and/or Property Damage as a result of sanctioned Alberta Good Sam activities.
    - b) Maintain a Blanket Position Surety Bond on the Provincial Director, Provincial Treasurer, Provincial Storekeeper and the Provincial RV Rally Sub-Committee to protect the financial interest of the Provincial Committee.
    - c) Maintain an All Risk Miscellaneous Property Floater Insurance policy of \$12,000.00 to insure the Stock of the Provincial Stores.

#### **ARTICLE IV – TREASURY**

1. All monies received by the Provincial Association from dues, Provincial RV Rallies, or any other sources shall be placed in the Provincial Treasury.
2. All expenditures of monies from the Provincial Treasury over \$1,000.00 must be ratified by the Provincial Committee.
3. All disbursements from the Provincial Treasury shall be by cheque, co-signed by the Provincial Director and Provincial Treasurer. To be recorded in the financial records. An independent audit on the financial records shall be done bi-annually.

#### **ARTICLE V – COMMITTEES**

The Provincial Director together with his/her Assistant Provincial Director shall arrange and assist the host chapter of the Provincial RV Rally to select an RV Rally Chairman, Treasurer and Registrar. The RV Rally committee will be responsible for all receipts and disbursements. All disbursements will be made by cheque and co-signed by any two officers, Provincial Director, Committee Chairman and Treasurer. A financial report from the RV Rally shall be presented at the spring meeting.

The RV Rally Committee shall report to the Provincial Director, who has final direction and approval of all matters related to the Provincial RV Rally.



## **ARTICLE VI – STANDING RULES**

1. The Provincial Association S.O.P.s and any amendments made thereto must be submitted to the Provincial Director, Provincial Committee, and may be forward to the Regional Director and Executive Directors if requested.
2. Only members in good standing may address the Club on matters of policy.
3. Chapter Officers: President, Vice president, Secretary, Treasurer, Wagon Master, Historian and Publicity (chapter news for website, newsletter & Good Sam Club)

## **ARTICLE VII – AMENDMENTS**

1. Proposed amendments to these By-Laws must be submitted to the Provincial Director by a Provincial Committee member, in writing to be included in the agenda of the next meeting.
2. The amendments may be passed with an affirmative of 3/4 (three fourths) of the eligible voting members present.
3. The amendment(s), in its final form, will be submitted to the Good Sam Club.

### *Good Sam Pledge*

*As a member of the Good Sam Club I pledge to give aid to others in need, respect nature and the environment, give back to the community and those less fortunate, treat others with dignity and respect, and to wear a smile (like Good Sam and Good Samantha's) and promote the pledge of the Good Sam Club to others.*

Approved by Mary E. Swanson, Northwest Regional Director, on April 27, 2016

Presented to the Provincial Committee at the spring meeting, Red Deer, Alberta, April 20<sup>th</sup>, 2013

Enacted by Provincial Committee: June 22<sup>nd</sup>, 2013 RV Rally Provincial Meeting, Irvine Alberta.

Amendment: Provincial Committee spring meeting, Red Deer, Alberta, April 27<sup>th</sup>, 2014

Amendment: Provincial Committee spring meeting; Red Deer, Alberta April 16<sup>th</sup>, 2016

