

SAMS OF PUGET SOUND

STANDARD OPERATING PROCEDURES

The hosts shall be responsible for locating and making reservations for the monthly campout/meeting sites and shall collect fees and arrange payment of all expenses incidental to the Chapter activity. Prior to each campout/meeting, hosts shall contact each member/unit to provide a timely reminder of details and arrangements for the forthcoming activity.

On Friday nights, snacks, treats, entertainment, and desserts will be the responsibility of the hosts. Normally, there will be coffee from the SOPS supplies. The host shall inform the next host of any supply needs.

On Saturday mornings there will be a pancake breakfast unless the Wagonmaster's provide some alternate breakfast. The Wagonmaster(s) will be responsible for obtaining the SOPS grills, coffeemaker, pancake flour, ground coffee, sweetener, creamer, napkins, etc. and having the coffee and pancakes ready at the agreed time. Members will provide their own plates, utensils, syrup, etc

There will be a potluck dinner on Saturday night. Each unit is to furnish a minimum of one hot or one cold item. The host need not contribute food to the potluck.

Members are responsible for all charges involved at campouts unless cancellations can be made with the person in charge in time to avoid the charges.

It is the responsibility of each member to notify the host of any change regarding your attending a scheduled campout. If the host cannot be reached, you shall contact another member and the campground. Members are also responsible for notifying their guests of campout plans.

OFFICERS

The officers of the SAMS OF PUGET SOUND (SOPS) shall be President, Vice-President, Secretary and Treasurer.

PRESIDENT

The President shall be the executive officer of the chapter and shall have general supervision, direction, and control of the affairs of the chapter. The President shall preside at all meetings. The President has the responsibility of appointing any needed special committees.

VICE-PRESIDENT

The Vice-President shall, in the absence or disability of the President, perform all the duties of the President. In addition to these duties, the Vice-President will arrange the meeting place for the caravan to state meetings. The Vice-President is responsible for the creation of the Annual

Campout Schedule, the publishing of the schedule, and it's maintenance (as needed).

SECRETARY

The Secretary shall maintain a book of minutes of all meetings with the time and place of the meeting and will provide the National Good Sam Club and the State Director with the names and addresses of the Chapter members.

TREASURER

The Treasurer shall keep and maintain adequate and correct books of account showing receipts and disbursements of the Chapter and account of its cash. Such books of account shall, at reasonable times, be open to inspection to any member. Books are to be audited by special committee of the Chapter at the termination of office.

NOMINATION, ELECTION, AND TERM OF OFFICE

The President shall appoint a nominating committee in August. Nominations maybe made by the membership at the September meeting. Officers shall be elected at the monthly meeting in October of each year and installed the following January. If a monthly meeting is not held in October or officers are not elected, officers may be elected at any meeting for that purpose. All officers shall hold office for a term of one year, or until their successors are duly elected and installed. No officer may be elected to the same office for more than two consecutive years.

AMENDMENTS

After having been presented at the previous meeting, new bylaws may be adopted or these bylaws may be amended or repealed by a 2/3 vote of the members present at any regular meeting. All amendments shall be dated at the time of change.

BUSINESS MEETINGS

No meeting shall be considered official unless at least five (5) members/family units are present and at least one officer (President, Vice-President, Secretary, or Treasurer) of the Chapter is available to conduct the meeting and provide for recording the results thereof.

BUSINESS MEETING FORMAT

1. Call to order.
2. Salute to the United States flag.
3. Roll Call.
4. Introduction of visitors, guests, and new members.
5. Reading and approval of the minutes of the previous meeting.
6. Treasurer's report
7. Committee reports and President's report.
8. Communications.
9. Old Business.

10. Election and installation of officers.
11. New Business.
12. Good of the Chapter and announcements.
13. 50/50 Drawing
14. Adjournment.

MISCELLANEOUS

A name board will be provided for each member of the SOPS group sign at campouts. Each member will carry their own board.

Cards, not flowers, will be sent to members in the hospital. In case of deceased members (members only), flowers, or a memorial at a cost of thirty five dollars (\$35.00) will be customary. The sunshine fund will be supplied from the general fund.

Chapter dues are currently five dollars (\$5.00) per year. The annual dues may be changed by the majority vote of the membership.

The President shall appoint a member to perform the Sunshine duties, Historian duties, Newsletter, and any other duties as needed.

President _____ Dated _____

Vice-President _____ Dated _____

Secretary _____ Dated _____

Treasurer _____ Dated _____