

**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 501.c.3 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. The success of the Group is based upon the active involvement of all members to support the Group’s activities and events. Involvement can include serving as a Board member, volunteering as a Wagon Master or Assistant Wagon Master (s)

and volunteering at the Spring Fling and Holiday Party. Members can also accept Board appointed positions of Historian, Sunshine, Social Chair, Newsletter Editor, and Webmaster. Members are encouraged to find a way in which they can be active in supporting the functions of the Group.

- D. 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. The annual dues shall be posted on the current Application form.
- E. New members joining in the last quarter of the calendar year will pay the annual membership fee for the following new year.
- F. Any member whose dues remains unpaid by the end of February shall be dropped from the membership.
- G. All Club Members are expected to abide by the Group's governing documents as well as the SCLH Community Association documents (i.e. SCLHA Club Information and Guideline Handbook). Members must conduct themselves in a courteous and respectful manner at all times during any meetings, functions, and rallies. Actions that jeopardize or otherwise interfere with the rights and privileges of others, use of profanity, or actions which are otherwise abusive or disruptive will not be tolerated. Any discriminatory action against another club member, or the club, on the basis of race, sex, religion, color, disability, national origin, or age will not be tolerated. Club members charged with rule violations or misconduct will be subject to disciplinary action by the Executive Board including, but not limited to, club membership suspension or revoking membership in the Group. A club member may request a hearing with the Executive Board within 15 days after notice to the club member of the disciplinary action. Membership termination shall be the decision of the Executive Board, by a two-thirds majority vote of the Board. Decisions of the

Executive Board will be maintained on a confidential basis and not publicized or shared with any other party.

#### **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 past presidents can serve as consultants as needed.
- C. The term of office is on a calendar year basis, January 1<sup>st</sup> through December 31<sup>st</sup>.
- D. In the event a Board member is no longer able to carry out their duties for personal reasons or failure to attend meetings with unexcused absences, the President shall appoint a temporary replacement until a permanent replacement is secured and elected by the club for the remainder of the term.

#### **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. 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 for 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**

All Officer positions require the use of basic computer skills and programs such as Excel, Word, PDF files, and email services; and for the Treasurer position, accounting software such as Quick Books, Excel and similar programs is utilized. A laptop computer is provided by the Group for use by the Treasurer.

***SCLH provides computers for resident use!*** There are two computers each in the libraries at the Orchard Creek and Kilaga lodges; plus there are four computers in the Multi-media Room at Orchard Creek that are available when the room is not in use by clubs. The computers have Word and Excel programs which will support the duties of the various Officer positions. In addition, assistance can be provided by fellow club members to support members who desire to volunteer for officer positions but may need help with computer programs to perform the duties.

### **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 as needed, with Executive Board approval. 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. Coordinates planning for the Spring Fling party; and the December social/holiday meeting with installation of officers.
6. Appoints the Audit Committee (Article VII. B) after the end of the fiscal year i.e. December 31<sup>st</sup>.
7. Appoints a three person Nominating Committee (Article VII.C).
8. Follows up with each office to be sure all duties are being performed.
9. Conducts the election of officers for the coming year.
10. 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. 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 communications for the Group. Sends out group messages as needed (backup for Webmaster).
3. Forwards copy of Minutes to President for approval. 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 of the Profit & Loss and Balance Statement reports, and significant variances.
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 per site. Funds not refunded will be used for the Club's benefit, e.g. Christmas Party, held in the overage/shortage account.
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.

8. Files annual tax return statements as required.

#### E. 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. Maintains original membership applications.
3. Provides new members with membership materials and a letter from the President. Expenses will be reimbursed for membership materials.
4. 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 Webmaster for posting to the website.
5. Maintains a roster of former members still in residence at SCLH for use in sending invitations to select Group activities, such as the Spring Fling and Holiday Party.
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: BOARD APPOINTED POSTIONS**

The Board may establish positions to ensure the ongoing provision of services necessary for the benefit of assuring Group activities. These positions are not Board officers. The positions include:

- A. **HISTORIAN** – receives information and pictures of the Group and maintains such memorabilia in an appropriate manner.
- B. **SUNSHINE** – communicates with Group members in need of support and assistance.
- C. **SOCIAL CHAIR** – coordinates Group events such as the Spring Fling and Holiday party, and other events as directed by the Board of Directors.
- D. **NEWSLETTER EDITOR** – responsible for articles in the Compass and Senior News, and other events as needed/assigned.
- E. **WEBMASTER** – manages the Group’s internet page. This assignment requires an interest in computers and websites, but can be learned from the prior Webmaster; and a supporting manual is available. Sends out group messages to Club members.

The Board may establish, revise, or terminate appointed positions as determined by the Board.

## **ARTICLE VIII: 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~~ and, whenever 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 IX: MEETINGS**

- A. Regular meetings of the Group shall usually 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 X: FISCAL YEAR**

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

### **ARTICLE XI: 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 XII: 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 XIII: 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  
February 13, 2025