

## **STANDING RULES OF THE GEORGIA AZALEAS - CHAPTER 16 ESCAPEES (first approved 10/19)**

### **1. MEMBER DEFINED:**

A member of Georgia Azaleas is the individual or couple that holds nationally assigned Escapee member number. Thus a member may consist of 1 or 2 persons. To be a voting member of Georgia Azaleas, one must have completed the prescribed membership form(s) which must be on file with the chapter Secretary prior to any vote taken.

### **2. OFFICER TERM OF OFFICE:**

In order to provide continuity, terms of office of the elected officers shall be staggered 2 year terms of service by having the President, Secretary, Treasurer, Officer at Large elected in odd-numbered years, and the vice president, Wagonmaster, Membership/Sunshine Person, and Historian in the even-numbered years.

- a. Partial terms of service will be added to one full term to assure not less than one complete term. All terms begin upon election held at the annual meeting May of any given year.
- b. An officer may be elected to the current office they hold no more than 2 consecutive terms, but may hold that office again after an absence of at least one term for that office.
- c. The duties of all officers shall be as specified by the Board of Officers and shall be included in the job description for that office.

### **3. RALLIES AND OTHER EVENTS:**

One rally shall be held on the first Saturday and Sunday in May beginning on the Thursday prior to the first Saturday and continuing through the following Sunday of each year. This shall be established as the annual meeting Rally of the Georgia Azaleas.

- a. All other rally dates shall be set by the Board of Officers, preferably one year in advance
- b. No rally shall be scheduled to conflict with any National function, such as an Escapade, if such function is within 1,200 miles.
- c. Rallies are to be considered a much more planned, fuller, structured and active event. All rallies will have a business meeting included to advise members of the affairs of the Chapter. Hangouts and other gathering are to be less planned, more spontaneous, with significant open time for socializing and free time. Hangouts may be developed without Board approval, may not involve the Wagonmaster, or any action of the Board. All such hangouts should be open to Escapees and communication to all members, guests and national Escapees should be provided notification of such events.
- d. Rallies or hangouts or other Chapter events may be attended by guests (non Escapee members) for not more than three such events. After that, the party must become a member of Escapees and join the Chapter to continue participation in Chapter events

#### **4. CHAPTER NEWSLETTER:**

The chapter editor shall be an assigned duty of the Secretary. The editor shall perform duties as specified in the job description for Secretary and editor's handbook provided by Escapees RV Club.

- a. A chapter newsletter shall be published and mailed/emailed to each member no fewer than four times per year. They will be sent early fall through late spring.
- b. The name of the chapter news letter shall be Georgia Azaleas Newsletter.

#### **5. OFFICER DUTIES:**

The duties of officers, as prescribed by their Job Description, are to be part of the standing rules and may only be amended by the Board of Officers.

#### **6. SMOKING**

No smoking shall be permitted inside any room where a chapter function is held if such function is open to all members.

#### **7. DUES**

Dues may be established and set as deemed necessary by the Board of Officers. Registration Fees for events may be set by the Board of Officers to cover event costs and other Chapter needs. The Treasurer shall be responsible for the collection, accounting and recordation of all dues and fees.

#### **9. CHARITABLE FUND RAISING**

Charitable fund raising functions may be established at gatherings to provide charitable contributions to nonprofit organizations as may be determined by the Board of Officers.

#### **10. MISCELLANEOUS:**

- a. The president shall make all reasonable efforts to have a chapter member attend each Escapade as a representative of the chapter. The officers are encouraged to volunteer for this position.
- b. The treasurer shall reimburse the Escapade representative for the Escapade registration fee if the Board of Officers has voted to do so.
- c. The treasurer shall advance the actual cost of favors and refreshments for distribution by representatives at the Escapade, except that this may not exceed \$ \_\_\_\_\_ TBD \_\_\_ per event as voted on by the Board of Officers.
- d. The following shall be the only official logo of this chapter. It may be used on an item offered for resale only with prior approval of two elected officers.



## 11. MEETINGS

### ROBERT'S RULES (CONDENSED)

RULES OF CONDUCT	May Interrupt	Must be Recognized	Requires a Second	Debatable	Vote Required
<b>Main motion</b> is when someone moves to consider a new item of business. It must be seconded for it to be open to discussion. With no second, the motion dies.	NO	YES	YES	YES	MAJORITY
<b>To amend a motion</b> , someone moves to consider changes in the main motion. When seconded, this motion takes precedence over the main motion. If passed, the main motion must be discussed with the amendment as an integral part. If failed, the main motion will again be discussed in its original form. There may be only two amendments to a main motion at one time. In other words, there can be one amendment to the amendment, but no more.	NO	YES	YES	YES	MAJORITY
<b>To table a motion</b> is to move that all discussion be ceased on the main motion and that it be put "on the table" to be considered at some later date. Takes place of all subsidiary motions.	NO	YES	YES	NO	MAJORITY
<b>To take from the table</b> is for someone to move to consider a motion that was tabled at an earlier date.	NO	YES	YES	NO	MAJORITY
<b>Rise to a point of order</b> is done generally when someone at the meeting is not following correct procedure. (*can be appealed)	YES	NO	YES	NO*	NONE
<b>To move the previous question</b> is to make a motion to close debate on the motion on the floor and take a vote. To be legitimate, this needs 2/3 of the votes to pass. In actual practice, when someone calls for the question, if the chair hears no dissension from the floor, he or she may call for the vote.	NO	YES	YES	NO	2/3
<b>To postpone a motion</b> is similar to tabling, except that a given time is stated for the motion to be reconsidered.	NO	YES	YES	NO	MAJORITY
<b>To refer a motion</b> is again similar to tabling, except that the motion is referred to a person or committee for study.	NO	YES	YES	NO	MAJORITY
<b>To withdraw a motion</b> can only be done by the one who made the motion.	NO	NO	NO	NO	MAJORITY

**NOTE: Except where noted above, all members must be recognized by the chair before speaking.**

## 12. CHAPTER MEETING AGENDA FORMAT

Meeting Agenda Chapter \_\_\_\_\_ Date \_\_\_\_\_

- a. Meeting will come to order.
- b. Pledge of Allegiance led by \_\_\_\_\_
- c. Roll call of Officers.
- d. Introduction of guest and new members:
- e. Reading of Last Minutes by \_\_\_\_\_ Ask, "Are there any corrections to the minutes as read?" If so, the Secretary adds the correction. If opposition, corrections have Yeas and Nays. Then, "Minutes stand approved as read (or) "Minutes stand approved as corrected."
- f. Reading of Treasurer's Report. By \_\_\_\_\_
- g. Wagon master Report. By \_\_\_\_\_
- h. Committee Reports:
- i. Old Business:
- j. New Business:
- k. Sunshine Report. By \_\_\_\_\_
- l. Motion to Adjourn. By \_\_\_\_\_. 2nd By \_\_\_\_\_

NOTE: Main Motion is when someone moves to consider a new item of business. It must be seconded for it to be open to discussion. With no second, the Motion dies. (Refer to Roberts Rules). After the discussion the vote is taken.

## 13. ALCOHOL USE POLICY (TBD)

## 14. CARE DONATIONS POLICY (tentative policy, subject to change)

CARE is grateful for all donations and wants all donors to get full credit. Any check/credit cards received are automatically credited to the individual who wrote it, and that person may use the donation as a charitable income-tax deduction.

If a chapter sends the check, it is only credited to that chapter and not to the secretary/treasurer who wrote it. In January of each year, a record of donations for the prior year is sent as proof of the tax deduction for that year's income tax reporting.

Any individual or chapter concerned about proper credit for donations may e-mail CARE, and the records will be checked and an answer e-mailed back as quickly as possible.

## **DUAL CREDIT FOR DONATIONS**

If a check was given during a chapter or BOF fund-raising event, the individual will be credited AND the chapter/BOF will also receive credit toward its banner patches. This "dual credit" is possible due to the new bookkeeping system that allows us to show it as "banner credit only." The dual credit system was established to encourage and reward chapters/BOFs for raising money for CARE.

Dual credit needs to be on a check that is collected at the time of the fund-raising event and clearly stated on the memo line, "chapter /c-BOF X fund-raiser." It must be at a true fund-raising event.

When cash is donated, all of the cash is credited to the chapter only.

A banner patch is given for every \$1,000 in donations.

To learn how much money your chapter/BOF has donated, e-mail the CARE office at: [careinc@escapees.com](mailto:careinc@escapees.com) .

## **15. SUGGESTED SCHEDULE FOR SKP SOCIAL HOUR**

*This is to be considered a suggestion only for use specifically at SKP Rainbow Parks, SKP Co-ops and chapter gatherings. This was created at a chapter's request and should not be considered a directive from Escapees RV Club. Chapters and BoFs should conduct their socials as they want. The master of ceremonies or host of the event should:*

- Introduce him/her and welcome everyone to the social hour, then add comments as they wish.
- At Rainbow Parks, a report is expected from the Sunshine Chair, Campground Managers and Activities Director.
- Topics of discussion can be regarding RV tips, travel information or anecdotes. If jokes are told, they should be "clean" and having no political, ethnic or religious basis.
- Ask for announcements of birthdays or anniversaries, and offer a celebratory song or well-wishes to the recipients.
- Ask if anyone is leaving the park or rally. (This applies more to SKP Rainbow Parks and Co-ops)
- Introduce anyone that is newly joining the gathering since the last social hour and invite everyone to welcome them.
- Close the "formal" part of the gathering and have fun.

*De-emphasize the use of SKP numbers, as those with high numbers may not feel as important as those with lower numbers.*

## 16. GEORGIA AZALEAS GATHERING, HANGOUTS, AND RALLY GUIDELINES

A. The Wagonmaster is responsible at rallies for:

1. Selecting the site
2. Notify the President, Vice President and Secretary so they may assure publicity of the rally in Escapees magazine and chapter newsletter and notifying all Chapter members by email.
3. Gathering Information about the site:
  - a. Exact location
  - b. Directions
  - c. Emergency phone number
  - d. Dates, times of arrival and departure, site location and sizes etc,
4. The Wagonmaster must obtain and maintain a tally and listing of attendees that plan to attend and those who have registered at the rally campsite. Should registration fees be required to cover costs for the event, then the Wagonmaster will coordinate the dissemination and collection of registration fees and documents with Board of Officers. This information shall be reported to the President, Vice President, Secretary and Treasurer.
5. The Wagonmaster shall account for expenditures to the chapter Treasurer.
6. The Wagonmaster will notify the Vice President of any insurance requirements so the Vice President may obtain appropriate binders and documentation from the national Escapees office.
7. The Wagonmaster will be the principal officer coordinating the location, parking and sighting of rigs, vehicles and visiting guest vehicles (without RV) fulfilled within the limits of the available facilities
8. The Wagonmaster shall communicate spaces designated for various functions.
9. The Board of Officer will select Rally dates and select regions to consider for rally locations to the extent possible not less than one year in advance to allow the Wagonmaster the greatest time possible and flexibility to make quality arrangements.
10. Coordinating the capabilities of the site selected by the Wagonmaster
  - A. Suggestions for finding sites include:
    1. Fairgrounds—county or state
    2. Parks—county, state, or city.
    3. Commercial campgrounds
    4. Corps of Engineer parks
    5. Bureau of Land Management locations

B. Useful information in determining a good rally/hangout site:

1. Approximate number of rigs to be accommodated
2. Facilities available (not all a must, but to be noted)
  - a. Shelter or building for meetings and events
  - b. Kitchen, if food is to be served
  - c. Electricity and water hookups
  - d. Dump station and/ or sewer connections
  - e. Accessibility for RVs
  - f. Bathrooms and showers
  - g. Level ground—check for hazards
  - h. Exclusive use, or are other scheduled events at site?
3. Costs
  - a. Charge per rig per night
  - b. Extra charge for meeting rooms or kitchen
  - c. Extra charge for tables, chairs, kitchen equipment, etc.
  - d. Is insurance required? (See Insurance Information)

C. Directions to rally site:

1. Exact name of facility
2. Nearest freeway, off-ramp number and name, names of surface streets, and anything that makes it easier to find and negotiate a rig in unfamiliar surroundings.
3. Write clear directions in your publicity.

B. The President may designate a Rally Host and/or Rally Host Committee to fulfill the planning, coordination and execution of the gathering, hangout or function. The Rally Hosts will coordinate closely and assist the Wagonmaster as may be appropriate:

1. Rally Hosts shall identify local places of interest.
2. Rally Host (and committee) duties include:
  - a. Parking
  - b. Registration
  - c. Entertainment or program
  - d. Planned and structured meals
  - d. Hospitality
  - e. Business meeting requirements
3. Planning the rally program: Rally's should be planned in a manner to provide the most enjoyment, recreation, planned meals, and social activities. Appropriate time may be needed for business meetings.
4. Accounting of money to Treasurer

## **17. RALLY TIME HAS ARRIVED:**

A. Rally host and Wagonmaster usually arrive one day early to check site.

B. Rally Committee duties:

1. Make a plan of site to facilitate parking.
2. Enlist some early arrivals to help park rigs.
3. Keep in mind spaces for the handicapped, large RVs, and special problems such as trees, soft ground, and maneuverability.
4. Ask all to display their name in an easily seen location on their rig.
5. Track and log the location of sites of attendees

C. Registration

1. Arrive early before the start of the rally.
2. Register all persons in rig—include SKP number.
3. All participants must view liability waiver
4. Collect applicable fees.
  - a. Site parking fee
  - b. Any chapter rally fee
  - c. Charges for potlucks, group meals, or fee events
5. Hand out printed program or have schedule prominently displayed.
6. Hand out informational material and (Optional) door prize tickets.
7. Turn money over to Treasurer

D. Program - Plan activities for each day (examples).

1. Morning coffee hour (example: donuts or toast buffet can be included for a charge or donation)
2. Afternoon social hour (attitude adjustment or happy hour) — schedule at 3:00 or 4:00 p.m. or other appropriate time
3. Check with local chamber of commerce for places of interest and arrange tours, trips, etc.
4. Ask a member to teach a craft class
5. Hold a group “topic” discussion, eg: Men’s Tech Talk
6. Go for an area walk/hike
7. Arrange transportation caravans if necessary.

## **18. TIPS FOR A SUCCESSFUL POTLUCK:**

A. Number of rigs expected

1. If expecting more than 50-60 rigs, a potluck can be difficult to handle. Consider some alternatives
2. Is the building/shelter capable of handling a large sit-down dinner group? Are there enough chairs and tables?
3. For those unprepared, are there any grocery stores nearby?



## B. Potluck ideas and suggestions:

### 1. Plan menu

- a. Use alphabet method to assign dishes.
- b. Use sign-up sheets.
- c. Appointing dessert makers (one for each seven rigs), with the rest bringing their choices, insures a balance.
- d. If there is a kitchen, consider a one-pot main dish with donated side dishes.

### 2. Setting up room

- a. Make sure there are enough tables and chairs—count places.
- b. Consider the service method to be used.
  - (1) If using a serving line, make sure both sides can be used for two lines, or have each place his/her dish in front and, on signal, all walk clockwise around table, making their selections. After all have returned to their seats, table monitors can take all dishes to a side table for people to get second helpings. A separate dessert table can be used.
  - (2) Tables can be assigned numbers and then number drawn out of a hat, with each table going to the buffet table in order.
  - (3) Ask for a set-up and clean-up crew. They can also serve as table monitors.

## 18. ALTERNATIVES TO A POTLUCK

A. Mexican buffet: Have a sign-up sheet with three or four people to bring one of the following: cooked ground beef, tomatoes, cheese, lettuce, salsa, etc.

B. Brown-bag picnic: Everyone brings a brown-bag lunch, blanket, and eats outside. Punch and cookies are provided. Provide music by stereo.

C. Finger-food potluck: Have a late social hour (4:30 p.m.-6:30 p.m.). Ask people to bring plates of sandwiches, cheese and crackers, dips, fruits, cookies, veggies, etc. (Makes a light supper).

D. Dessert-only potluck: The chapter can provide coffee and tea, and people bring desserts only. Set up several buffet tables with all desserts of one type on each table. People can sit in whatever social group they choose. This works well with larger groups where the usual potluck would be too cumbersome.

E. Catered dinners: Often the manager of the site is equipped to put on a catered dinner or barbecue, or knows whom to contact locally. Or possibly someone in the chapter could handle the catering with a volunteer crew.

F. Meal provided by the chapter: Have a chairperson who plans a simple menu, e.g. stew, chili feed, spaghetti, soup and sandwich. The chair could have a cooking crew, serving crew, and clean-up crew. People still bring their own service. Charge accordingly.

G. No potluck at all: Arrange at a nearby restaurant for an inexpensive meal. Have a sign-up sheet at the registration desk and plan the meal out for two days later so the restaurant will know how many to expect. Keep the cost of the meal low. Many restaurants will give a lower price for groups if they can serve the same menu to all.

H. Use your creativity. **BEFORE YOU LEAVE**

1. Acknowledge all who participated, especially the chairpersons.
2. Invite them back and announce the next rally.
3. Check the site area. Make sure it is clean and retrieve forgotten items.
4. Be sure to clear with site manager as to condition of site and that all bills have been paid. Don't forget to get receipts.
5. If the site was successful and the chapter officers would like to return, book the facility for the next year before leaving.
6. Be sure to turn all money collected to the chapter Treasurer. If the treasurer is not at the rally, the head Wagonmaster or president should take charge of the finances.

I. Congratulate yourself on a successful rally!!!!

#### **SAMPLE RALLY SCHEDULE:**

- 8-9 Breakfast or coffee hour
- 10-11 Crafts, games, other activities
- 12-1 Lunch (on your own or provided)
- 1-4 Afternoon Activity (i.e., Boat Trip, tours, fishing, hiking, etc.)
- 4-5 Social Hour (bring your beverage and snack to share)
- 5-6 Dinner (on your own, pot luck, or prepared)
- 7-9 Campfire (entertainment, games)

#### **19. Event Waiver (TBD)**

#### **GEORGIA AZALEAS ESCAPEES CHAPTER POLICIES**

1. Every event (rally, luncheon get-together, etc.) must be open to all Escapees, chapter members or not, on an equal basis, regardless of the name used for the event. National headquarters staff and its representatives are available if questions arise. NOTE: Individual non Escapees guests are invited to participate at chapter events up to three visits. By that time they, should know if they would like to become an Escapee or not.
2. Every function or activity at such events shall have one cost, regardless of whether the participant is a chapter member or guest.
3. Every function or activity that is advertised, published, or announced must be open to all Escapees and their guests, whether or not they are members of the chapter.
4. Mailing lists that are not inclusive of all chapter members may not be used to announce any activity from which any nonmember would be excluded.

**EXCEPTIONS:**

Only members are allowed to vote or give unsolicited input at any official chapter meeting. Chapter non-members should be allowed and encouraged to attend such meetings as long as their conduct is not disruptive.

Chapter board meetings may be held in private (executive session) only when personnel matters are to be discussed. Otherwise, board meetings are open to all Escapees, although input from chapter non-members may be limited.

Regular mailings from the chapter are to be sent to National through the chapter directors, but they need not be sent to other chapter non-members.