

Standard Operating Procedures

New Mexico Good Sam

Founded June 1971

We shall be known as New Mexico Good Sam Organization, a registered state entity of the Good Sam Club. We operate in a manner consistent with the Good Sam Club Constitution & By-Laws.

1. State Officers: Shall consist of State Director and State Treasurer.

State Director

- a. The State Director is elected for a two-year term as specified in the Good Sam Constitution & By-Laws. Nominations are collected by the Treasurer and the election is held by ballot in July with each Chapter allowed one vote. This is to allow the Chapters time to discuss their vote and for the Director to receive approval from Good Sam National prior to the Fall Rally State Committee Meeting. The New Mexico State Director is not subject to term limits.
- b. Represent their State membership to the Good Sam Club.
- c. Officiate at State Events
- d. Acts as an advisor in the administration of State and Chapter business
- e. Responsible for coordinating and operating the State Committee Meeting.
- f. Perform other functions as specified in the Good Sam Director's manual.

State Treasurer

- a. The State Treasurer is elected for a two-year term. Nominations and the election are held at the Fall Rally State Committee

- Meeting. Nominations are taken from the floor and each Chapter is allowed one vote.
- b. Receives and accounts for all funds of the State.
 - c. Responsible for keeping full and accurate accounts of the receipts and disbursements and to make an itemized report.
 - d. Prepare necessary documents for State Audit at the State Committee Meeting in the spring and fall
 - e. Assumes the duty of the State Director in his/her absence.

Appointed Roles

1. Secretary/Historian

- a. Attend all regular, special, and general membership meetings and record the minutes; read the minutes or any portion thereof at any State Committee meeting; shall record the roll call and have custody of these records at all times during the tenure in office.
- b. Shall have on hand at State Committee meetings a copy of SOP's for ready reference.
- c. Maintain an up-to-date record of all State Executive members and State Committee members.
- d. Annually collect Chapter History Reports.
- e. Maintain New Mexico Good Sam historical records
- f. Shall perform other duties as directed by the State Director

2. Assistant State Directors

- a. Responsible for their region designated by the State Director.
- b. Assist the State Director with visiting, providing direction and helping Chapters to recruit new members.
- c. Supervise State functions in their assigned regions under the direction of the State Director.
- d. Be a Chairperson of a committee for the purpose of organizing and supporting New Mexico Rallies.
- e. Shall perform other duties as directed by the State Director.

3. Wagon Master

- a. Assist the State Director with the State Rally and other related State activities.
- b. Appoint help as needed to support games during State Rally.
- c. Track, obtain and distribute game winning ribbons at Rally.
- d. Responsible for maintaining the state trailer and its contents during the State Rally.
- e. Shall perform other duties as directed by the State Director

4. Safety Officer

- a. Assist with the safety of the membership activities during the State Rally.
- b. Know emergency numbers for police, fire and ambulance in the location of the Rally.

5. Web Master

- a. Maintain website with up-to-date information. Any changes must have the approval of the State Director
- b. Corresponding with the web host service provider if necessary
- c. Publish Chapter news on website
- d. Add photographs as submitted by local Chapters. Webmaster may choose the most interesting to display
- e. Shall perform other duties as directed by the State Director

6. Golden Halo

- a. Consists of a chairperson and 2 members.
- b. Collects the nominations for approval and verification according to the rules of the New Mexico Good Sam State award.

General Information

1. Presidents Meeting and State Committee Meeting
 - a. There will be two presidents meeting and state committee meetings held each year. One in the spring and one during the fall State Rally.
 - b. The Presidents meeting will be held prior to the State Committee meeting to enable Chapter Presidents or their delegates to bring issues to the attention of the State Director and to add to the agenda for the State Committee Meeting. This meeting may be attended only by Chapter Presidents or their delegates.
 - c. Location will be determined by the State Director.
 - d. Both meetings will be called to order by the State Director
 - e. Meetings will be conducted in observance of Roberts Rules of Order.
 - f. A majority vote will consist of 90% of the Chapters in attendance with a minimum of 2/3 present. The State Director may vote on issues only in the event of a tie.
 - g. If a Chapter president is unable to attend they may send an alternate with a 72-hour notice to the State Director.
2. A new chapter may request to be chartered with a minimum of 4 memberships and 2 officers (President and Treasurer). A membership may consist of a single, a couple or a family. A chapter roster and chapter SOP's must be submitted to the State Director with the request for charter.
3. A chapter may request to be de-chartered with a unanimous vote of the chapter membership. Communication with the State Director is required prior to the vote. Minutes of the last meeting recording the vote and distribution of all assets along with the original charter must be submitted to the State Director.
4. New Mexico State dues are \$3.00 per membership per year. [\(Annual Roster Form\)](#) Dues are to be submitted by the Chapter each year by January 1 with a Chapter roster to the State Treasurer and State Director. If a new membership is received after the annual roster has been submitted, the \$3.00 will be

- submitted with a roster update form ([Update Form](#)) as soon as possible. Chapter rosters are consolidated on the appropriate form and forwarded to the Good Sam Club by the Director annually. All memberships must be in good standing with Good Sam Club
5. Volunteer hours are to be tracked by each Chapter. ([Logging Form](#)) Annually the hours are submitted to the State Director. The hours are consolidated and reported to the Good Sam Club.
 6. The State Trailer will be stored as designated by the State Director. It will be transported to the State Rally by a volunteer. The volunteer will receive \$.50 per mile for towing. The tow vehicle's insurance will cover the towing of the trailer. The trailer maintains a non-expiring registration. All state equipment and supplies are stowed in the trailer.
 7. Amendments to these Standard Operating Procedures shall be made only with approval of the majority vote by the members of the State Committee. Any amendments should include the proposed SOP's so they can be distributed to the Presidents/State Committee members for consideration prior to the State Committee meeting.

