

# CLACKAMAS CAMPERS STANDING RULES

## STANDING RULE I - DUES

### Section 1 - Yearly Dues:

Dues shall be \$30.00 per year per rig.

New Member dues are \$80.00, which includes the \$30.00 annual dues (see prorated annual dues for new members in Section 2) plus \$50.00 (for potential RV Park hall rental fees). Each new member will purchase their own Name Tags using the vendor information listed in the New Member Packet. The \$50.00 reservation fee is refundable, when the member leaves the chapter, or the chapter disbands.

### Section 2 - Prorated New Member Dues:

The Yearly dues will be prorated by quarters for New Members depending on which month they became members during their first year. The name tag fees and reservation fees will remain the same as stated in Section 1.

The prorated dues by quarter will be:

| Quarter         | Months          | Prorated Dues |
|-----------------|-----------------|---------------|
| 1 <sup>st</sup> | Jan - Feb - Mar | \$30.00       |
| 2 <sup>nd</sup> | Apr - May - Jun | \$25.00       |
| 3 <sup>rd</sup> | Jul - Aug - Sep | \$20.00       |
| 4 <sup>th</sup> | Oct - Nov - Dec | \$15.00       |

### Section 3 - Delinquent Dues:

If dues are not paid by January 31st of the current year, the dues will be considered delinquent. The Treasurer will send a written notice in February to the member whose dues are delinquent with a CC to the Chapter Officers.

If the dues are not paid by March 31st of the current membership year, the Treasurer will notify the Secretary and the delinquent member's name will be removed from the membership roster and their reservation deposit will be refunded. There will be no further correspondence from the Chapter to that member.

## STANDING RULE II - MEMBERSHIP

### Section 1 - Application Form for New Members:

All new members will submit a New Member application form, found in the New Member Packet.

### Section 2 - Good Sam Membership:

All members of this Good Sam Chapter must be members in good standing in the Good Sam Club (and must report, each November, their Club membership number, and expiration date to the Chapter Secretary, as evidence thereof.)

Section 3 - New Members Submission of Dues:

Upon submitting a Membership Application to the Chapter, the new members must submit a check, payable to the Chapter, to cover the annual dues, and reservation deposit.

Section 4 - Annual Dues Submission:

Annual dues must be paid to the Chapter Treasurer for Chapter membership, and thereafter by a designated date as voted by a majority of the membership. Chapter dues shall be established by a majority vote of all Chapter members. If the State Committee of which this Chapter is a member has established state dues, said Chapter members will vote to decide if the required state dues will be included in the annual Chapter dues or be an addition to the annual Chapter dues.

Section 5 - Conduct of Members:

The conduct of each Chapter member during Chapter activities shall be at all times a credit to the Chapter and to the Good Sam Club.

Section 6 - Associate Members:

An Associate Member of the Clackamas Campers is an honorary guest designation. Associate members are not active campers, but usually were former active members in the Clackamas Campers.

Associate Members do not pay dues or vote and are not registered as members when submitting the annual chapter roster to the state Good Sam secretary.

Associate Members receive the Clackamas Camper Newsletter “The Chatter” via email, and those unable to receive email, receive The Chatter gratis, by postal mail.

**STANDING RULE III – ELECTIONS**

Section 1 - Ballot Distribution:

Ballots for the election of new officers will be distributed in September and returned at the October meeting, or mailed to the nominating committee by the last day of October.

Section 2 - Election of Officers:

The following Chapter officers will be elected at a biannual Chapter meeting and may hold office for two years: President, Vice-President, Secretary, Treasurer, Wagonmaster, Publicity (Chatter Newsletter) Chair.

Section 3 - Date of Elections:

Elections shall be held in October, and new officers will take office in January.

Section 4 - Election Committee:

The Chapter President shall appoint a committee, in June of the election year, of not more than 5, but not less than 3, Chapter members (not currently Chapter officers): to develop a slate of candidates; prepare ballots; and tally election votes.

Section 5 - Nominations:

Nominations can be made in September by any Chapter member in good standing, either in person at the designated meeting or in writing to the Chapter President.

Section 6 - Elections:

All Chapter members in good standing are entitled to vote. After nominations have been made, the voting shall take place by a written ballot supplied to each member in good standing. (Absentee ballots must be made available to absentee members.) Each RV family membership (unit) shall be entitled to one vote per adult member, with a maximum of two votes, except the President, who shall only vote to break a tie. All voting for Chapter officers shall be by secret ballot. All ballots must be returned to election committee by a previously established date in order to be considered valid. The ballots are tallied by the committee and results reported at the November Chapter meeting.

Section 7 - Officer Terms:

No officer may hold the same office for more than two consecutive terms or more than one office concurrently.

Section 8 - Officer Restrictions:

Members of the same RV family may not hold the office of President and Treasurer concurrently.

Section 9 - State Good Sam Secretary Notification:

A roster of Newly Elected Officers plus all Chapter members must be sent annually to the State Secretary. All new members must be submitted to the State Secretary. Information submitted is: Name, Good Sam Number, Mailing Address, Email address,

Section 10 - Officer Resignation/Vacancies:

In the event of the resignation or removal of a Chapter officer, the president may, at his/her discretion, with the approval of the other members of the Executive Committee, appoint a pro-tem officer to fill the vacancy until the next scheduled election or until a special election can be held.

**STANDING RULE IV - DINNERS & MEETINGS**

Section 1 - Happy Hours/Barbeques/Meetings/Auction:

During monthly campouts, happy hours begin at 4:00 pm, barbeques are normally on Friday and will begin at 5:30 pm. All potluck dinners will begin at 5:30 pm, normally on Saturday nights.

All Chapter meetings (when required) will be conducted at 7:00 pm following the Saturday night potluck dinner and can be held on a different night of the campout if determined by the Hosts and the officers and relayed in a timely manner to the members.

Winter dinner meetings in November, December, January, and February shall begin at 1:00 or 2:00 pm, with a meeting following, to allow members time to drive home during daylight hours.

The Christmas holiday dinner and the annual auction for Dogs for Better Lives do not have meetings scheduled.

Section 2 - Quorums for Meetings:

Meetings shall be held by a majority of members present at monthly meetings. A quorum required to establish a meeting shall be not less than half of the officers and seven Chapter members in good standing present.

Section 3- Special meetings:

Special meetings may be called by the Chapter President at his/her discretion.

Section 4 - All business meetings will be conducted as follows:

1. Call to order
2. Roll call
3. Introduction of Guests
4. Reading of minutes of previous meetings
5. Treasurer's report - presentation of bills
6. Reading of correspondence
7. Reports of committees
8. Unfinished business
9. New business
10. Announcements
11. Adjournment

**STANDING RULE V - CAMPOUTS**

Section 1 - Planning Campouts:

At the June campout, all members are asked to help complete a 2-years-in-the-future monthly campout/meeting schedule: including monthly campouts, winter dinner meetings, end of summer extended trip, Christmas holiday dinner and dinner/auction for Dogs for Better Lives.

Section 2 - Yes/No/Maybe - Proposed Attendance Sheet and (Y/N/M sheet ):

The Wagonmaster will distribute the next year's camping schedule and Y/N/M sheet to all members and associate members by the September meeting campout.

Members will be required to fill out and submit to the Wagonmaster the Yes/No/Maybe sheet of events for the next year's campout by the end of October.

The filled in composite Yes/No/Maybe sheet will be made available at the November dinner meeting and emailed to all members and associate members.

Section 3 - Hosts/Cohosts (also known as the Trail Boss and their Assistant)  
(See Also the "Trail Boss Responsibilities" Handout given to all new member)s :

A Host family and Co-host family will be assigned to each campout/dinner by the Wagonmaster. If Hosts/Co-Hosts are unable to fulfill their duties, then they will try to find their replacement and report back to the Wagonmaster. Newer members will be assigned as Co-Hosts with seasoned members as Hosts.

The Hosts/Co-Hosts will contact their assigned campout campground/dinner venue a year out from the date of the campout and determine with the campground management how they want the number of Yes's on the Yes/No/Maybe sheet to be reserved.

The Hosts/Co-Hosts will determine from the campground, when reserving a camping spot: what date does each deposit need to be made by; can the deposit be refunded; if so, when is the last date for the deposit to be refunded.

The preference is to go to campground where each member makes their own reservation with the campground.

The Hosts/Co-Hosts will then contact each member with the instructions of how to reserve their own campsite: have the member contact the campground directly; explain the rules for forfeiting a deposit; have each member explain to the campground management that they are with the Good Sam Clackamas Campers, in order to receive a discount.

Once the member reserves their campsite with a deposit, they must contact the Hosts/Co-Hosts and tell them that they have reserved a site and which days they are staying.

The Host/Co-Host will be responsible to notify the Wagonmaster of their campout planning progress so that a Wagonmaster can report at each meeting and placed in The Chatter newsletter.

For members traveling on Thursdays to attend campouts, the Host/Co-Host are not required to make dinner reservations. If members desire to go out for dinner, this shall be a no-host event. The Host/Co-host may obtain a list of restaurants available and/or make a recommendation accordingly.

Section 4 - Canceling of a Campout Reservation:

(May 19, 2019)

If a member cancels a reservation before the forfeit of deposit cancellation date, they are required to notify the Host/Co-Host.

Members who have paid a deposit for a campout directly to the campground, cancel that reservation after the cancellation-without-forfeit-date or are a no-show, will forfeit their deposit or cancellation fee assessed by the campground or facility. These members are also responsible to notify the Host and Wagonmaster that they have cancelled after the stated cancellation date and that they have forfeited their deposit.

Occasionally, some campgrounds, due to their accounting challenges, do not require a group campout to have members directly contact the campground and make a registration deposit. These campgrounds require the group's Hosts to provide a final listing of attendees and one check from the camping group covering first night deposits. These campgrounds also state requirements to cancel within a certain number of hours before arrival or a first night space rent assessment will be made.

Any fees required for a campout where the member did not directly make a first night deposit with the campground and that the member was scheduled to attend but did not attend or cancelled after the required cancellation date, for whatever reason, then the chapter will pay the assessed forfeit deposit or first night space rent, if that is requirement of the campground.

If no deposit fee was required, and the member did not attend and did not cancel within the required cancellation date, the treasurer, as necessary, may be required to write a check to the campground or restaurant/meeting hall at the time of the event to cover the cost of the forfeit fee. If the treasurer is not present, then the Host or Co-Host must make arrangements to pay the forfeit.

The Host/Co-host shall have the responsibility to notify the member of any cancellation fee required, which is to be re-imbursed to the treasurer or Host or Co-Host. The Host will also notify the treasurer when such payment is forthcoming. Within a reasonable period of time, the treasurer will notify the Host if the cancellation fee has not been paid. A letter will be sent to the recalcitrant member as directed by the president to the secretary. If the member does not re-imburse the treasurer or the host, then their initial \$50 reservation fee as a new member, will be used for that purpose and not returned to them as stipulated in these Standing Rules.

Section 5 - Payment of Recreation Hall Fees:

If fees are charged to the chapter during an event for a meeting room, kitchen or recreation hall, any fees must be divided up and paid by the members attending the specific function.

The Hosts/Co-Hosts will notify the members and Wagonmaster before the event, if there is a non-refundable fee for the use of the facilities.

**STANDING RULE VI - MEMBERSHIP CHAIRMAN**

Section 1 - Membership Chair:

(May 19, 2019)

A member will be appointed as membership chair and will be responsible for all new membership applications and application forms and information sheets for new prospective members.

Section 2 - Chapter Roster:

Upon receipt of a completed membership application, the new member's application form will be filed with the Chapter Secretary. The Chapter Secretary will update the Chapter Roster with the new members information.

**STANDING RULE VII – NAME BADGES**

Section 1 - Name Badges:

All chapter members will wear their name badges at all campouts and winter dinner meetings, except Christmas dinner. During campouts the badges are to be worn from 4:00 pm Friday through Saturday evening, late arrivals immediately after set-up. Penalty will be 25¢ which will be deposited in the Dogs for Better Lives fund.

**STANDING RULE VIII - DUTIES OF OFFICERS**

Section 1 - President:

Presides at all meetings; appoints all committees; supervises all Chapter activities; represents (or appoints an officer to represent) the Chapter as a member of the State Committee at quarterly State Committee meetings.

Section 2- Vice President:

Conducts meetings in the absence of the president; coordinates activities of all committees. Oversees all committees.

Section 3 - Secretary:

The Secretary shall record the minutes of all meetings of the Chapter with the time and place of the meeting, how called or authorized, the notice thereof given, the names of those present at Chapter meetings, number of members present at membership meetings and the proceedings thereof. Maintains the Chapter roster, distributes copies to the members as necessary and annually to the State Secretary. Additionally, maintains a list of those who attend the campouts. Receives, reads, and answers all correspondence after action taken by membership at meetings, or at the direction of the Chapter President.

Section 4 - Treasurer:

The Treasurer shall have custody of all funds, securities, and assets of the Chapter; shall be responsible for keeping full and accurate accounts of all receipts and disbursements,

and report to Chapter members all such receipts and disbursements on a monthly basis. The Treasurer shall forward a copy of the monthly itemized Financial Report to the Editor, for publication in the Newsletter. The Treasurer will be responsible for reporting overdue receipts to the Executive Committee for appropriate action.

A committee will be appointed by the Chapter President to audit the accounts of the Treasurer at least once annually and submit their report of findings to the membership.

Section 5 - Wagonmaster:

The Wagonmaster is Responsible for organizing Chapter campouts under direction of the Chapter President and includes responsibility for selecting campout sites. The Wagonmaster will appoint a Host/Co-Host for each campout and dinner meeting. The Host/Co-Host will be responsible for making the necessary reservations at the designated campground or restaurant, coordinating fees and activities at campouts. Fees that cannot be collected by the Host/Co-host will be reported to the Treasurer for follow-up. The Wagonmaster will prepare once a year, along with volunteer regular members, a two-year camping schedule. The Wagonmaster will publish the camping schedule via the newsletter and/or handouts at camping/dinner meeting events.

Section 6 - Publicity (Chapter Newsletter Named “The Chatter” Chair:

The Publicity Chair is responsible: for coordinating the writing of the monthly newsletter named “The Chatter” and distributing it to the members and associate members via email or postal mail as needed; responsible for submitting news of the Chapter activities to the State Director for The Drifter publication; responsible for generating publicity for the Chapter from local media; and other duties as required.

Section 7- Executive Committee:

The Executive Committee will consist of all elected Chapter officers

**STANDING RULE IX - CHAPTER TREASURY**

Section 1 - Monies Received:

All monies received by the Chapter from dues or any other sources shall go into the Chapter treasury.

Section 2 - Expenditures:

All expenditures of moneys from the Chapter treasury shall be ratified by the membership at a regular business meeting. Extraordinary expenditures requiring immediate attention may be authorized by the Chapter President after telephone conference with the Executive Committee.

Section 3 - Disbursements:



All disbursements from the Chapter treasury shall be by check, signed by the Treasurer or the Chapter President, after ratification by the membership. Exceptions may be made at the discretion of the President. Disbursements may be made from available cash on hand but will be duly recorded in the financial records of the Chapter.

Section 4 - Audit Committee:

The President shall appoint two members of the Chapter (non-officers) to act as an audit committee, with the President acting as chairman. This audit will be conducted annually in conjunction with the relief of outgoing officers and installation of new officers. It will be carried out regardless of whether the Treasurer is reelected. The outgoing and incoming Treasurer 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 President whenever a change in the Chapter occurs.

**STANDING RULE X – COMMITTEES**

Section 1 – Standing Rules Committee:

The President shall be empowered to appoint such special committees as he/she deems needful at any time, or on the majority vote of the members at any meeting, he/she shall appoint committees as they direct.

**STANDING RULE XI – DISBANDMENT**

Section 1 - Notification of Disbandment:

The Executive Committee must notify the State Director and all members listed on the current Chapter roster, in writing of the Chapter's intention to disband, unless objection is voiced by Chapter members to both the State Director and the Executive Committee within thirty days of receipt of letter.

Section 2 - Distribution of Monies Upon Disbandment:

If this Chapter should decide to disband, all moneys still left in the Chapter treasury shall be distributed as follows: (contributed to a charitable organization of the Chapter's choice such as Dogs for Better Lives).

**STANDING RULE XII – POLICY**

Section 1 - Member Responsibility:

Only members in good standing may address the Chapter on matters of policy.

Section 2 - State Good Sam Club:

The Good Sam Club's Constitution and By-laws supersedes this Chapter's Constitution and By-laws at all times.

Section 3 - Chapter Secretary's Responsibility:

The Chapter Secretary will maintain a list of Chapter Standing Rules that have been approved by vote of the membership present.

**STANDING RULE XIII - AMENDMENTS**

Section 1 - Amendments to Standing Rules:

A proposed amendment of the Standing Rules shall be presented to the President in writing and shall be read to the membership at the next regular meeting. Written proposed amendments shall then be given to all members at least thirty (30) days prior to voting on said change in the By-laws. A ¾ vote of all Chapter members in attendance shall be required for approval of such amendment.

**STANDING RULE XIV - MEMBERSHIP IN THE STATE COMMITTEE**

Section 1 - State Good Sam Committee Responsibilities:

Only each local Chapter is authorized to act with other local Chapters within the same state to form a State Committee. The State Committee is composed of one Chapter President, or his appointed delegate, from each Chapter in the same state, and has voting power to reconcile serious disputes within the state and in any Chapter within the state, and to establish, regulate, and control a state treasury, including the right to levy a reasonable fee to be paid to the state treasury by all Chapter members within the state. It is this Chapter's responsibility to have a delegate present at all scheduled State committee meetings. Each Chapter must fully participate in the State Committee and meet all requirements thereof.

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|----------|-------------------|-------------------|--------------------|
| Amended: | April 2, 2000     | April 9, 2005     | September 13, 2008 |
|          | October 7, 2000   | November 13, 2005 | October 4, 2008    |
|          | May 4, 2002       | March 4, 2006     | February 15, 2009  |
|          | August 2, 2003    | May 3, 2008       | October 26, 2013   |
|          | November 10, 2013 | May 19, 2019      |                    |