

OPERATING GUIDELINES RVers of Idaho
Approved June 10, 2025

I. MEMBERSHIP

- A. Each membership (rig) is one couple or single and any dependent children.
- B. Memberships may be grouped in recognized chapters or be individual directly with the state.

II DIRECTOR, OFFICERS AND CHAIRMEN

A. Director

- 1. is responsible for the day-to-day management of the state club. The Director will chair state meetings, call special meetings as necessary, represent the club at other functions, act as spokesperson for the club, be a member of the Executive Committee, and with the Treasurer appoint a Membership Chairman and a Secretary.
- 2. appoints, with the Treasurer, other chairmen as necessary. These may include: Web Master, Legislative Representative, Warehouse Manager, Sound Manager, Registrar, Rally Chairmen, Chaplain and/or others.
- 3. receives nominations, in uneven years, for Treasurer 45 days before the Fall rally.

B. Treasurer

- 1. prepares a guideline or budget for the following year to be presented at the first general meeting of the year, including no more than \$2000 for charitable donations.
- 2. The Treasurer also collects dues and has a roster of each Chapter's Membership, is responsible for keeping a full and accurate account of all receipts and disbursements, makes a full financial report at scheduled state meetings, pays normal operating expenses when due, pays other expenses when approved by the Executive Committee.
- 3. has custody of all funds, securities and assets of the state. Monies are placed in the State Treasury in a bank approved by the Executive Committee. The State bank account shall require the Director's and the Treasurer's signatures on file; only one signature is required to issue a check if the amount is under \$500; 2 signatures are required if the amount is over \$500. All expenditures from the treasury will be from the approved budget or shall be approved by the Executive Committee prior to the expenditure. All disbursements will be by check or debit card.
- 4. maintains a current record of all tangible property owned by the State that is valued at more than \$100.

5. receives nominations, in even years, for the State Director 45 days before the Fall rally.
6. collects registration fees and costs associated with the State rallies and disburses funds as directed.

c. Secretary

1. handles all correspondence as assigned by the Director; takes and records roll call at State regular and special meetings; takes, records and reads the minutes of the meetings; distributes copies of these minutes to the Executive Committee members in a timely manner.
2. keeps a list of all appointed committee chairmen and committees, keep a copy of the State constitution and Operating Guidelines for reference and keeps the chapter membership rosters up to date.

d. Membership Chairman

1. promotes membership activities, such as signage at campouts, wearing club colors, and visibility in the Idaho camping community.
2. promotes membership from businesses who benefit from our purpose.
3. contacts interested campers from the website and introduces them to a local chapter.
4. reviews new chapter formation requests before presenting to the Executive Committee.

e. Legislative Representative

1. keeps track of all proposed bills and enacted laws effecting RV owners and campers in the state. Notifies the Executive Board and the membership of such.
2. leads activities to effect proposed legislation affecting RV owners and campers in Idaho.
3. partners with other groups who support our purpose to affect legislation and other activities.

f. Audit Committee

1. At the Fall rally, the Director will propose three members, in good standing, for the audit committee. The committee is to be approved by the Executive Committee.

2. The Audit Committee audits the club's books following the Fall rally and reports the results to the membership in a timely manner. The committee may perform special audits as needed.

III MEETINGS

- A. The state holds at least two general meetings a year; a summer rally and a Fall rally.
- B. The Summer rally will be held at the Elmore County Fairgrounds through 2027 under a contract with the Elmore County Board of Supervisors. The rate will be honored through 2028.
- C. The Fall rally will be held in an area selected by the director with priority given to various locations in the state.
- D. 1. Regular State business will be conducted at the Executive Committee meeting. The Executive Committee consists of the Director, Treasurer, Secretary, Membership Chairman and each chapter President. A simple majority of the Executive Committee members, or their appointed proxies, at the meeting constitutes a quorum.

2. The Director will issue a tentative agenda to all Executive Committee members 45

days prior to the the regular meeting. Additional agenda items may be added at the start of the meeting

3. Chapter presidents may appoint a member of their chapter as a proxy, in writing, to attend a meeting and vote representing their chapter.
4. Director, officers and these appointed state chairmen are eligible for \$.40 (per mile) round trip mileage reimbursement for meetings: Rally chairmen, Secretary, Treasurer, Legislative Representative, Sound Manager, Webmaster, Registrar and Chaplain. The Warehouse Manager is eligible for \$.75 round trip mileage. Audit committee members will receive mileage when performing the annual audit or a special audit. Mileage will only be paid to one member of a household.
5. Members of the Executive Committee must be notified in writing 30 days prior to a special meeting or 7 days prior to an emergency meeting if possible.

6. A record of the vote tally for all business decisions at any meeting should be kept for
5 years.

IV. DUES

- A. Each chapter remits \$4.00 to the State for each new or renewed primary membership by November 15 of each year. Chapters should remit state dues for new memberships in their chapter within two weeks of the new member joining.
- B. No membership will make more than one state dues payment per year; people belonging to more than one regular chapter should name their primary chapter, which will pay their state dues.
- C. A roster of memberships indicating those paying and those not paying state dues should accompany the dues payment. Chapters are responsible for updating their Chapter roster on the web site by November 15, adding and deleting memberships.
- D. New chapters will pay prorated dues for their members for the portion of the year in which they are chartered. (i.e., Nov.1-Jan. 31, \$4; Feb 1-April 30, \$3; May 1-July 31, \$2; August 1-Oct 3, \$1)
- E. Honorary members will not pay dues.

V. VOTING

- A. All memberships who are current with their State dues and in good standing shall vote each in their primary chapter on significant state business (Constitution and Operating guidelines, budget, election of officers). All state officers' and chairmen's votes should be included in the chapter vote tallies.
- B. These vote tallies (number in favor and number against) will be reported by the chapter presidents at the State meetings. The State Director will vote at the State meetings in case of a tie.

VI. RALLIES

- A. Rally chairmen and committee will select location, set the registration fee and activities. They will develop a budget within the guidelines of the state budget.
- B. Chapters will be requested on a rotating basis to sponsor meals, prizes and/or activities for the event.

- C. Rallies are open to all RVers; registration fees will be determined by the Rally Committee.
- D.
 - 1. Complimentary registration, banquet and parking is given to the State Director spouse and Rally Chairman and spouse, and Registrar and spouse.
 - 2. other State Directors that provide complimentary registration to their rallies and one non-Idaho winner of a free drawing held by the Idaho Director at another state rally will be given complimentary registration.
- E. Vendor and sponsor fees are determined by the Rally chairman who has the authority to alter space, size and cost for space, and the general requirement to treat each vendor/sponsor as equitably as possible. Note: Vendors who are RVers of Idaho members are normally charged 25% less than non-members.

VI. AMENDMENTS

- A. Proposed amendments to these operational guidelines should be submitted to the Director in writing at least 60 days prior to any regular meeting so they can be presented to the membership in their chapters and be voted on by each membership. The vote of individual membership will be announced by the Chapter President at the regular meeting. The amendment is approved with a simple majority vote of memberships voting.
- B. If at a regular or special meeting, the executive committee approves an item in conflict with the operational guidelines, the operational guidelines will be automatically amended.
- C. Any change will go into effect immediately following the meeting; the Secretary will distribute corrected copies of the governing documents to the Executive Committee and to the Webmaster in a timely manner.