

## **RVers of Idaho**

### Operation Guide

#### STANDING RULE 1: OFFICERS AND STAFF DEFINITION

Officers and staff shall be the State Director, Secretary, Rally and Fall Campout Chairpersons, Treasurer, Web Master, Legislative Representative, Sound Manager, Warehouse Manager, Chaplain, Registrar and such additional State Staff as deemed necessary by the STATE. All State Officers and Staff shall be members in good standing with an Idaho State Chapter.

#### STANDING RULE 2: ELECTION OF OFFICER:

The State Director nominee is elected by the membership in even numbered years to serve a two-year term. The State Treasurer may not be a member of the State Director's family. The State Treasurer will be elected by the membership in odd numbered years by a simple majority of the State Executive Board members of the State to serve a two-year term.

#### STANDING RULE 3: STATE STAFF

All other state staff will be appointed by the State Director and will hold office for a period designated by the State Director not to exceed the State Director's term of office. Additional staff positions must be approved by the State Executive Board. All state staff shall attend and participate in regular and State Gatherings unless otherwise excused. State Staff, those appointed to hold positions (other than State Officers) may hold positions within a State or Chapter with approval of the State Director. All State Officers and Staff shall be a member of an Idaho Chapter.

#### STANDING RULE 4: STATE EXECUTIVE BOARD

The State Executive Board is comprised of the state's Chapter Presidents, state staff, and Team Chairperson. All Chapter Presidents shall attend and participate in regular and special State meetings unless otherwise excused. They shall meet at least twice a year, or as often as necessary, to conduct the business of the STATE. A simple majority of the State Executive Board members, or their appointed proxies in attendance at a meeting, will constitute a quorum. The State Executive Board members may be asked to assist Rally Chairperson to locate adequate facilities for State gatherings such as Rallies/ Fall Campouts. The State Executive Board or the State Director shall be empowered to appoint committees that they deem necessary and to direct the activities of said committees. The State Executive Board has the authority to establish, regulate and control the State Treasury. A reasonable fee will be levied and be paid by all Chapter members within the State, and will be placed in

the State Treasury. All such funds shall be the sole property of the State Executive Board.

#### STANDING RULE 5: DIRECTOR'S DUTIES

The State Director will prepare an agenda for State meetings and present a copy to each State Executive Board member, or their proxy, at least one month prior to the meeting to allow Chapter Presidents to discuss agenda items with their Chapter members. The State Director may alter the published agenda prior to the meeting at his/her discretion to expedite the meeting. The State Director will vote only in the case of a tie. The State Director will review, approve and sign all contracts as the only recognized official of the STATE. Upon the death, resignation or departure of the State Treasurer, the State Director will conduct a special meeting of the State Executive Board as soon as possible for the purpose of electing a new State Treasurer and arrange an audit of the State books.

#### STANDING RULE 6: STATE TREASURER

The State Treasurer will have custody of all funds, securities and assets of the STATE will maintain a current record of all tangible property costing more than (\$100.00) dollars owned by the STATE; be responsible for keeping full and accurate accounts of all receipts and disbursements and make a financial report at all scheduled State expenditures made by the State Director and report any possible irregularities to the State Committee; pay major expenses (excluding office supplies and supplies ordered by the State as approved by the State Executive Board; pay normal operating expenses when due; prepare an itemized financial report to be distributed to the State Director, Secretary, Audit Committee members and State Executive Board members prior to each State or Special meeting; collect State dues and have a copy of each Chapter's Membership Roster on file; serve as the State Director's Election Chairperson. All disbursements will be made by check.

#### STANDING RULE 7: STATE RECORDS KEEPER (SECRETARY)

The State Records Keeper shall handle all correspondences as assigned by the State Director; take roll call at STATE gatherings; take, record and read the minutes of gatherings; and distribute copies of these minutes to Executive Board members; have a list of all Standing Committees and file the reports of these Committees when resented. Have a copy of the STATE Operational Guide ready for reference; and keep the Chapter membership Rosters up to date if Chapter President fail to do so.

#### STANDING RULE 8: LEGISLATIVE REPRESENTATIVE

The State Legislative Representative is responsible for keeping track of all

proposed bills and enacted laws affecting RV/Campers owners in the state and for notifying the State Director, the State Executive Board of such and to perform other duties as designated by the State Director.

#### STANDING RULE 9: AUDIT COMMITTEE

The State Director shall submit a list of three (3) individual's names for the State Audit Committee for approval at the Fall Meeting by the State Executive Board. The Audit Committee shall audit the State books annually at the Fall Campout and will perform any special audits as needed. All reports will be submitted to the membership.

#### STANDING RULE 10: STATE TREASURY

All monies received by the STATE from dues, State gatherings or other sources shall be placed in the State Treasury. All expenditures of monies from the State Treasury for equipment or the major purchases of supplies, (over \$200) or to increase State Staff, or other positions shall be approved by the State Executive Board prior to the expenditure. The State Director shall, when possible, predetermine all supplies or equipment needed when additional State Staff, or other positions are to be added, and submit these to The State Executive Board for approval prior to the expenditure. The State bank account shall require two signatures on file, the Treasurer's and the Director's. Only one signature is required to issue a check.

#### STANDING RULE 11: AMENDMENTS

Proposed amendments to these operation Guide shall be submitted to the State Director in writing by a State Executive Board member and are to be included in the agenda of the next Executive Board in their final form. The amendment(s) may be passed with an affirmative vote of two-thirds (2/3) of the eligible Executive Board members present

#### STANDING RULE 12: PROXY

In the event a Chapter President is unable to attend a State meeting, he/she will appoint A proxy in writing, to attend the function and vote representing their Chapter. The Proxy will be acting as the Chapter President for the duration of the of the function.

#### STANDING RULE 13: FEES

The treasurer of each Chapter shall remit \$4.00 for each new or reinstated member. Presidents will remit payment of the State dues and accurately update their State Member Roster no later than November 15th of each year.

#### STANDING RULE 14: NEW CHAPTERS

New chapters will not pay dues for the portion of the year in which they are chartered but will be liable for dues January 1st of the following year.

#### STANDING RULE 15: COMPLIMENTARY REGISTRATIONS/MILEAGE

Complimentary registrations for the ***RVers of Idaho State*** will be given to the following:

- State Directors or official delegates such as State Directors or official delegates of any state or province that provides complimentary registration to their Rallies, including the Idaho State Director. The complimentary registration covers registration, banquet and parking.
- The Idaho State Director, when attending other Rallies or National events, will be permitted to hold a drawing for a free complimentary registration for Idaho's Rallies. Idaho residents are not eligible.
- State Staff members will receive mileage 40¢ per mile round trip for all official RVers of Idaho business meetings including attendance at a State gathering.
- Audit Committee members will receive mileage when performing the annual audit while performing an audit or a special audit.
- Mileage will only be paid to one member of a household.

◆The following state officers or state staff are eligible for mileage:

- Rally Chairman
- State Records Keeper (secretary)
- State Treasurer
- Legislative Representative
- Sound Manager
- Webmaster
- Registrar
- Chaplain
- Warehouse Manager

#### STANDING RULE 16: ONE DAY REGISTRATION FEE

The registration fee for one day's attendance only at any of the State events will be one-half (1/2) of the event's FULL registration fee per membership

#### STANDING RULE 17: VENDOR FEES

Vendor Fees should be determined by the STATE event Team Chairperson who have the authority to alter space, size and cost for space, and general requirements to treat each vendor as equitably as possible. State members, i.e., RVers of Idaho chapter members, are normally charged 25% less than non-members.

Idaho Operational Guide

Eldona Lounsbury, Idaho State Director

Date 9/30/2022

