

BC Good Sam RV Club

Memorandum of Understanding

Aug. 2013

The numbers at the end of each Memorandum indicate the month and year when Memorandum was passed or amended.

Samborees & Presidents Council Meetings

- a) The Appointed Samboree Chairman shall be responsible for the organization and operation of the Provincial Samboree or Mini-Samboree, as required. **09/97**
- b) The Members of the Council shall be the Samboree Committee under the direction of the Samboree Chairman and shall be expected to help, or provide help, to the Chairman. **04/91**
- c) The Samboree Committee will set the table fees and standards for any other money raising functions. **04/91**
- d) Samborees should be planned at least three years in advance so we can sell attendance. **06/09**
- e) The Assistant Directors are to decide what part of the Samboree Events each Region will organize and be responsible for. **06/09**
- f) Samborees will be held in the Interior, and in the Lower Mainland on alternate years whenever possible. **06/08**
- g) Contracts will be negotiated for Samborees in the Interior, and in the lower mainland on alternate years. Spring and Fall Meetings will be held where locations are available. **06/08**
- h) Goody bags are discretionary to the Coordinator or Chair at all functions. **06/08**
- i) Samboree Chairmen/Coordinators of Meetings or functions are asked to write an itemized Procedure of what they did, and forward it to the Secretary, who will maintain a file of these Procedures, for reference purposes. The Secretary will forward a copy to any Chairman or Coordinator, upon request. **06/94**
- j) A Standard registration form will be used for the Hands across the Border meetings, with the fees for Canadians in Canadian funds. **05/95**
- k) A Presidents Council Meeting shall be held on Vancouver Island once every three years. **07/00**
- l) The Director will advise each Chapter President of the Council Meeting Agenda, 30 days in advance of the next Meeting. **09/97**
- m) A Presidents package will be sent to all new Presidents. It will include a current Good Sam Club Constitution & Bylaws, BC Provincial Standard Operating Procedures, BC Presidents Manual, BC Provincial Memorandum of Understanding and a program of the next Presidents Provincial Meeting. It is very important that all Chapters advise the Director when a change of a President occurs. **09/97**

- n) Chapter Vice-presidents will be invited to all Presidents Meetings. **05/92**
- o) First timers at a Samboree or the Spring and Fall meetings are to be assigned a Good Sam Member to see that they are invited to Happy Hours and Activities and feel welcome. **5/11**

Finance

- a) Registration Comps to all B.C. Good Sam Association Provincial Meetings will be given to those B.C. Executive and Support Staff required to fill their functions at these events. **Amended 09/10.**
- b) The Provincial Director shall receive a Honorarium in the amount of \$200.00 per calendar year for incidental Provincial expenses. The Director will be reimbursed for appropriate receipted expenses over \$200.00 to a maximum of \$500.00 per calendar year, subject to approval of the Finance Committee and the Presidents Council. The cheque in the amount of \$200.00 to be presented at the Fall Provincial Meeting **Amended 09/10.**
- c) The Assistant Directors, shall receive an Honorarium in the amount of \$100.00 per calendar year, for incidental Provincial expenses. These Officers will be reimbursed for appropriate receipted expenses over \$100.00 to a maximum of \$200.00 per calendar year, subject to approval of the Finance Committee and the Presidents Council. The cheque in the amount of \$100.00 to be presented at the Fall Provincial Meeting **09/10.**
- d) Where possible, the purchase of any single item by any Provincial Officer or Staff in the amount over \$100.00 must first be approved by the Provincial Council. If prior approval cannot be reasonably obtained, all purchases over this amount must be approved by the Association signing authorities and retroactively by the Provincial Council. Any expense relating specifically to a Provincial Spring or Fall Meeting must be approved by that functions Chairman/Coordinator and Samboree by the Provincial Registrar and paid out of their budget. A startup fund of \$500.00 from the provincial association will be available for the Samboree Committee. **06/07.**
- e) The Treasurer shall appoint three Council Members before each Meeting to serve on the Finance and Audit Committee. At least two Members of this Committee shall check all expenditures of the Provincial Association, and any appointed Committees, to ensure that those expenditures are receipted, reasonable, and within the guidelines of the M.O.U. **09/97.**
- f) All Treasurers Reports and files older than two years are to be destroyed at the end of the calendar year. **09/08**
- g) The Stores Keeper will be paid \$30 per month for storing BC Good Sam trailer in his yard and assuring the the stores and other items in the trailer are properly stored for the winter. **09/11**

h) \$100 honorarium is to be presented to all newly formed Chapters. **09/09**

Misc:

a) Discontinue the Liability Insurance. **05/96**

b) When a nominee is advised of his/her nomination for an Office, the letter must also include the names of all other Nominees. **06/96**

c) For late mail-in Registrations and at-the-door Registrations, the fee for B.C. Provincial functions will be \$15.00 more than the pre-registration fee. **05/00**

d) Members towing the BC Good Sam Trailer to any Good Sam Event will be paid 30 cents per KM to that event and back. **09/11**