

**OKLAHOMA STATE
GOOD SAM CLUB
STANDARD OPERATING PROCEDURES**

I. MEMBERSHIP AND DUES

A. All members of the Oklahoma Good Sam Club must be members in good standing with both the Good Sam Club and the Oklahoma Good Sam Club having paid both Club and Oklahoma membership dues.

B. Members of the Oklahoma Good Sam Club may be either chapter members or members-at-large. Members-at-large are those members of the Good Sam Club who do not belong to an Oklahoma chapter.

C. The Oklahoma State Committee will levy annual dues for membership in the Oklahoma Good Sam Club. These dues will be paid by all members and will be placed in the Oklahoma State treasury. Annual dues are currently \$3.00 per year.

II. STATE OFFICERS

A. State Officers will include the following:

1. **State Director** who will be elected and will serve according to the guidelines of the Good Sam Club for a term of two years. (See Club By-Laws, Article IV, Section 1-4)

2. **Treasurer** who will be elected by a simple majority of all members of the State Committee and will serve a two year term. The treasurer's election will be held so that the term of treasurer will alternate with the term of the State Director. The treasurer will have custody of all funds, securities, and assets of the State, will keep full and accurate accounts of all receipts and disbursements, will pay by check co-signed by the State Director all approved expenses, and will prepare an annual financial report to the State Committee.

An audit committee comprised of three chapter presidents selected by the State Director will audit the accounts of the Treasurer once annually.

Should the treasurer be unable to serve the full term, the State Director will appoint an interim treasurer to serve until the next regularly scheduled State Committee meeting when a new treasurer will be elected for the unexpired term.

3. **Secretary** who will be appointed by the State Director to handle all correspondence assigned by the State Director and who will be responsible for recording and distributing the minutes of the State Committee meetings along with recording the roll call of members.

4. **Assistant State Directors** who will be appointed by the State Director to assist the State Director in organizing, advising, and supervising local chapters in their designated areas.

5. **Wagonmaster** who will be appointed by the State Director to serve at

the direction of the State Director and will serve as the coordinator of the samboree parking committee.

III. STATE COMMITTEE

A. The State Committee will meet annually to conduct business. The time and place will be determined by the State Director. The meeting agenda will be sent to each Committee Member approximately thirty (30) days prior to the meeting. Should a levy be on the meeting agenda, the agenda will be sent according to Article V, Section 2 of Club By-Laws.

1. The State Director may request by mail that the State Committee vote on item(s) of an important or urgent nature. The Director will mail each Committee Member a ballot along with a detailed explanation of the question and allow two weeks for the ballots to be returned. A ballot not returned shall be considered void.

2. A simple majority of the State committee members, or their appointed delegates, will constitute a quorum.

3. Members of the State Committee have the following responsibilities:

a) Attend State Committee meetings as the chapter representative and to report the proceedings of the meetings to the chapter members.

b) If the Chapter President is unable to attend, notify the State Director prior to the State Committee meeting who the chapter delegate will be.

c) Vote on such items as come before the State Committee meeting on behalf of the chapter.

d) Place items on the State Committee meeting agenda on behalf of the Chapter by submitting a written request to the State Director within the time designated by the Director.

e) Serve on committees if appointed or asked to volunteer.

f) Obtain written support of 25% of the State Committee members to petition the State Director to call a special meeting.

IV. STATE SAMBOREES AND FRIENDSHIP RALLIES

A. The Oklahoma Good Sam Club Samboree will be held annually in the fall in conjunction with the South Region samboree schedule.

1. The registration price for the samboree will be recommended by the State Director and implemented upon the approval of the State Committee.

B. The Friendship Rallies will be held annually, but not at the same time as the Samboree. The Assistant State Director or Area Chapters will plan and implement the rally.