



# STATE ORGANIZATION

## Chapter President's Manual

August 2022

The purpose of this manual is to provide guidelines and to outline procedures in fulfilling your responsibilities. The manual is recently updated with new processes and procedures. Information in this manual is subject to change. When information is updated, you will be notified by your State Director.

### **Chapter President Responsibilities**

Work with members of your Chapter to keep operations running smoothly. Act as Chapter delegate to the State Executive Board. The State Executive Board is comprised of each Chapter President within the state. A Chapter President can appoint a delegate (proxy) to attend meetings on his/her behalf. If you plan to appoint a delegate to attend a meeting, fill out the Proxy form and send it with your delegate to the meeting.

There are two business meetings per year, one at the State Rally and the Fall Campout in September.

### **Chapter Size Guidelines**

As a guideline, the Club recommends that Chapters should have a minimum of six rigs. However, should a Chapter begin to fall below this guideline the State Director has been asked to assist the Chapter President in sourcing new members, to allow a time frame to rebuild and/or by finding another Chapter the remaining members may like to join.

### **New Chapter Registration**

Contact your State Director in order to: Obtain a 'New Chapter Registration Form' Once completed, the Director will submit it to the Club Support Office who will retain contact information for the President of the new Chapter and return the Registration Form along with the Chapter's official Charter to the State Director. The Director shall determine how the President of the new Chapter receives the Chapter Charter.

## **Chapter Dues**

All monies received by the Chapter from dues, plus \$4.00 for state or any other source shall go into the Chapter Treasury. All expenditures of monies from the Chapter Treasury shall be ratified by the membership at a regular business meeting. All disbursements from the Chapter Treasury shall be by check, cosigned by the Treasurer and Chapter President, after ratification by the membership. These disbursements may be made from available cash on hand, but will be duly recorded in the financial records of the Chapter.

## **De-chartering a Chapter**

If it becomes necessary to de-charter a Chapter, email the Director with this request. Let the Director know if any Chapter members are interested in continuing the Chapter or moving into another Chapter in the area. The Director will then initiate a 30-day period in which the Chapter Officers may appeal the request of de-chartering. If an appeal is not received within 30 days, the Director will notify the Club Support Office. The Club Support Office will proceed accordingly.

## **Chapter Anniversary Certificates**

Chapter Presidents should notify the state Director of their Chapter anniversary dates: (5, 10, 15, 20, years and every 5 years after 20. The Director is responsible for getting the certificates to the Chapter President.

## **Chapter Patches**

Directors have the authority to give final approval on Chapter patches if used. Chapter Patch Requirements: Include either the text "RVers of Idaho" or the current RVers of Idaho Logo. Chapter emblem and whatever Chapter feels appropriate.

If your Chapter is participating in a Club sponsored contest in conjunction with Cleanup Days, send a photograph and a paragraph of information of your Chapter with the filled trash bags via email to [cleanupdays@goodsamclub.com](mailto:cleanupdays@goodsamclub.com).

## **State & Chapter Operational Guides**

Each Chapter may write its own Operational Guides as their Chapter sees fit. These guides cannot conflict with the RVers of Idaho State Operational Guides. Keep the Guides simple and do not include Robert's Rules as a requirement. The rules also may not apply indefensible restrictions on membership in the Chapter. If you amend your Operational Guides, you must submit a copy to the State Director for approval