

M-Mountain RV Travel Club

Operating Procedures

1. Our organization shall be known as, **M-Mountain RV Travel Club**, organized August 1, 2020.
2. This Club is to promote social and recreational activities.
3. Operating procedures can be amended by the membership at any time with a majority vote of members present..
4. Dues will be \$15.00 per rig, per calendar year and will be due on January 1. Applications submitted after July 1, amount due will be \$7.50.
5. Each adult member is entitled to a vote.
6. Voting on Dues, elections and other issues will pass with a simple majority of members present with one vote from each member.
7. **OFFICERS:**
 - a. Elected officers shall be President, Vice President, Secretary, Treasurer, and Wagon Master. These officers will make up the Executive Committee.
 - b. The President may elect to use a nominating committee which will provide a slate of officers for nomination. Nominations from the floor will be accepted. Elections will be held in September of each year. Elected officers will be sworn in at the Club's annual Holiday celebration and assume office on January 1.
 - c. Term limits are one (1) year. Club officers may not hold two (2) offices concurrently, no two members of the same household shall have check signing privileges. Officers may only serve (2) two consecutive terms in the same position.
 - d. **Elected Officer Role**
 - e. President: Calls and presides at all meetings; appoints all committees, responsible for all activities of the Club, and shall be an adhoc member of any committee. Initiates audits of financial records on a regular basis. Upon resignation or removal of any officer, the President may appoint a replacement to serve with the approval of the executive board.
 - f. Vice-President: assumes the duties of the president as required; coordinates the activities of all committees.
 - g. Secretary/Historian: Keeps records of Club activities as requested by the President and handles all correspondence; maintains membership rosters. The secretary shall be responsible for receiving dues and reviewing new applications. Dues and membership will be forwarded to the Treasurer. Rosters as updated will be sent to all members. (one per rig.)
 - h. Treasurer: Custodian of all assets of the chapter and provides full and accurate disbursements and receipt records when requested. Any expenditure over \$200.00 requires prior executive approval.
 - i. An annual audit shall be performed no later than February 15 of each year.

- j. Wagon master: Maintains the volunteer Trail Boss sign up list for campouts for the year. Our camping season shall be March through November on or about the 3rd weekend of each month. The Wagon Master will submit a suggested campout list to the members at the September meeting. Hosts may also suggest areas for campouts. The camping information will be posted at least one month prior to the campout and may also be found on the, nmrving.com web site

Appointed Roles:

1. Cheers and Tears- Maintaining contact with members regarding Birthdays, wedding anniversaries. hospitalizations, and deaths.

Charities:

- a.) A charity will be chosen on a quarterly basis.
- b.) The member being familiar with the chosen organization shall be responsible for submitting the needs of it and convey these to the membership so that a collection sight and delivery be made.
- c.) There shall not be any Club assets used for these donations.

Should the Club decide to disband, all assets of the Club will be distributed as voted upon by the remaining members