

OREGON CHAPTER BYLAWS

ARTICLE I: NAME, LOCATION AND RECORDS

- Section 1. The official name of this chapter is the Oregon RVing Women. This chapter was chartered in January, 2004 by the RVing Women Board of Directors.
- Section 2. This is a geographical chapter encompassing the State of Oregon.
- Section 3. The home state of this Chapter shall be Oregon.
- Section 4. The Chapter records and official documents (i.e. minutes, elections, copies of Bylaws, Chapter Rules) shall be kept by the Chapter Secretary.

ARTICLE II: CHARACTER, PURPOSE AND OBJECTIVES

- Section 1. This chapter is a subordinate organization of the tax-exempt central organization RVing Women as defined by the Internal Revenue Service and, as such, is subject to the Internal Revenue Code Section 501(c)(7).
- Section 2. The primary purpose of this Chapter is to provide for the social and recreational needs of RVing Women including providing education, training and safety information related to the use of recreational vehicles and opportunities for women to improve their skills and knowledge of RV's and the RVing lifestyle.

ARTICLE III: MEMBERSHIP AND MEMBERS

- Section 1. Chapter members must be members of RVing Women.
- Section 2. Members will be admitted upon receipt of an application accompanied by payment of Chapter dues, if any, along with evidence of payment of dues to RVing Women for the current year.
- Section 3. A voting member is defined as any member with RVW and Chapter dues, if any, up-to date and lists Oregon as their primary chapter.
- Section 4. Each member shall be entitled to one vote on each matter submitted to a vote of the members.
- Section 5. Membership in this Chapter is not transferable or assignable.

ARTICLE IV: OFFICERS AND DUTIES

- Section 1. The officers of this Chapter shall be a President, Vice President, Secretary and Treasurer. Other officers may be elected at the discretion of the Chapter and may be defined in the Chapter Rules. The President and Treasurer shall not be the same person and the President and Secretary shall not be the same person, nor may they reside in the same household.
- Section 2. The term of office shall be two years, or until a successor is elected. All officers shall be eligible for re-election.
- Section 3. Should the Chapter President be unable to serve, the RVW Board of Directors must be advised of that fact within thirty (30) days. The Chapter Secretary shall then immediately send a notice for nominees. A special election will be held at the next general meeting for a membership vote to fill the vacant office. If there is a Vice-President or President-Elect, they will immediately ascend to the Presidency/Chair. If not, the Secretary will assume the duties until the special election. This same special election process will be used to fill the vacancy of any other office.
- Section 4. The RVW Board of Directors shall be notified within thirty (30) days of the election of the names and contact information of elected officers.
- Section 5. Duties:
The President shall:
- (a) Preside at meetings of the Chapter;
 - (b) Perform administrative duties;
 - (c) Supervise the activities of the Chapter;
 - (d) Authorize expenditures of the Chapter funds;
 - (e) Ensure the timely submission of all reports to RVing Women;
 - (f) Promote in every reasonable way the interests of the Chapter and the interests of RVing Women;
 - (g) Appoint committees as required;
 - (h) See that nominations are made for all offices by the election date;
 - (i) Be the contact person for the RVW Board of Directors;
 - (j) Provide leadership for the recruitment of new members and market the chapter to potential new members; and
 - (k) Submit financial records for an annual audit (current officers may not perform the audit).
- The Vice-President shall;
- (a) Act in the absence of the President performing all duties of the President;
 - (b) Perform such other duties as may be assigned in the Chapter Rules.

The Secretary shall:

- (a) Keep all the records of the Chapter, including an up-to-date membership list and committee reports;
- (b) Maintain the official documents of the Chapter, including Bylaws, Chapter Rules, Rules of Order, correspondence and minutes of meetings;
- (c) Be responsible for minutes being taken at any official chapter meeting;
- (d) Be responsible for receiving event registrations, generate registration lists for parks and participant lists for event hosts;
- (e) Distributes event activity schedules as submitted by event hosts; and
- (f) Communicate all activities, meetings and election information to ALL members at least thirty (30) days prior to their occurrence.

The Treasurer shall:

- (a) Be responsible for receiving and disbursing the Chapter funds;
- (b) Balance and reconcile the Chapter bank account(s);
- (c) Prepare financial reports for the Chapter members and to submit to the RVW Board of Directors;
- (d) Submit the annual Chapter Financial Statement to RVW for inclusion in RVW's income tax return;
- (e) Prepare a proposed annual budget and submit it to the Executive Committee to be presented at the Chapter business meeting;
- (f) Be responsible for sending out dues notices (renewals), collect dues and coordinate with the Secretary to update the membership list; and
- (g) Submit financial records for an annual audit.

Section 7. The RVW Board of Directors may request that a Chapter replace its President or any officer for reasons of inactivity, negligence, violation of the Chapter Bylaws, violation of RVW's Bylaws, lack of RVW membership or engaging in activities which jeopardize the Chapter's nonprofit status or the nonprofit status of RVing Women.

ARTICLE V. MEETINGS

Section 1. Conducting the business of this Chapter shall be in accordance with Robert's Rules of Order, Newly Revised, when such rules are not in conflict with the Chapter Bylaws, RVW's Bylaws, or specific directives from the RVW Board of Directors.

Section 2. A quorum of ten (10) members, including one elected officer, shall be required for conducting the business of Chapter meetings. A majority vote of members present, including those voting via electronic communication, is required to conduct any business presented; however, prior notice and a 2/3 vote of the Chapter membership is required to remove a member from office.

- Section 3. An Annual business meeting shall be held at least once a year where Chapter business is conducted. The Annual meeting will be held in the month of September.
- Section 4. Additional meetings may be called. All members shall be notified in writing (e-mail, web page, etc.) at least thirty (30) days prior to the meeting as to the date, place, time and purpose of all meetings.
- Section 5. Accurate minutes must be kept of business conducted at all meetings. Minutes are the only legal record of all meetings and all motions and their voting outcome shall be recorded.
- Section 6. Committee Meetings will be coordinated and scheduled by the chair of the designated committee. Results of committee meetings will be reported to the chapter President, allowing the President or her designee to report the results of committee work to the general membership.
- Section 7. Nominating Committee will consist of three (3) positions, one of which will be appointed by the Chapter President and approved by the Chapter officers and will be a “carry over” from the previous year. The other two will be selected by lottery from a volunteer pool. A member may serve a maximum of two years. The committee will:
- (a) Elect a chairperson among the three members;
 - (b) Review the membership list to identify members who are potential candidates for specific positions and receive suggested candidate names from members;
 - (c) Contact the member(s) identified and secure their consent to serve as an officer;
 - (d) Compile a list of consented candidate names;
 - (e) Prepare a slate of candidates for the offices that will be elected and present it to the chapter President a minimum of sixty (60) days prior to the annual meeting, allowing time to implement absentee balloting.
- Section 8. Election committee consisting of three (3) members to be formed at least sixty (60) days prior to the annual meeting to implement and communicate to the members the election process.

ARTICLE VI: ELECTIONS

- Section 1. The officers shall be elected at the Annual meeting. Voting shall be by written ballot, show of hands or acclamation, **or use of electronic voting where necessary, and confidentiality is preserved.** A majority of votes cast is required to elect each officer.
- Absentee voters will be sent a ballot by request to be returned via mail, e-mail or fax to the election teller within ten (10) days of the meeting. A majority of votes cast is required to elect each officer.
- Section 2. The new officers will assume their respective offices in January.

ARTICLE VII: DUES AND ACTIVITY FEES

- Section 1. The annual dues, if any, of this Chapter shall be determined by the Chapter membership.
- Section 2. The Chapter membership or event host shall assess the minimum activity fee, if any, for each Chapter activity.
- Section 3. The actual amount of dues and activity fee, if any shall be set forth in the Chapter Rules.

ARTICLE VIII: EMERGENCY ACTION

In the event that any required action cannot be completed as set forth in the Chapter Bylaws, the RVW Board of Directors may take emergency action for the benefit of the Chapter. Such emergency action shall then be submitted for ratification to the Chapter membership at its next business meeting.

ARTICLE IX: AMENDMENTS TO BYLAWS

- Section 1. Proposed amendments or revisions, or both must be approved by the chapter members prior to being submitted to the RVW Board of Directors for review (except in the case of changes for compliance with RVW's Bylaws or modifications to IRS rules) to ensure that amendments are not in conflict with the RVW's Bylaws, or that amendments do not jeopardize the Chapter's nonprofit status or the nonprofit status of RVing Women.
- Section 2. All members must be notified at least thirty (30) days prior to any proposed amendments. Voting will be by a show of hands or ballot at a meeting. Upon request, absentee voters will be sent a ballot by mail or e-mail to be returned by mail, e-mail or fax.
- Section 3. Approval by two-thirds of the ballots cast is required for an amendment to carry.
- Section 4. After membership approval, the Chapter Leader shall submit the membership approved Bylaws (via e-mail) to the Bylaws Committee Chair and the Bylaws Committee Liaison. When approval by the National Bylaws committee is received the Chapter leader shall prepare two (2) original copies of the complete amended Bylaws, dated the day of membership approval and signed by two (2) officers of the Chapter. One (1) approved copy shall be submitted to the RVW Board of Directors via the RVW office. One (1) approved copy shall be retained by the Chapter. The President of the RVW Board or her designate, upon acceptable review, will sign, date and return an acceptance page to be attached to both the Chapter copy and the RVW office copy.

ARTICLE X: CHAPTER RULES

The members of this Chapter may write and adopt a set of standing rules to cover activities or situations or both not specified in these Bylaws. These Chapter Rules may not be in conflict with, or supersede the

Chapter Bylaws, or the Bylaws or Policies and Procedures of RVing Women. These Chapter Rules may be adopted, amended, revised or repealed at any publicized meeting upon approval of two-thirds of the members present.

ARTICLE XI: INDEMNIFICATION

Each officer and committee member, while serving as such, shall be indemnified against any and all claims and liabilities to which she may be subjected because of service, or by reason of any act or omission alleged to have been committed by such officer or committee member, unless such act is the result of a willful or grossly negligent act or omission on the part of said officer or committee.

ARTICLE XII: FISCAL RESPONSIBILITY

Any officer, activity host, committee member, member, or guest who is handling any type of funds for this Chapter shall keep an accurate account of such funds, including receipts and disbursements, and shall turn over said funds, with its accompanying reports to the Treasurer in an expeditious manner.

ARTICLE XIII: DISSOLUTION

In the event of dissolution of this Chapter, all obligations shall be paid, and any remaining assets shall be sent to RVing Women. RVing Women shall not be liable for any debts incurred by this Chapter. The name of this Chapter shall revert to RVing Women.

ADOPTED: January 2004

Sandy Brown
Chapter President

None
Chapter Secretary

COMPLIANCE AMENDED: June 11, 2016

Patricia Beckey, Chapter President

Jeanette Haller, Chapter Secretary

Approved on August 19, 2016

Dorene L. Thomas, RVW National Bylaws Committee Chair