

hsv Roadrunners By-laws

We are a non-profit travel club for RVer's based out of Hot Springs Village, Arkansas. To join the club, sign up and pay online or contact the Membership Chairperson. First time membership fee of \$30 includes annual dues and up to 2 Roadrunner name badges. Thereafter, the annual dues are \$30 per rig and are due October 1st through December 31st for the next year. Members that join on or after October 1st, shall have their membership period defined as the remainder of that year and the following year. (Example: If you join October 15, 2019, your renewal date would be January 1, 2021.) Members may sign up for any of the scheduled trips on our website by signing in as a member. If the trip is defined as a Wagon Master trip you may be asked to pay a \$10 non-refundable deposit for that trip if deemed necessary. There is no charge for trip services other than actual costs such as camping fees and activities during the trip.

BYLAWS OF HOT SPRINGS VILLAGE ROADRUNNERS

ARTICLE 1 - NAME

The name of this club will be the HOT SPRINGS VILLAGE ROADRUNNERS also known as hsv Roadrunners RV Club

ARTICLE 2 - OBJECT

This is a non-profit organization with the objectives of meeting socially, sharing the experiences of camping, going on camping trips and hearing speakers on related subjects. The monies generated by the club will be utilized for the benefit of the membership.

ARTICLE 3 - MEMBERS

Members will be anyone who has an RV. Members who no longer have an RV will be permitted to enroll as Associate Members. A membership fee will be due on October 1 and delinquent after January 1st. Associate member fees are the same as the regular membership fee. Delinquent members will be dropped from the membership rolls and be ineligible to participate in all activities of the club until dues are paid.

ARTICLE 4 – Governing Body

1. Hot Springs Village Roadrunners is governed by a committee-based format. The Governing board of the club shall be headed up by the Governance Committee Chairperson. Members of the Governing board shall be:
 - a. Governance Committee Chairperson
 - b. Chairperson of the Trip Committee
 - c. Chairperson of the Membership Committee
 - d. Chairperson of the Events Committee
2. Governing Board
 - a. Board Meetings - The Governing Board shall meet when called by the Chairperson
 - b. Responsibilities – The Board shall be responsible for reviewing and voting on:
 - i. Any items that are proposed to go before the club membership for a vote.
 1. By law and Policy and procedure changes
 2. Vote of Confidence for the Governance Committee Chairperson
 3. Recall vote of the Governance Committee Chairperson
 - ii. Term will be for as long as they hold their committee positions.
 - c. Committee Structures
 - i. Committees are volunteer groups that will elect their own Chairpersons With the exception of the Governance Committee Chairperson.
 1. Governance Committee Chairperson shall be responsible to find their replacement from the membership of the Governance committee by the 6th month of their term. At that point their nominee shall be put before the Governance Board for an approval vote by secret ballot.
 - a. If approved that member will be presented to the membership for a vote of confidence. If approved the Chairperson shall be given the title of Chairperson Elect and will spend their remainder of their term being mentored in the ways of the committee by the current Chairperson.
 - b. If the candidate is rejected in the vote the Chairperson shall select a new candidate and repeat the process.
 2. After their term, the Chairperson shall be given the title of Chairperson Emeritus and will serve as an advisor for a period of 6 months to act as an advisor to the Board as needed.

- ii. All other committee chairpersons shall serve a term of one year and shall be responsible for finding their successor from within their committee.
 - 1. Selection of a committee Chairperson replacement –
 - a. The Chairperson shall be responsible to find their replacement from the membership of the Governance committee by the 6th month of their term. At that point their nominee shall be put before the Committee for an approval vote by secret ballot.
 - i. If approved that member will be given the title of Chairperson Elect and will spend their remainder of their term being mentored in the ways of the committee by the current Chairperson.
 - ii. If the candidate is rejected in the vote the Chairperson shall select a new candidate repeat the process.
 - 2. If no member is willing to serve, the Chairperson shall look for a candidate outside of the committee and present that person to the committee for a vote by secret ballot.
 - a. If approved that person shall be given the title of Chairperson Elect, but have no voting rights on the committee, but will be allowed to attend all committee meetings going forward for mentoring purposes.
- iii. After their term the Chairperson shall be given the title of Chairperson Emeritus and will serve as an advisor for a period of 6 months to act as an advisor to the committee as needed.
- iv. Committee Chairpersons may be removed from office by:
 - 1. Someone first gathering signatures from 51% of the active membership.
 - 2. This petition shall be then forwarded to the Governance Board for review. If the Governance Board determines that a vote should be taken a Voting Poll shall be sent to the membership for their vote.
 - 3. A 2/3 vote of the membership is required for that Chairpersons removal.
 - 4. The Governance Board shall then appoint an Interim Chairperson until a candidate can be identified and a vote held within the committee. Chairperson procedures shall be followed for securing its leader. Each committee and their structure are outlined below.

3. Governance Committee

- a. Committee membership - The Governance committee shall consist of a committee Chairperson and 2 other members.
 - i. Of the 2 other member's one shall assume the responsibilities for the club's finances and bookkeeping, the other shall be the Webmaster.
 - ii. The Chairperson shall have no voting rights on votes taken except in the case of a tie. Then it will be up to the Chairperson to cast the tie breaking vote.
 - iii. The Chairperson shall call Governance meetings as they deem fit.
- b. Objectives – Lead the Hot Springs Village Roadrunners RV Club
- c. Committee Chairpersons responsibilities
 - i Conducting the business of the club
 - ii Managing the Web team and the communication of information to the membership.
 - iii Hold the business part of each meeting
 - iv Provide over disputes between members
 - v Review bi-annually, each club committee's progress in attaining their goals and responsibilities is being met.
 - 1 Counsel and mentor Committee Chairpersons where needed to attain the goals of their committee.
 - 2 Represent the Club at community events and meetings where requested.
- ii. Conducting and maintaining the finances of the club.
 1. The Chairperson of this committee shall have a spending authority of \$200 for nonbudgeted items. Expenditures above that amount shall require an approval vote of the Governance committee.
 2. The committee person assigned to handle the club finances shall have charge of all monies of the club and shall make a financial report at all regular meetings, shall pay all bills upon valid receipts, keep an itemized record of all receipts and expenditures, and turn over to the audit chairperson, within ten (10) days of vacating office, all books, records and papers.

4. Membership Committee

- a. Committee membership - the Membership committee shall consist of a Chairperson and 4 to 6 other members.
- b. Objectives – recruit, engage and retain members.
- c. Committee Responsibilities
 - i. Manage, train and encourage a new members group for fellowship and integration into the membership community with new member activities and trips.
 - ii. Contact members that have not renewed by January 31st to determine if they wish to continue their membership.

- iii. Chaplain and Sunshine
- iv. Provide photo of new members for directory to webmaster.
- v. Biannually reports to Governance Committee of successes/needs improvements/statistics

5. Trip Committee

- a. Committee membership – the Trip committee shall consist a Chairperson and 6 to 9 other members.
- b. Objectives – solicit, plan and coordinate all trips for the club.
 - i. Three type of trips defined -
 - 1. Wagon Master – a trip with planned activities, timetables and a designated Wagon Master to lead.
 - 2. Join Me – a trip already planned by a member who would be agreeable to other members joining. This trip type does not have the detailed planning and activities as a Wagon Master trip.
 - 3. Fly Byers- a trip that has no preplanned or limited reservations other than the first destination. Participants will plan the next destination as the trip progresses.
 - ii. Committee Responsibilities
 - 1. Solicit ideas for trips that members would like to make, recruit members to participate and lead trips.
 - 2. Work in conjunction with other committees to plan trips for the coming year. This should occur August through November with results posted by November meeting.
 - 3. Provide the Web Master Trip forms to be added to the Trip Calendar.
 - 4. Coordinate signups for trips with trip leaders
 - 5. Assign historian/photographer for each trip and ensure photos are sent to webmaster.
 - vi. Biannually reports to Governance Committee of successes/needs improvements/statistics

6. Event Committee

- a. Committee membership- The Events committee shall consist of a Chairperson and 3 additional sub chairpersons plus numerous volunteers.
- b. Objectives – to plan, promote, market and advertise the Roadrunners Club via monthly meetings, special events.
- c. Responsibilities –
 - i. Advertising subcommittee –
 - ii. Publish and promote events and activities in local publications
 - iii. Monthly Meetings subcommittee –
 - 1. Plan and host monthly social gatherings and club meetings
 - 2. Greeters

3. Speaker procurement
4. Photographer
- iv. Special Events subcommittee –
 1. Plan and host club activities and join me activities
 2. Fundraisers as needed
 3. Plan and coordinate Christmas Party

METHOD OF AMENDING THE BY-LAWS

All proposed Bylaw changes must be submitted to the Governance Chairperson in writing via, hand delivered, US Mail or emailed. Any amendment to the by- laws must be reviewed by the Governance Chairperson to determine urgency. If determined to be urgent the Governance Chairperson will present the requested change to the clubs governing board via email for their feedback and if they agree to the change, it will be presented at the next club meeting to the membership and then a poll will be sent to the membership to vote on the changes. If the change is approved, it will go into effect 5 business days after the Poll closes.

If the Governance Chairperson determines that the requested change is not urgent, the change will be presented to the Governing Board at their next scheduled meeting for review and discussion. If the change is agreed to then, it will be presented at the next club meeting to the membership and then a poll will be sent to the membership to vote on the changes. If the change is approved, it will go into effect 5 business days after the Poll closes.

Hot Springs VILLAGE ROADRUNNERS POLICIES AND PROCEDURES
Effective Date 2-1-2023

Combined travel/dinner/business meetings are typically held on the second week of each month at a date and time to be published on the club website no less than 30 days in advance. The meal for a non-member speaker, and guest, will be at the club's expense. If a member makes a dinner reservation and does not cancel at least 7 days prior to the meeting and does not attend the meeting, they will be responsible for the cost of the meal

Trip sign-up fees shall be used at the discretion of the Trip Hosts to cover incidental expenses, such as postage, copies, coffee, refreshments, campground meeting space fees, etc. Also, at their discretion, Trip Hosts may refund any excess or apply it to campground fees for the group.

The checking account shall be in the name of Hot Springs Village Roadrunners and have no monthly service charge. The Governance committee financial appointee and any number of Governance Committee members are to have signature authority. The Auditor or Audit Committee will verify club account ten (10) to thirty (30) days prior to the Governance Committee Finance member vacating office, or annually if requested by the Governance Committee Chairperson.

The first-time membership fee includes the first year's dues plus the cost of name tags, window signs and club business cards. A membership roster will be provided each member by email or access granted via the website. The current Bylaws and Policies and Procedures will be provided on the Roadrunner web page.

Attachments to name badges will be provided to Past Presidents to identify their service to the club.

METHOD OF AMENDING THE POLICIES AND PROCEDURES

A motion for amendment can be made at any scheduled General business meeting. If seconded, a discussion as to the validity of the amendment will be held. A poll will be created and distributed to the membership allowing each active member to vote on the changes. A majority vote of the members in favor passes the amendment. Within 3 days of the closing of the Poll the membership will be notified of the results. The Effected By-Law or Policy and Procedure will be updated on the website.