

OPERATING POLICIES AND PROCEDURES

LINCOLN HILLS RV GROUP

ARTICLE I: NAME

The name of this organization shall be the Lincoln Hills RV Group (LHRVG), hereinafter referred to as “the Group.”

ARTICLE II: PURPOSES

- A. To provide a meeting place for all those interested in recreational vehicles.
- B. To provide a forum for the interchange of travel ideas.
- C. To provide a forum for the interchange of information and ideas pertaining to recreational vehicle living, travel, and to foster the greatest enjoyment from this way of life.
- D. Sponsor organized rallies for members and promote RV travel safety.

ARTICLE III: MEMBERSHIP AND DUES

- A. The Group is a non-profit organization of travelers who love the outdoors and the open road.
- B. Any resident of Sun City Lincoln Hills (SCLH) is eligible to participate in the Group. Members at outings must have a recreational vehicle.
- C. Based on the recommendation of the LHRV Group's officers and approved by a quorum of the Group's membership, nominal annual dues will be established and requested from the Group's membership each year.

- D. New members joining in the last quarter of the calendar year will not be charged a full membership for that year, but will pay the membership for the following new year.
- E. Any member whose dues remains unpaid 60 days after January 1st shall be dropped from the membership.

ARTICLE IV: OFFICERS AND EXECUTIVE BOARD

- A. The officers shall be the President, Vice-President(s), Secretary, Treasurer, and Membership Chairperson.
- B. The Executive Board shall consist of the current officers. The immediate past president will be as consultant.
- C. The term of office is on a calendar year basis, January 1st through December 31st.

ARTICLE V: ELECTIONS

- A. The Nominating Committee shall present the proposed slate of officers at two meetings, usually September and October. Additional nominations may be made from the floor.
- B. Elections will be held annually at the November meeting. Results of elections will be included in the minutes.
- C. Officers shall hold office for one calendar year or until their respective successors have been duly elected and installed. The President and Vice-President(s) may hold their respective offices for no more than two consecutive years. No other officer may hold any office for more than four consecutive years. If a vacancy occurs in the office of President, the most senior Vice-President shall succeed to that office for the remainder of the term. If a vacancy occurs in any other office, the members shall elect a successor the remainder of that term.

- D. Written election results must be reported on the Club Contact Update Form with Group meeting minutes attached and submitted to the SCLH Director of Lifestyle within thirty (30) days of each election.

ARTICLE VI: DUTIES OF OFFICERS

A. PRESIDENT

1. Responsible for leading the Group and coordinating affairs and events.
2. Presides over meetings, offers recommendations and suggestions for members' consideration (in case of a tie vote, casts a vote).
3. Appoints Committees, with Executive Board approval, as needed. Serves as an ex-officio member of all appointed committees. Committee members serve at the pleasure of the President and may be excused without cause.
4. Attends outings as often as possible.
5. Appoints an Audit Committee; whenever deemed necessary.
6. Appoints a three person Nominating Committee.
7. Follows up with each office to be sure all duties are being performed.
8. Conducts the election of officers for the coming year.
9. Assigns a Newsletter Editor responsible for articles in the Compass and the Senior News.

B. VICE-PRESIDENT

1. Presides over meetings in the absence of the President.
2. Carries out duties as assigned.
3. Plans rally locations, sets dates of rallies, and initiates contract with selected RV parks. Recruits Wagon Masters for the upcoming rallies, and provides the Wagon Masters with the duties as posted on the website.
4. Coordinates planning for the December social meeting and installation of officers.
5. There may be more than one Vice President at a time as determined by the President. Terms should be staggered to ensure continuity of rally planning.

C. SECRETARY

1. Records the proceedings of all meetings.
2. Handles all correspondence for the Group.
3. Forwards copy of Minutes to President to be approved. Request that the Website Manager sends out to all members and post to the LHRVG website.
4. Minutes should be retained for 3 years.

D. TREASURER

1. Receives, safeguards, and accounts for all Group funds in the name of the Group.

2. After approval by the President, submits monthly reports on all funds and sends to Website Manager to send out to all members.
3. Gives an oral report at each meeting.
4. Signs all checks for the Group checking account. If the Treasurer is not available, the checks may be signed by any officer whose authorized signature is on file at the bank.
5. After a Rally, will refund back to the member(s) any overages over \$20.00. Funds not refunded will be used for the Club's benefit, e.g. Christmas Party.
6. Once a year will coordinate with the Membership Chair to update the Membership Roster based on annual dues collected.
7. Financial records should be retained usually 7 years prior to current year.

E. HISTORIAN

Receives information and pictures of the Group and maintains such memorabilia in an appropriate manner.

F. MEMBERSHIP CHAIR

1. Reviews applications for membership for completeness and forwards a copy of the application and the check to the Treasurer. Notifies President and Secretary of new members contact information.
2. Membership Dues are \$25.00 annually and will not be prorated for the year.
3. Maintains original membership applications.

4. Provides new members with membership materials and a letter from the President. Expenses will be reimbursed for membership materials.
5. Immediately following the election of new officers, prepares a current Group roster and a list of officers for distribution to members. Keeps roster updated throughout the year as club members are added or deleted. Forwards roster to Website Manager for distribution.
6. Use and distribution of the membership roster, including partial information from the roster, shall be for official Group purposes only. Non-members will not have access to Group rosters or email lists. No information from the Group roster, including email addresses, shall be made available for any commercial or political use. The email list may not be used by any member or non-member to promote personal causes not related to the purpose of the Group. The use of the membership roster and information must also conform to SCLH Association policies. On occasion, the SCLH Community Association may request the distribution of an email pertaining to the overall Association or Group business and the Executive Board may exercise their discretion to forward the email as requested by the SCLH Community Association to the membership.

ARTICLE VII: COMMITTEES

- A. The President shall appoint a Nominating Committee which shall consist of three club members. They shall place in nomination candidates for all open offices. Additional nominations may be made from the floor.
- B. The President shall appoint an Audit Committee. The Audit Committee shall consist of no more than three persons who shall

audit the Group finances annually; or, when deemed necessary by the President. The audit report shall be included in the minutes.

- C. The President shall appoint all other committees. Members shall serve for the duration of their task or until the end of the fiscal year, as required.

ARTICLE VIII: MEETINGS

- A. Regular meetings of the Group shall be held the second Thursday of each month. The December meeting will be a social meeting at which officers will be installed.
- B. A quorum of the Group shall consist of 25% of the membership.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Group is January 1 - December 31.

ARTICLE X: MISCELLANEOUS

- A. The Robert's Rules of Order shall govern all meetings unless otherwise specified in these operating policies and procedures.
- B. The Board of Directors shall publish Policies to cover issues not contained in these operating policies and procedures that pertain to the organized rallies. These Policies will be posted on the Website.
- C. The regular order of business at all meetings shall be as follows:
 - i. Call to Order
 - ii. Introduction of new members/guests

- iii. Call for a motion to approve the minutes as posted on the LHRVG website.
- iv. Treasurer’s Report – Call for a motion to approve the Treasurer’s Report as posted on the LHRVG website.
- v. Membership Report.
- vi. Sunshine Committee Report
- vii. Historian Report
- viii. Social Chair Report
- ix. Vice President Report for Rallies
- x. Unfinished Business
- xi. New Business
- xii. Open Comments
- xiii. Adjournment

ARTICLE XI: HONORARY MEMBERSHIP

The Board may elect to award an Honorary membership to a past member of the LHRVG. Such recognition will be based on the members notable contribution to the LHRVG. An Honorary Member shall not be required to pay any dues.

ARTICLE XII: AMENDMENT OF OPERATING POLICIES AND PROCEDURES

The operating policies and procedures may be amended by a majority vote of the members present at any regular meeting where a quorum is

present; provided that notice of the intention to amend was communicated to the members thirty days in advance.

Date of Club Approval: August 11, 2022

Revised: November 9, 2023