

# **FIVE STAR RV CLUB BY-LAWS**

## **ARTICLE I – NAME**

The name of this organization shall be FIVE STAR RV CLUB. For the purposes of brevity, the FIVE STAR RV CLUB shall be referred to in this document as the CLUB.

## **ARTICLE II – PURPOSE**

The purpose of this club shall be:

- A. To encourage good fellowship, good camping habits and cooperate with organizations which are working toward the conservation of our natural resources.
- B. To promote improvements in recreational vehicles and recreational travel facilities.
- C. To provide for a frequent interchange of recreational vehicle ideas and promote the safety of RV travel.
- D. For purposes of this document a recreational vehicle shall mean all classes of motorhomes and towed vehicles which meet the definition of a recreational vehicle set by the Recreational Vehicle Association.

## **ARTICLE III – MEMBERSHIP AND DUES**

### **Section 1 – Class of Memberships**

- A. Regular Member – Any person who is an owner of a recreational vehicle and has been voted on and accepted by quorum of the regular members of the Club.
- B. Honorary Member – Is a former regular member who no longer owns an RV and no longer wants to participate as a regular member. An honorary member may not hold office or vote at Club meetings.

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### **Section 2 – Membership**

- A. Any person who is an owner of a recreational vehicle (RV) is eligible to apply for membership in the Club.
- B. Application for regular membership shall be accompanied by dues after attendance at two (2) Club functions.
- C. Approval of application for regular membership shall require the majority vote of the regular members in attendance at a scheduled outing. The vote for approval of a new member can be held during the second Club function attended by the prospective member if approved by a majority of vote of the regular members in attendance.
- D. Names recommended for Honorary Membership must be submitted to the Club board. Honorary Membership will be granted if approved by a majority vote of the regular members present at any scheduled Club meeting.
- E. The Regular Membership roster will be limited to 50 RV units. This number may be revised by a majority vote of members present at any scheduled Club meeting.

### **Section 3 – Dues**

- A. Annual dues shall be reviewed from time to time and agreed upon by the Club's Board of Directors. The calendar year for dues begins on January 1<sup>st</sup>. A notice shall be sent in November reminding members of the amount and payment due dates of dues.
- B. If payment of annual dues is not received by January 1<sup>st</sup>, the member will be automatically dropped from the roster.
- C. New regular members joining in November or December will not owe dues until January 1<sup>st</sup> of the next calendar year.
- D. Any member who no longer owns their RV will immediately forfeit their membership in the Club. If a member has ordered a replacement RV and is waiting for delivery, membership may be retained during the waiting period not to exceed ninety (90) days.

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## **Section 4 – Discipline**

- A. Any member may be suspended or expelled from membership for failure to abide by the by-laws, rules and regulations, or for conduct or other acts prejudicial to the best interests of the Club.
- B. Any member may be suspended or expelled by a 2/3 vote of the regular members present at a regular club meeting provided such represents a quorum. (33% rule)

## **ARTICLE IV – OFFICERS AND BOARD OF DIRECTORS**

- A. The governing body of this club shall be known as the Board of Directors and shall consist of the following five (5) members/officers:
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
  - 5. Immediate Past President

The President, Vice President, Secretary and Treasurer are elected from the roster of regular members at the annual December meeting. They shall hold office for one year or until their respective successors are duly elected and installed.

- B. The Board of Directors shall fill any vacancy which may occur by appointment, or through a quorum vote of the regular members.

## **ARTICLE V – DUTIES OF OFFICERS AND BOARD STAFF**

### **Section 1 – President**

- A. Shall preside over all meetings of the regular membership and the Board of Directors.
- B. Shall call a special meeting of the Board of Directors whenever deemed necessary and shall have, subject to the advice of the Board of Directors, direction of the affairs of the Club.

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- C. May sign checks, drafts, contracts and other instruments in writing which have been previously approved by the Board of Directors.
- D. Shall appoint an audit committee prior to the election of new officers.
- E. Shall appoint Committee chair persons as required.

### **Section 2 – Vice President**

- A. Shall, in the absence of the President, perform all duties outlined for the President and be of general assistance to the President.
- B. Shall automatically become President in case of resignation of the President or the President becoming unable to fulfil his/her duties.
- C. Shall be responsible for scheduling Wagonmasters for the term of his/her Vice Presidency.
- D. May sign checks, drafts, contracts and other instruments in writing which shall have been previously approved by the Board of Directors.

### **Section 3 – Secretary**

- A. Shall attend meetings of the Club and shall record and keep accurate minutes of the proceedings of such meetings.
- B. Shall provide the minutes of each Club meeting to the membership.
- C. May sign checks, drafts contracts and other instruments in writing which shall have been approved by the Board of Directors.

### **Section 4 – Treasurer**

- A. Shall be responsible for all monies collected or disbursed and shall keep accurate record of same. Shall pay all bills by check and receive approval from the Board of Directors for all expenditures over \$50.00. Normal recurring expenses that exceed the \$50.00 limit may be made without prior approval.
- B. Maintain a legible record book of all expenditures and obligations of the Club (the “ledger”).
- C. Shall submit a monthly treasurer’s report to the membership and give an oral report at the next Club meeting. The monthly treasurer’s report should

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report the details of all changes to the Club's checking account, the amounts of all future obligations and the amounts of all deposits then outstanding.

- D. May sign checks, drafts, contracts, and other instruments in writing which shall have been approved by the Board of Directors.
- E. The Board of Directors may review the ledger whenever deemed necessary.

### **Section 5 – Immediate Past President**

- A. Serves as an advisor to the President.
- B. Is a member of the Board of Directors of the Club.

### **Section 6 – Membership (approved volunteer and Board Staff)**

- A. Sends invitations to prospective new members from information provided by outside organizations such as Winnebago and RV Dealers.
- B. Maintain an up-to-date roster of the membership and distribute such to all members.

### **Section 7 – Historian (approved volunteer and Board Staff)**

- A. Keep a record of the Club activities through copies of the newsletter, pictures, photo albums, etc.
- B. Keep a record of all past officers and Wagonmasters.

### **Section 8 – Sunshine (approved volunteer and Board Staff)**

- A. Send cards to members for birthdays, anniversaries, get well and sympathy as appropriate.
- B. Sends flowers or other appropriate items.

### **Section 9 – Wagonmasters (approved volunteer)**

- A. A member (and assistant when needed) will be assigned to one (1) outing per year by the Club Vice President.

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- B. Invite members to the outing with an e-mail brochure listing the Wagonmaster and Assistants, costs, directions, and schedule.
- C. Prepare a list of members planning to attend and ensure that sufficient sites are reserved prior to contract deadlines.
- D. Plan activities. Decide on an outing theme/menu as necessary.

### **ARTICLE VI – MEETINGS AND OUTINGS**

- A. Regular outings of the Club shall, as far as practical, be held during the first weeks of the month in each month in which the Board of Directors determines whether an outing will be scheduled.
- B. The Board of Directors will meet as required. A quorum of the Board of Directors shall consist of a minimum of three (3) Board members and must include the President or Vice-President. In the case of any tie vote, the President shall cast the deciding vote.
- C. If approved in advance by a member of the Board of Directors, a regular member of the club may invite someone to attend a Club outing. The “guest” will be required to pay the same amount as a regular member for their attendance.
- D. Each year, at the December outing, officers for the next year shall be nominated, elected and installed to take office January 1<sup>st</sup> of the following year.
- E. Each regular member in good standing and of legal age has one (1) vote.
- F. To pass a motion or other business, a quorum shall consist of at least thirty-three percent (33%) of the current membership. If a quorum is not physically present, “phone attendance” may be used to obtain a quorum. Passage of a motion requires a majority of those voting.

### **ARTICLE VII – AMENDMENT OF BY-LAWS**

- A. These by-laws may be amended by a majority vote of the members present at any regularly scheduled outing providing that attendance at the outing represents a quorum. The wording of the proposed amendment must have been presented at the previous outing or provided to all current members by mail or e-mail.

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## **ARTICLE VIII – ROBERTS RULES OF ORDER**

- A. This Club shall be governed by Roberts Rules of Order on all points not covered by these by-laws.