



## SCA RV Club – Policies & Procedures Manual

**AUTHORITY & EDITION DATE.** This SCA RV Club Policies & Procedures Manual is a set of rules that supplement The SCA RV Club Charter pursuant to 3.5.3 of the Committees & Clubs Policy Manual (CCPM) that was approved by the SCA Board on February 23, 2023. The Club Charter and this Policies & Procedures Manual was approved by the SCA RV Club on March 28, 2023 and the SCA Board approved the Club’s Charter on April 27, 2023.

### **POLICIES & PROCEDURES:**

#### **1. Dues**

- a) The annual dues are established at a range of \$10 - \$20 annually, as determined by the Club Leadership. Dues are payable by January 1 each year. The deadline each year for renewal of dues is the end of February.
- b) Members are given a grace period until the end of February. If dues are not paid by this date, members’ names will be removed from the roster and a renewal fee, plus a late penalty equal to the annual dues amount will be imposed.
- c) A lapsed membership with a minimum of 6 months absence will require payment of the annual dues, the penalty amount (equal to membership fees) and an additional \$30 for rejoining. Executive board will review special circumstances.
- d) New Members who join in either November or December will have their dues rolled over to the next year. No new membership fees will be required.

#### **2. Committees**

The Club Leadership may establish Committees and appoint Committee Chairpersons on a permanent or as needed basis. The Club Leadership decides the scope and function of such committees.

Permanent (standing) committees shall include, but not limited to:

1. Membership
2. Social
3. Rally
4. Equipment
5. Communications
6. Website

If the Club chooses to elect at large leaders to the leadership team, pursuant to 3.7.B of

the CCPM's, each at large leader must be the chair of one of the above-mentioned standing committees.

The mission statements for each of the standing committees shall be as follows:

1. **Membership.** The members of this committee shall be responsible for promoting the membership of the SCA RV Club and for maintaining all membership records, including names, mailing addresses, telephone and FAX numbers, e-mail addresses and the Community Association membership numbers of all SCA RV Club members. The Membership Committee is responsible for periodically reviewing the SCA RV Club membership files to ensure that club members remain bona-fide Association members.
2. **Social.** The members of this committee shall be responsible for recommending and organizing social activities for the general membership of the SCA RV Club and for non-dues methods of raising money to support the activities of the SCA RV Club.
3. **Rally.** Directed by the Rally Master, the members of this committee shall be responsible for recommending and organizing Rallies, training Wagon-masters and other outdoor events for the SCA RV Club.
4. **Equipment.** The members of this committee shall maintain a list of equipment owned by the RV Club and generally carried by members in their rigs. The equipment committee shall respond to requests from wagon masters for this information to assist in planning rallies.
5. **Communications.** The members of this committee are responsible for the monthly update of the Club's article in the Association's Spirit magazine and general promotion and dissemination of information about the SCA RV Club, both to members and non-members. This Committee coordinates closely with the Social Committee.
6. **Website.** This Committee is responsible for managing the Club's Website. Its activities include recommending to the Executive Board and Club members design and enhancements to ensure the Website serves the needs of Club members in the most cost-effective manner possible. They also include working closely with other committee chairmen to ensure the Website content is current and that all updates and changes are processed promptly.

### **3. Revisions to Policies & Procedures**

Any revision to these Policies and Procedures must be recommended by a majority of the Club leadership. Any such proposed revision shall then require approval of the membership by a majority of members present at a general membership meeting. Members shall be given at least 10 days' notice of any vote to change the Policies and Procedures together with a copy of the proposed changes.