

## Oregon Rving Women Chapter Rules

### 1. Membership

- a) New members will be given a current Oregon Chapter membership list.
- b) The Treasurer or Secretary will send out a membership list once yearly to all members after dues have been collected for the year.
- c) Name tags will be worn throughout the rally events (except when off-site).

### 2. Fees and Dues

- a) The chapter dues shall be five dollars (\$5.00) per person per year.
- b) New members will be levied a five dollar (\$5.00) one time processing fee in addition to their annual dues.
- c) Annual Chapter dues will be payable by January 31 of each year.
- d) Any member not paying their dues by March 31 will be dropped from the chapter roster and have a non-member status.

### 3. Officers and Terms

- a) The Chapter Board shall consist of the elected officers of the Chapter, the President, Secretary and Treasurer.
- b) The Chapter Board may act on behalf of the chapter during the intervals between annual meetings.

### 4. Finances

- a) Necessary budgeted expenses of the Chapter shall be paid from the treasury of the Chapter.
- b) There shall be at least two current officers' signatures on the account.
- c) The books of the Chapter shall be audited in January of each year.
- d) The auditor shall be approved by the Chapter Board.
- e) Reasonable, and customary or Board approved receipts shall be submitted to the Treasurer for reimbursement of expenses incurred with the hosting of rallies and events.

### 5. Elections / Ballots

- a) The President and a member who is not a candidate or officer shall count the ballots and report to the membership the names of those elected.

### 6. Vacancy of Office

a) If a vacancy occurs in the office of the President, the Secretary or the Treasurer shall become the interim President until a special election can be held.

b) If a vacancy occurs in other offices, the President may select an existing Chapter member to assume the duties for the remainder of the unexpired term. Membership approval may be obtained by email and/or a scheduled rally vote.

## 7. Committee Duties

### Host(s) Committee:

a) They shall be the contact person(s) for host(s) if they need assistance.

b) They shall inform the Host(s) as to what is reasonable reimbursement for meals and activities.

### Memorial Committee:

a) They shall submit the name(s) of deceased chapter members to the Chapter Board.

b) They shall be responsible for ordering flowers for the service or donating in lieu of flowers to the deceased charity of choice, an amount not to exceed \$50.00.

### Nominating Committee:

a) They shall be responsible for obtaining, with members' permission, names to be placed on the ballot for the election of officers.

b) They shall submit names of nominees to the Chapter Board by July 31st.

### Site Committee:

a) They shall be responsible for selecting and contracting with RV parks for events for the coming year with Board approval.

b) They shall communicate to the Chapter Board, all information regarding location, dates, deposits needed, cancellation policies and any other pertinent information regarding each event.

### Website Committee:

a) They shall be responsible for posting Chapter activities to the ORVW website.

b) They shall maintain and up-date the Chapter website as needed.

## 8. Chapter Activities / Events

a) Chapter events (rallies) are normally scheduled to begin on Friday and end on Monday.

b) Members wishing to attend events need to follow event instructions which will include either sending a deposit to the Treasurer or calling the RV Park by a deadline to register for the event plus notifying the Secretary and/or the Treasurer that you plan to attend.

c) An attending Chapter Board member, or one designated by the Board, shall be responsible for a rally write-up for the magazine. When completed, the write-up should be sent to the Secretary who will then submit it to the magazine editor.

Approved March 19, 2005

Revised April 14, 2007

Revised July 30, 2010

Revised September 14, 2013