

Southern California Good Sam Organization
STANDARD OPERATING PROCEDURES (SOP)
July 6, 2013

1. We shall be known as the Southern California Good Sam Organization, a registered state entity of the Good Sam Club. We will operate in a manner consistent with the Good Sam Club Constitution & By-Laws.
2. State Officers: Shall consist of State Director, State Treasurer, and other appointed officers as deemed necessary to govern the State Organization.
 - a. The State Director is elected / appointed to a two year term as specified in the Good Sam Club Constitution and By-Laws.
 - b. The State Treasurer will be elected to a two year term by the State Committee. The State Committee is comprised of the Chapter President (or designated representative), from each Chapter.
 - c. When formed, each Chapter must fully participate in the State Committee which meets as scheduled twice each year to conduct business of the state. The State Committee is the sole voting body on State business and finances.
3. Dues Assessment: Shall be determined by the State Committee and assessed to each Chapter rig and placed in the State Treasury. Current dues is \$5.00 per year (rev 10/3/08), and received with the yearly Chapter rosters as required.
4. State Treasury: All disbursements from the state treasury require approval from the State Committee. Annual audit required.
5. Duties of Officers:
 - a. State Director: Is the highest officer in the State and presides over all State Committee meetings, acts as advisor in the administration of State and Chapter business.
 - b. State Treasurer: Receives and accounts for all funds of the State. Assumes the duty of State Director in his/her absence.
 - c. State Secretary: Responsible for recording the minutes of all meetings and handling correspondence of the Director.
 - d. Assistant State Directors: Assist in the administration of assigned Chapters and works to form new ones. Performs duties as assigned by the State Director at State and special events.
 - e. Expenses: Officers of the State receive no pay but shall be reimbursed for office supplies, postage, and other authorized expenses. Compensation for mileage is \$.75 per mile (rev 4-14-12).
6. A special "Samboree" account shall be established to provide funding for Samborees and special events. This will be a sub account of the State Treasury and accountable to the State

Committee. Monies in excess of \$5,000.00 on January 1 of each year will be deposited in the regular State Treasury account.

7. This SOP can be amended by a majority vote of the State Committee only after a 45 day written notice is given.

Adopted by the State Committee on date Sept 14, 2013.

Dennis S. Rudd

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State Director

SoCal Good Sam Organization

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