

SPECIAL MILITARY ACTIVE RETIRED TRAVEL CLUB, Inc.

STANDING RULES of the CLUB

PROCEDURES

Numbers for Standing Rules shall be assigned in numerical sequence, by group. Each number shall consist of the letters SR-, followed by the applicable group number, and then the appropriate sequential item number. When the contents of a section require updating, it shall retain its number. When a Standing Rule is rescinded, it shall be transferred to a permanent inactive file in its entirety and include the date of rescission. The number, date rescinded, title, and mark "Rescinded" will be retained in this document (**Mod 5 Sep 10**).

Each Standing Rule shall be listed according to its subject matter in the following groups that correspond to the article and section of the Bylaws for ease of reference or in the Miscellaneous Rules Group 15 at the end.

SR Number	Date adopted/ amended	Bylaws Section	Standing Rule
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Group 1

Name and Purpose

No Standing Rules for this Group

Group 2

Offices

SR-02-01		2.02	National Headquarters is located at 600 University Office Blvd. Suite #1A, Pensacola, FL 32504
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Group 3

Trademark, Seal, and Logo

SR-03-01		3.01	The trademark of the CLUB (#1,669,868) was renewed 7 January 2002 and expires in 2011.
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SR-03-02	19 Jan 11	3.03	The logo may be used for official CLUB documents, flags, stationary, jewelry, plaques and similar items as authorized by the CLUB. It shall not be used to endorse or appear to endorse any commercial products, services or personal/private endeavor. A request for use of the SMART Logo for endorsements requires approval by the BOD. Request for commercial business use are permitted with the written approval of the Executive Manager. This approval is contingent upon submission of a License Agreement and Payment of the use fee. The use fee is established at \$25 year for non-members /non-advertiser and \$15 year for member/advertisers. (Mod 19 Jan 2011)
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SR-03-03		3.03	Each region and chapter may develop a distinctive emblem, which will incorporate the SMART logo's basic design, maintaining the integrity of the outer ring and replacing the center, red portion, with the chapter's logo. Proposed logos will be submitted to the Board of Directors for approval.
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**Group 4
Membership**

- SR-04-01** 4.02 **Family Membership:** Where both members of a family are eligible for membership under Section 4.02 of the Bylaws, they may request a family membership. This will allow both spouses to have full office holding privileges and voting rights at a special dues rate.
- SR-04-02** 4.02 **Life Membership:** Shall be composed of those members of SMART who, as determined by the Board of Directors, have given meritorious, dedicated, and distinguished service to the CLUB. Such Life members shall have voting and office holding privileges, if otherwise eligible.
- SR-04-03** 15 Sep 09 4 **Dues: United States**
 12 Sep 10
 Initiation fee: One-time fee of \$15.00. Spouses of regular members are exempt.
 Dues: Regular membership; Annual dues of \$45.00
 Associate membership-honorably discharged veterans;
 Annual dues of \$45.00 (**Mod 12 Sep 10**)
 Associate membership-other; Annual dues of \$30.00
 Family membership: Annual dues of \$65.00
 Life membership: None
 Social Membership: Annual dues of \$25.00
Dues: Canadian, SEATO, and NATO (payable in U.S. currency);
 Initiation fee: One-time fee of \$20.00
 Dues: Associate membership; Annual dues of \$50.00
- Multi-year dues may be paid without discount and refundable with the exception of current year dues; fees will not be increased during paid period. (**Mod 15 Sep 09**)
- SR-04-04** 4 Dues shall be paid in advance annually to the National Headquarters, on or before the first day of the month in which the member was accepted and are non-refundable.
- SR-04-05** 4 **Delinquent Dues:** Any member whose dues remain unpaid for more than one month after becoming due shall be considered delinquent. When a member is delinquent for a period of three months, their membership shall be terminated automatically. Members that become delinquent shall not receive the *Traveler* nor enjoy any benefits of membership unless and until their dues are paid.
- SR-04-06** 4 **Reinstatement:** Any member who has been dropped for non-payment of dues while otherwise in good standing shall be reinstated into membership upon application and payment of the current year dues. Should a former member ask for and receive a new member package, they shall be charged the initiation fee.
- SR-04-07** 4 **Resignation:** Any member may resign from the CLUB upon written notification to the National Headquarters. A member who has resigned may be reinstated after filing a new application for membership and acceptance of the application in accordance with these Bylaws.
- SR-04-08** 4 **Disputes:** Any dispute as to the eligibility or reinstatement for membership of any applicant shall be referred to the Board of Directors for review. The decision of the Board of Directors shall be final.
- SR-04-09** 4 Membership cards shall be issued upon payment of the initiation fee, if required, and their annual dues. The President, 1st Vice President or Executive Manager shall have the authority to sign cards. The name and

date of issuance of membership cards will be entered on the records of the CLUB. Duplicate cards may be issued if the original has become lost, mutilated or destroyed.

- SR-04-10** 15 Sep 09 4.02 **Social Membership:** Shall be composed of those members, and former members of SMART who no longer travel via an RV, but wish to maintain ties with SMART. They shall continue to receive all privileges of membership. (Mod 19 Mar 10).

Group 5
Meetings of the Membership

- SR-05-01** 5.02 Special meetings requests shall state the purpose(s) of the proposed meeting, indicating a recommended time, date, and place. Upon receipt of such request, it shall be the duty of the President to ensure the feasibility of the proposed time, date, and place of the meeting; or determine an alternate time, date, or place that is feasible to the majority of the members requesting the meeting. Meetings must be scheduled far enough in advance to give 30 days or more notice to the membership.

Group 6
Board of Directors

- SR-06-01** 6.01 **Term Of Office:**
- A. Officers:** The president, 1st vice president and 2nd vice president shall serve a term of one (1) year. The path of progression shall be from 2nd vice president to 1st vice president to president. The executive manager serves a term as defined in the Letter of Understanding (see SR-06-19). The immediate past president serves for one (1) year until replaced by the outgoing national president.
 - B. Directors:** Directors shall be elected to serve a term of two years, with those in the north regions and the At-Large Director elected in odd years and those in the south regions in even years. Directors may be elected to the same office not to exceed two consecutive terms.

- SR-06-02** 6.01 **Assumption Of Office:** The newly elected, progressed, or appointed officers and directors will be recognized at the national muster closing ceremony and take office the following day. They shall serve until a successor has been duly elected and progressed or assumed office. Should an office remain vacant, the procedures in SR-06-03 apply. When the national muster is conducted during a time other than September, October, or November, the national election shall be conducted by mail during those months and the newly elected and progressed officers and directors shall take office on a date established by the Board of Directors.

- SR-06-03** 6.01 **Vacancies:** Vacancies in the Board of Directors, including vacancies resulting from an increase in the authorized number of directors, shall be filled by majority vote of the remaining members of the Board of Directors. The remaining members of the BOD shall consult with the regional board that has a vacant director position to determine candidates and recommendations prior to voting or appointing a replacement. Any member so elected or appointed shall serve for the

balance of the unexpired term to which he/she is elected or appointed. If the vacancy is in the officers of the CLUB then the next officer in line shall advance to fill the balance of the unexpired term. The office of the 2nd vice president shall be filled in a manner that the Board of Directors deems appropriate and in compliance with the laws of Florida. Officers will, at the end of the unexpired term, remain in office as his/her normal tour, as if the vacancy never existed. Should the vacancy result from an increase in the authorized number of directors, the term shall be for one year, plus any amount of time necessary to bring the end of the term in line with the regular cycle of directors terms as outlined in SR-06-01. The length of time officers and directors serve while filling vacancies shall not be counted against overall term limits of the office.

- SR-06-04** 6.02 **Resumes:** All regular members wishing to be considered for a national office shall submit a resume. Resumes for all offices shall be submitted in writing by midnight April 30th of each year and mailed to National Headquarters. All applicants shall agree in writing to accept nomination, responsibility, possess the capability, willingness, and be aware of the provisions regarding compensation (see Section 6.11 of the National Bylaws) before becoming a candidate and placed on the ballot. Upon receipt of the resume, National Headquarters will forward it to the Election Committee for their action. The Election Committee should complete work on the candidate's eligibility within 30 days and forward approved resumes to the Executive Manager. The Executive Manager shall publish appropriate resumes in the *Traveler* in the July-August and the September-October editions. If a resume is received after the final date for submission it will be processed and held for such action deemed appropriate by the Board of Directors.
- SR-06-05** 6.02 **Campaigning For Office:** The Editor in Chief shall not accept resumes, pictures, campaign advertisements, or articles for publication in the *Traveler* prior to the candidate's certification by the Board of Directors. Campaign advertisements and articles shall be forwarded to National Headquarters for review prior to publishing. The applicant must understand that if qualified to run for office as a candidate he/she ***shall neither solicit nor accept funds*** before, during, or after campaigning for any SMART office.
- SR-06-06** 6.02 **The Slate:** The resumes of candidates and pictures, if available, for 2nd vice president and regional directors may be published in the *Traveler* twice prior to the election at the national muster. Nominations will not be accepted from the floor at the national muster. If a vacancy exists at the annual membership meeting it shall be announced and a request made for qualified members to submit a resume. Each resume shall be processed in accordance with SR-06-04.
- SR-06-07** 6.02 **Balloting:** The *Traveler* prior to the national muster will contain a ballot of candidates for 2nd vice president and those regional directors for the current year election. The ballots shall be received by the membership in sufficient time to be returned by US Postal Service for the national election. In the event that only one candidate is nominated for an elected office, ballots shall not be required. Candidate names and resumes will appear in the *Traveler* for information purposes only.
- SR-06-08** 22 Sep 09 6.02 **Voting:** Voting on the election of 2nd vice president and regional directors shall be by written or email ballot. Winners shall be determined by plurality vote of those present and voting and all

absentee ballots. Members in good standing may vote once for the 2nd vice president and once for the regional director for the region in which they are voting. Members with chapter affiliations in more than one region may vote for a regional director in each region in which they are a chapter member. Members in good standing in the CLUB may vote in one of the following manners:

- A. US Postal Service:** Ballots may be sent via the US Postal Service by enclosing the ballot in a sealed envelope marked Ballot with the member's SMART number and mailed to the National Headquarters. *No other correspondence may be placed in the ballot envelope.* These envelopes will not be opened prior to the election. They must reach the National Headquarters 10 days before the start of the national muster. If the envelope is not properly marked and is opened, the ballot will be marked void and returned to the sender. If sufficient time remains the member may cast another ballot in the proper manner described above. This notice shall be part of each ballot mailed to voting members.
- B. National Muster:** Members attending the national muster may vote at the muster.
- C. Email:** Members may vote via email ballot submitted to the National HQ. The email ballot must include the member's SMART number. **(Mod 22 Sep 09)**
- D. Acclamation:** The Board of Directors shall elect the single candidate by acclamation for each uncontested office.
- E. Voting:** The Corporation shall not accept proxy votes; all voting shall be by individual ballot or in person at all meetings of the membership.

SR-06-09

- 6.03 **Order Of Business:** Robert's Rules of Order, newly revised, shall be the parliamentary authority for the conduct of all meetings of Board of Directors. The order of business shall be:
- | | |
|--------------------------------|-------------------------|
| 1. Call to order | 6. Committee Reports |
| 2. Pledge of Allegiance | 7. Unfinished Business |
| 3. Roll Call | 8. New Business |
| 4. Minutes of the last meeting | 9. Election of Officers |
| 5. Treasurers report | 10. Adjournment |

SR-06-10 25 Oct 08

- 6.03 **Attendance:**
- A.** Board of Directors meetings shall be open to all voting members, on a space available basis (first come, first in). Members may, with prior approval of the Executive Committee, record the meeting by audio tape only, as long as it does not interfere with the decorum of the meeting. Members are not entitled to interrupt or participate in the meeting, unless a member was invited to participate by the Board of Directors. At the Board of Directors' discretion, time may be set aside for members to speak before the board providing that a written request is submitted to the President at least one (1) hour prior to commencement of the meeting, out-lining the subject matter and time allocation requested. Certain sensitive topics as outlined below may require the Board of Directors to hold a portion of the meeting closed to the membership; at this time, all observers shall be asked to retire. Examples of sensitive topics include, but are not limited to:
 - Litigation or other legal proceedings involving the Corporation

that have been filed, are pending, or that the Board believes is probable or imminent;

- Information regarding appointment, employment, or dismissal of an employee;
- Violation(s) of the Bylaws or grievances lodged against members, officers, or directors.

B. The Board of Directors may permit any or all officers and directors to participate in regular or special meetings by, or conduct the meeting through the use of, any means of communication by which all Board members participating may simultaneously hear each other during the meeting. An officer or director participating in a meeting by this means is deemed present in person at the meeting. Only officers or directors deemed present at the meeting may vote on issues presented.

C. The National Travel Coordinator is appointed as a non-voting participant at BOD meetings. **(Mod 25 Oct 08)**

SR-06-11

6.04 If a special BOD meeting is held following the meeting held in conjunction with the national muster, it should be held on the opposite side of the Mississippi River from the location of that national muster.

SR-06-12

6 **Notice Of Meeting:**

A. Written notice of every meeting shall be given to each officer and director at least thirty (30) days prior to the day named for the meeting, unless otherwise covered in these Standing Rules. Whenever the language of a proposed resolution (Standing Rule) or amendment of the Bylaws is included in a written notice of a meeting, the members present at the meeting may adopt it without further notice to members not present, with such clarifying or other amendments as do not enlarge or change its original purpose.

B. Notice shall be deemed to have been properly given to an officer or director of the Corporation when delivered to him/her personally, or by sending a copy thereof by one of the following modes:

- US Postal Service
- Electronic Mail
- Express Mail (by any carrier)
- Facsimile (fax)

When notice is mailed by item 1 or 2 above, all charges for that mode shall be prepaid. No matter what mode is used, notification shall be deemed given to the person entitled thereto when sent. Such notice shall specify the time, date, and place of the meeting and the general nature of the business to be transacted

SR-06-13

6 **Waiver Of Notice:** When matters arise that require immediate attention due to time constraints or their critical nature, the President or the Board of Directors may call a special meeting without the procedures in SR-06-12, using the waiver of notice statute. Notice of the meeting of the Board of Directors need not be given to any member who signs a waiver of notice either before or after the meeting. The waiver shall be written, requiring members who are present to sign; or when by conference call, the waiver by attendance will be in effect and so recorded in the minutes of the meeting. All officers and directors must be called and informed of the meeting prior to the start. After two attempts are made an officer or director may be listed as unavailable.

Those officers or directors that object must voice their objection at the start of the meeting. After objections are heard, the meeting can be called to order if there is still a quorum present of the remaining Board of Directors not in objection to the meeting.

SR-06-14

- 6 **Adjournment:** Adjournment or adjournments of any regular or special meeting may be taken. It shall not be necessary to give notice of the adjourned meeting or of the business to be transacted when the meeting is reconvened other than by announcement at the meeting at which such adjournment is taken.

SR-06-15

- 6.10 **Suspension and/or Removal.** The Board of Directors, less the accused member(s), shall hold a review to determine the merits of the case. If two-thirds (2/3) of the remaining voting members of the Board of Directors recommend further action, the accused member(s) will step aside from his/her post until the matter is resolved. Otherwise the complaint will be dismissed. The subject member is entitled to a hearing, examination of all documents and witnesses presented against him/her, to present evidence and witnesses on their behalf. After the Board of Directors has examined and reviewed all the documentation and witnesses presented, the accused will be afforded one last opportunity to address the Board at its next regularly scheduled meeting, in a closed session, prior to the final vote on appropriate action. It shall take a two-thirds (2/3) vote of the remaining Board of Directors to impose disciplinary action on the accused to include suspension, removal from office and, if appropriate, from SMART. The accused member shall be informed of the final action of the Board of Directors as soon as possible in writing. The document will be signed by the senior officer and if necessary mailed by the fastest means available.

SR-06-16 22 Sep 09

6.12

President:

- A.** The President shall be the chief executive officer of the Corporation. The President shall have general charge and supervision of the business of the CLUB and shall exercise or perform the powers and duties usually incident to the office of the president, unless such powers are limited in the National Bylaws or these Standing Rules. He/she shall keep the 1st Vice President and 2nd Vice President informed of all business related to their office.
- B.** The President may appoint and supervise the following positions:
- National Chaplain
 - National Historian
 - National Safety & First Aid Coordinator
 - National Photographer
 - National Travel Coordinator
 - National Military Parks Coordinator
 - National Recruiting & Retention Coordinator (**Mod 22 Sep 09**)
 - National Active Duty Advisor (**Mod 22 Sep 09**)
- C.** The President shall preside at all meetings of the Board of Directors and the membership. He/she shall only vote when the Board of Directors or a committee is tied on an issue.
- D.** With the advice and consent of the Board of Directors he/she may hire or appoint an Executive Manager to manage the administrative and financial affairs of the Corporation.

- E. The President may sign any contracts, etc. that the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by statute, Articles of Incorporation, the National Bylaws, these Standing Rules, or the Board of Directors to some other officers or agents of the CLUB.
- F. The President shall be an ex-officio member of every committee created by the Board with the exception of the Election Committee.
- G. The President has the authority to remove any member of a committee who in his judgment is not fulfilling his duties or his actions are not in the best interests of the CLUB.

SR-06-17

6.12 **1st Vice President:**

- A. The 1st Vice President shall, in the absence or disability of the President, perform the duties and exercise the power of the President. Any official correspondence generated in the capacity shall be signed over the President's name as "Acting for".
- B. The 1st Vice President shall have such powers and perform such duties as may be assigned by the President and Board of Directors.
- C. The 1st Vice President shall keep the 2nd Vice President informed of the business that would allow him to advance to the office of 1st Vice President.
- D. The 1st Vice President shall be the chairperson of the Bylaws and Standing Rules Committee and the Budget and Finance Committee
- E. The 1st Vice President is the CLUB's parliamentarian.

SR-06-18

6.12 **2nd Vice President:**

- A. The 2nd Vice President, in the absence of both the President and the 1st Vice President at a scheduled meeting of the Board of Directors or membership, shall chair the meeting as long as there is still a quorum present to conduct the business of the CLUB.
- B. The 2nd Vice President shall assist the 1st Vice President in those areas that will inform and prepare him for advancement to that office.
- C. The 2nd Vice President shall have such powers and perform the duties as may be assigned by the President and Board of Directors.
- D. The 2nd Vice President shall be the chairperson of the Membership and Publicity Committee.
- E. The 2nd Vice President shall review all new chapter requests, and update and ensure that all regional directors have the latest version of the "SMART Club Origination Kit for New Chapters". He/she shall sign interim approval/disapproval of requests for chapter charters, and inform the Board of Directors as to the status of all requests.
- F. The 2nd Vice President shall represent all At Large members and chapters that are not under a regional director's responsibility.
- G. The 2nd Vice President shall supervise the publication of the *Traveler* and the SMART Website.

SR-06-19

- 6.12 **Executive Manager:** The Board of Directors may hire or appoint an Executive Manager to manage the administrative and financial operations of the Corporation. A Letter of Understanding outlining the duties assigned and length of contract shall be prepared. His/her duties shall include the position of National Secretary and may include the positions of National Treasurer, Publisher/Editor in Chief of the

Traveler, the Registered Agent of the Corporation in the State of Florida, the Administrative Manager of the National Office, and such other duties as the Board of Directors may assign. The Executive Manager shall be a non-voting officer of the Board of Directors. He/she shall be a resident of the state of Florida as required by the Florida Not For Profit Corporation Statute and the Certificate of Corporate Resolution for (Deposit Accounts) at a banking institution in Florida. The Executive Manager is not required to be a member of the CLUB. The Executive Manager shall have the authority to sign contracts and other documents on behalf of the Corporation. The Executive Manager shall be responsible for the development, modification, and updating of Standing Operating Procedures (SOP) for each of his/her assigned duties and those of the National Headquarters. These SOP shall not conflict with the Articles of Incorporation, National Bylaws, or these Standing Rules. The SOP and any changes thereto shall be approved by the Executive Committee prior to implementation.

- SR-06-20** 6.12 **Immediate Past President.** The Immediate Past President shall be a voting member of the Board of Directors and serve as an advisor to the President and other members of the Board. He/she shall be recognized at all functions. He/she shall be the chairperson of the Past Presidents Advisory Committee and perform such other duties as may be assigned.
- SR-06-21** 6.12 **Regional Director:** The regional director shall be familiar with the Bylaws, policies, and procedures of SMART and shall attend all Board of Directors meetings and vote as appropriate. The director shall perform such other duties and serve on committees as may be assigned by the President or the Board of Directors. He/she shall submit to the Chairman, Budget and Finance Committee any budget requirements necessary for the operation of his/her region. During the year the national muster is held in his/her region, he/she shall be the national muster chairperson. He/she shall coordinate with the other regional directors periodically to review the regional boundaries and recommend changes when necessary to the Board of Directors. In addition to duties as a member of the Board, each regional director is responsible for the operation of the region of which he/she was elected. The regional director shall provide guidance and assistance to and act as principal point of contact for chapter presidents within the region. He/she shall encourage the formation of new chapters within the region and provide them with the “SMART Club Origination Kit for New Chapters” and such assistance as may be necessary. He/she shall brief chapter officers on items that have been or are to be considered at Board of Directors meetings. The regional director is the chairperson of their regional board of chapter presidents. The regional director shall be the muster chairperson for all regional musters.
- SR-06-22** 6.12 **Assistant Regional Director:** Each regional director may appoint one or more assistants, with the concurrence of the President, to aid him/her in the duties of the office. Although not a member of the Board of Directors, the assistant regional director shall have the authority to stand in, take action and vote for the regional director in his/her absence. He/she shall perform such other duties as may be assigned.

Group 7
Committees and National Appointed Positions

- SR-07-01** 7.01 **General:** There shall be two types of committees - standing and ad hoc. All committees shall convene at the discretion of the committee chairperson.
- A. Eligibility:** Committee chairpersons for standing committees not otherwise specified in the Standing Rules, and all ad hoc committees, will be selected by the president. All SMART members are eligible to serve on any committee except those where membership is specified in the Bylaws or Standing Rules. Further, and upon application to and approval by the committee chairperson, interested non-members such as spouses of members or subject matter experts may serve on committees. Committees should have a minimum of five and a maximum of nine members. Exceptions may be made by the chairperson with the approval of the president.
- B. Procedures:** During the national muster, the incoming president and selected/proposed committee chairpersons will discuss and assign members of the BOD and assistant directors to the various committees. Any interested person desiring to serve on a committee should submit his name to any member of the BOD for consideration. Membership shall be assigned on the A/B committee system as specified in the HQ SOP. Changes during the year shall be made by the chairperson with the approval of the president.
- SR-07-02** 7.01 **Executive Committee (Standing):** The Executive Committee shall consist of the officers of the Corporation and the regional director who is the national muster chairperson for the upcoming national muster. The president shall be the chairperson of the Committee. The Committee shall have and exercise the powers and authority of the Board of Directors in the management of the business of the CLUB in between meetings of the Board of Directors with the exception of those items proscribed by Section 6.08 of the National Bylaws. The Committee is authorized to expend CLUB funds not to exceed \$100.00 above each line item of the approved budget. Should additional funds be needed, prior approval shall be obtained from the Board of Directors. The minutes of all meetings and actions of the Executive Committee shall be ratified by the Board of Directors to the extent possible at the next regular or special meeting and entered into Corporate records
- SR-07-03** 7.01 **Budget And Finance Committee (Standing):** The Budget and Finance Committee shall monitor the fiscal soundness of the CLUB by reviewing the monthly updates of expenditures compared to the budget by line item and reporting any noticeable irregularities to the Board of Directors. The Committee shall help the National Treasurer with the preparation of the budget for the upcoming year and make recommendations regarding the proposed budget. The Committee shall also be aware of and review all expenditures and requests for additional funds during the year, compare those requests to the funds available, and make recommendations to the Board of Directors. The Committee shall review the certified public accountant's report or review and comments of the CLUB's fiscal records and make recommendations to the Board of Directors.
- SR-07-04** 7.01 **Membership And Publicity Committee (Standing):** The Membership and Publicity Committee shall establish and keep current a membership

recruiting program. The Committee shall monitor existing programs to offer incentives to current members recruiting new members. The Committee shall review and recommend the format, contents, and frequency of publication of the national roster to the Board of Directors. The Committee shall prepare and provide news releases and information about the CLUB to the news media, magazines, TV affiliated with the military, and to those publications relating to the RV industry. It shall supervise the preparation and distribution of the *Traveler* to all members of the CLUB.

SR-07-05

7.01 **Election Committee (Standing):** The Election Committee shall review all resumes for the office of 2nd vice president and regional directors, and explain to each applicant the duties, responsibilities, and financial obligations of that office. The Committee shall ensure that each applicant has read Article 6 of the National Bylaws and all Standing Rules under Group 6, and fully understands how they must conduct themselves during the election period. This interview and explanation may be in person or by telephone between the applicant and a member of the Election Committee. The interviewing committee member shall report his/her findings to the Chairperson in writing. If the applicant agrees with the requirements of the office he/she is seeking and the Committee determines the individual is qualified and competent for the office, the Committee shall report its finding in writing to the Board of Directors. The candidate shall submit a signed, written agreement that he/she understands the duties, responsibilities, and financial obligations of the position and how to conduct himself/herself during the election period. If the Committee determines the applicant is not qualified or the applicant does not agree to the requirements to be a candidate, the chairperson shall advise the applicant of the reason(s) he/she was not selected and that he/she may petition the Board of Directors to have their name added to the ballot. The applicant must submit such petition in writing, including a statement of their qualifications, to the chairperson of the Committee. The petition shall be submitted along with the Committee's report to the Board of Directors. It shall take a two-thirds affirmative vote of the Board of Directors to place the applicant's name on the ballot. The Election Committee shall have the duty of inspecting and certifying all correct ballots, preparing a list of rejected ballots, and counting and certifying the count of all correct ballots, National Headquarters shall provide the Committee a listing of all regular and associate members with voting privileges and each ballot shall be compared to the list. Should a member submit a ballot and his name does not appear on the list, the ballot shall be set aside for review prior to the tally of votes. The Board of Directors has final authority in adjudication of the validity of the ballot.

SR-07-06

7.01 **Bylaws And Standing Rules Committee (Standing):** The Bylaws and Standing Rules Committee shall receive and review proposed amendments to Corporate and chapter bylaws. The Committee shall work with the petitioner to ensure that the amendment is clear, proper, and meets applicable statutory requirements. The completed proposal shall be forwarded, with recommendations, to the Board of Directors for action. When approved by the voting members of the Board of Directors in accordance with Section 14.01 or 14.02 of the National Bylaws, the Committee shall cause final disposition of the amendment.

The Committee shall also review and make recommendations regarding Standing Rules to be adopted by the Board of Directors. The Committee is the single point of contact for all members regarding interpretation of the Bylaws or Standing Rules.

- SR-07-07** 7.01 **Military RV Parks Committee (Standing):** The Military RV Parks Committee shall establish programs to encourage cooperation and coordination between SMART chapters and FAMCAMPs, and offer assistance in the improvements, expansion, clean up, or maintenance of FAMCAMPs when requested.
- SR-07-08** 7.01 **Past Presidents Advisory Committee (Standing):** The Past Presidents Advisory Committee shall consist of all past national presidents; the Immediate Past President serves as chairperson. The Committee shall consider and report on all programs assigned by the President and the Board of Directors concerning future growth, services, organization, and other similar matters.
- SR-07-09** 7.01 **National Muster Committee (Standing):**
- A. Administration:** The Board of Directors shall appoint a committee of regional directors to oversee national musters and ensure that each region is scheduled at least 3 years in advance and recorded in the Standing Rules. The national muster will be an annual event, normally held during the months of September, October, or November. Approval to hold the national muster at another time of the year rests with the Board of Directors. Sponsorship of the national muster shall be on a rotational basis between regions. The north and south regions may combine to host the national muster without impact on the rotation schedule. When a new region is formed, it shall be placed at the end of the rotation schedule to allow for proper planning.
 - B. National Muster Chairperson:** The regional director shall be the National Muster Chairperson during the year the national muster is held in his/her region. The National Muster Chairperson shall use the "SMART National Muster Guide" in preparation for the national muster. He/she shall select and recommend the national muster site and dates for final approval of the Board of Directors. He/she shall forward the names of all individuals recommended to sign contracts for the national muster to National Headquarters for approval and issuance of the Letter Of Contracting Authority (see SR-09-02). The National Muster Chairperson shall appoint a muster master from the host chapter(s). The National Muster Chairperson shall have the overall responsibility for the conduct of the national muster. The muster master shall have the authority to appoint committees, arrange for activities, and ensure that the muster functions properly. The National Muster Chairperson, with the help of the muster master and his staff, shall submit an After Action Report as soon as possible after the end of the muster.
- SR-07-10** 7.01 **Ad Hoc Committees:** The Board of Directors or the Executive Committee may create and appoint other committees or advisory boards and designate their functions and responsibilities as deemed necessary. They shall only have such power that is required to accomplish their functions and responsibilities. The President shall appoint a chairperson when they are created. Members appointed to such committees or

advisory boards need not be members of the Board of Directors. Committees and advisory boards shall be dissolved upon the completion of the task assigned or by resolution of the Board of Directors or the Executive Committee.

- SR-07-11** 7.01 **Term Of Office:** Unless otherwise indicated, standing committee members are appointed by position and shall serve until the next annual meeting of the Board of Directors. Ad hoc committee members serve until the committee is dissolved. The chairperson may fill vacancies where membership is not appointed by position at any time with the approval of the president.
- SR-07-12** 7.02 **National Chaplain:** The National Chaplain shall be a member of the CLUB. He/she has the duties to prepare, coordinate, and ensure that a non-denominational Sunday service is offered and arrange for; and conduct a memorial service at the national muster. He/she may offer an invocation at the opening and closing of meetings or other events.
- SR-07-13** 7.02 **National Historian:** The National Historian shall be a member of the CLUB. He/she has the task to prepare a narrative and pictorial account of the CLUB's activities, which will become a permanent part of the CLUB's official history. He/she shall display the CLUB's history, and encourage chapters to display records of their activities at the national muster. He/she shall ensure that the National Photographer takes a picture of the new Board of Director at the national muster for the historical records and to be included in the *Traveler*. He/she may identify to the National Treasurer a proposed budget for the year.
- SR-07-14** 7.02 **National Safety And First Aid Coordinator:** The National Safety and First Aid Coordinator shall be a member of the CLUB. He/she shall be familiar with basic safety procedures and advise the membership of any pertinent RV and personal safety information from within the RV industry and other sources. He/she shall ensure that procedures and necessary personnel are staffed at the National Muster aid station to provide first aid information. The Coordinator shall make all arrangements with local agencies to have proper procedures in place in case of an emergency, ensuring that the information is posted, and that the first aid team is familiar with the procedures. When ever possible, the Coordinator shall identify health care people to be available in case of an emergency
- SR-07-15** 7.02 **National Photographer:** The National Photographer shall be a member of the CLUB. He/she shall take official photographs of all events at the national muster including the new Board of Directors. The National Photographer shall furnish the National Historian and Editor in Chief with copies of the photographs taken, identifying the person or event pictured, the place, activity and date of the pictures. He/she may identify to the National Treasurer a proposed budget for the year.
- SR-07-16** 7.02 **National Travel Coordinator:** The National Travel Coordinator shall be a member of the CLUB. He/she shall be responsible to the Executive Committee for the operation of the National Travel Program to include administration, finance, all travel activities, and supervision of the personnel. The National Travel Committee shall consist of a minimum of four wagon masters and/or past National Travel Coordinators, serving for a term of four (4) years, staggered so not all member terms expire in the same year.

- A. The National Travel Committee shall coordinate all SMART sponsored travel activities, with the exception of chapter and individual travel. All travel activities shall conform to the National Travel Program SOP and activity guidelines.
- B. The National Travel Coordinator has the authority to commit travel funds in accordance with duties of the National Travel Committee.
- C. The operating cost of the National Travel Program shall be borne by the members using the caravans and tours of SMART. No cost of the National Travel Program shall be passed on to the General Expense funds. The National Travel Coordinator shall not obligate the CLUB to any expense other than those incurred in the normal operation of the National Travel Committee without prior approval of the Executive Committee. The National Travel Coordinator shall prepare, in conjunction with the National Treasurer, an annual financial report and submit it to the Board of Directors.
- D. The National Travel Coordinator shall be responsible for the developing, modifying and updating the National Travel Guide. This SOP shall not conflict with these Bylaws. All changes to the SOP shall be reviewed and approved by the Executive Committee prior to implementation.
- E. The National Travel Coordinator will work closely with the National Treasurer regarding finance and the Editor in Chief regarding caravan and tour information in the *Traveler*.

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|-----------------|------------------------|--|--|
| SR-07-17 | 7.02 | National Military Parks Coordinator: The National Military Parks Coordinator shall be a member of the CLUB. He/she shall work with the Military RV and Parks Committee to receive information for, compile, edit, and provide a print ready copy of camping information. He/she shall perform such other tasks relating to camping information as deemed necessary. | |
| SR-07-18 | 15 Sep 09 | 7.02 | National Recruiting and Retention Coordinator: The National Recruiting and Retention Coordinator will be responsible to organize, implement, and maintain a master plan to recruit and retain more members in our CLUB. |
| SR-07-19 | 22 Sep 09
6 Sep 10 | 7.01 | Spouses Advisory Committee (Standing): The National Spouses Advisory Committee was established to identify actions that could be undertaken to increase participation and enjoyment of spouses at National and Region Musters. Additionally, working with the Board of Directors by providing inputs, the committee would also identify ideas and initiatives that could help the entire club. The committee will also be involved with community charitable efforts during these musters. The committee chairperson is not required to be a member of the Board of Directors (Mod 6 Sep 10) |
| SR-07-20 | 22 Sep 09
19 Mar 10 | 7.02 | National Active Duty Advisor: The National Active Duty Advisor position was created by the Board of Directors September 22, 2009. One individual may be selected annually from the active duty forces of the United States and will serve for a period of one year or longer. The Active Duty Advisor will offer input regarding recruiting and maintaining active duty personnel in SMART. In addition, that person may offer advice and direction to the BOD concerning overall improvements necessary to attract active duty member's participation in SMART. (Mod 19 Mar 10) |

Group 8
Employees and Agents

- SR-08-01** 8.03 The National Secretary shall attend all meetings of the Board of Directors and the membership, and shall record all minutes and votes thereof in a manner prescribed by the Board. In addition he/she shall perform such other duties as the President or the Board of Directors may assign. The National Secretary may temporarily assign his/her duties to a director or agent should events preclude attendance at a meeting.
- SR-08-02** 8.04 The National Treasurer shall enter into agreement on behalf of the corporation, with approval of the Board of Directors, with a well qualified accounting firm containing certified public accountants to audit or review the financial records of the Corporation, report such findings in writing to the Board, and provide guidance when requested. He/she shall render to the President and Board of Directors at its annual and special meetings, or whenever the President or Board may require it, an account of all his transactions as National Treasurer and of the results of operations and financial condition of the Corporation. He/she shall also present to the Board a report comparing the actual to budget in each line item of the year to date financial statement. He/she shall report to the Executive Committee any time that actual expenditures are nearing or exceeding the plan. The National Treasurer shall cause the development of an annual budget for the coming fiscal year. Each officer, director, committee chairperson, appointed coordinator, or other agent shall forward any request for funding, with supporting justification, to the National Treasurer for review before inclusion in the budget.
- SR-08-03** 8.01 **Publisher:** The Publisher of the *Traveler* and the SMART Website, appointed by letter from the Board of Directors, shall be responsible for the budgeting, scheduling, production and distribution of the magazine and headquarters web site. The operation and updating of the headquarters website shall be covered in the SOP for the National Office.
- SR-08-04** 8.01 **Editor In Chief:** Editorial content and format shall be the responsibility of the Editor in Chief with the concurrence of the 2nd Vice President. Material for publication in the *Traveler* may be submitted by any member, chapter, or when approved, outside agent. All such material is subject to editorial review and copyright release. The Editor in Chief has the authority to revise, change, edit or reject all material for content and space requirements of the publication. The Editor in Chief shall solicit advertising from and set pricing, deadlines, and formatting information for prospective advertisers.
- SR-08-05** 8.01 **Administrative Manager:** The Administrative Manager shall have the responsibility and authority to supervise office personnel and perform all duties in conjunction with the operation of the National Office. He/she shall provide all internal correspondence and reports and other communication to and between the regions, chapters, committees, coordinators, and the membership. He/she shall establish procedures and directives for reporting the operation of the headquarters. He/she shall aid the regions and chapters in the recruiting and retention of

members by identifying prospective and inactive members, and members dropped from the rolls. He/she shall maintain a retail program of SMART items. He/she shall provide direct support to the National Travel Coordinator with respect to updating and implementing procedural changes to the National Travel Guide, aid in preparing travel articles, and balancing and auditing each caravan's finances. He/she shall perform other administrative duties as the president, Executive Committee and the Board of Directors may require.

SR-08-06

- 8 **Salaries:** The Board of Directors shall fix the salaries or other compensation of all agents and employees of the Corporation. The Board of Directors shall annually review the salary or hourly wage rate, as appropriate, of each agent or employee.

Group 9 General Provisions

SR-09-01

- 9 **Records:**
- A. The CLUB shall keep correct and complete books and records of accounts and minutes of the proceedings of general membership, Board of Directors, and authorized committee meetings.
 - B. A record maintaining the name and address of members entitled to vote shall be kept at the National Headquarters.
 - C. Any member may inspect and copy, during regular business hours at the Corporation's National Headquarters, any of the records of the Corporation, as outlined in Florida statutes. The member must give the Corporation written notice of his demand at least five (5) business days before the date he/she wishes to inspect and copy the records; copying shall be at his/her own expense. The member may normally inspect and copy the records only if:
 - 1. The member's demand is made in good faith and for a proper stated purpose.
 - 2. The member presents a written description with reasonable particularity his purpose and the records he/she desires to inspect.
 - 3. The records are directly connected with the member's purpose.
 - 4. The member shall not be given access to browse through the records at will.
 - D. No officer, director, member, agent, employee, or contractor associated with SMART Inc. shall disclose the membership roster or any portion thereof to any person other than to another member, agent, employee, or contractor. Under no circumstance shall the membership roster be utilized for commercial purposes or financial gain.
 - E. The Corporation shall keep at its registered office or headquarters the name and address of each member, and in any case where membership has been terminated, such fact shall be recorded, together with the date on which the membership ceased.

SR-09-02

- 9.02 **Contracts.** The Board of Directors may authorize individuals to execute contracts for the CLUB by issuing a "Letter of Contracting Authority" to a specific individual and including the purpose, nature, and length of time the letter is valid, guidelines for the execution of contracts, and specific review requirements (i.e., legal or insurance carrier) necessary before any contract is signed. Any officer of the

			Corporation authorized by these Bylaws to execute contracts may sign this letter.
SR-09-03	6 Sep 10	9	Fiscal Year: The fiscal year of the corporation shall be from October 1 through September 30 of the following year. This fiscal year shall take effect on 1 Oct 2012. (Mod 6 Sep 10)
SR-09-04		9	Disbursements: The Board of Directors shall determine the manner in which all checks, drafts, and orders for payment of funds in the name of the CLUB shall be disbursed. The Board of Directors or Executive Manager shall designate those officers of the Corporation authorized to sign payments.
SR-09-05		9	Deposits: All funds of the Corporation shall be deposited to the credit of the CLUB in such banks or depositories as the Board of Directors may select.
SR-09-06		9	Financial Report To The Members: The Board of Directors shall cause a financial report to be sent to each member of the CLUB by the 15th of April each year. The report shall contain a summary of actual receipts and expenditures for the previous fiscal year. This report may be provided in an issue of the <i>Traveler</i> .
SR-09-07		9	Gifts: The Board of Directors may accept, on behalf of the Corporation, any contributions, gifts, bequest, or device for either the general or any specific purpose of the CLUB. These gifts may be tax-exempt donations under Section 9.01 of the National Bylaws.
SR-09-08		9	Grievances: Each grievance or disciplinary action shall be reviewed and resolved at the lowest level possible. Grievances or disputes that cannot be resolved at the chapter or by the regional board shall be referred to the Board of Directors for final disposition. All grievances shall be handled in a confidential manner on a need-to-know basis. Grievances shall be submitted in writing to the senior officer presiding where the problem happened or exists, by the person lodging the complaint within 30 days of the incident. It shall state all the particulars of the incident and include the names of witnesses, if any. The reviewing authority shall use the procedures in Section 6.10 of the National Bylaws and SR-06-15 as a guideline, adapting them to the situation. A permanent record shall be maintained of all grievances submitted to or handled by the Board of Directors.
SR 09-09	25 Oct 08 15 Sep 09 19 Mar 10 6 Sep 10	9.04	SMART Auxiliary. A SMART Auxiliary is established, effective 1 Dec 08. Membership in the Auxiliary is limited to those individuals who are not otherwise eligible to join SMART, and meet the following criteria: 1) Handicapped dependent, or family member who routinely travels with the SMART member in that members RV. 2) Significant other, who routinely travels with the SMART member in the members RV and 3) Those individuals wishing to participate in a specific SMART Caravan and are accompanied by the SMART sponsor. The following guidelines are established for the SMART Auxiliary: (Mod 19 Mar 10) A. Membership is limited to 5% of the total SMART membership. B. Applicants for Auxiliary membership must be sponsored by an existing SMART member (either regular or associate). The sponsor must accompany the Auxiliary member during all caravans, national, regional and chapter musters and activities. (Mod 19 Mar 10) C. Should an Auxiliary member's status change (i.e., to a category

- C. **North Midwest (NM) Region:** Wyoming, Colorado, North Dakota, South Dakota, Nebraska, Kansas, and Missouri.
- D. **North West (NW) Region:** Idaho, Washington, Oregon, Alaska and Montana.
- E. **South East (SE) Region:** North Carolina, South Carolina, Georgia and Florida excluding the Central Time Zone.
- F. **South Central (SC) Region:** Mississippi, Louisiana, Alabama, Tennessee, Arkansas, and Florida Central Time Zone.
- G. **South Midwest (SM) Region:** New Mexico, Texas, and Oklahoma.
- H. **South West (SW) Region:** California, Nevada, Utah, Arizona, Hawaii, and West Coast APO and FPO addresses.
- I. **At-Large (AL) Region:** All At-Large chapters within SMART.

SR-10-04 11 May 11 10.01

Regional Muster: The region director, as regional muster chairperson, shall schedule a regional muster each year, approve the muster site and dates, and ensure they do not interfere with the national muster. The region sponsoring a national muster is exempt from holding a regional muster in that year. The At Large Region may hold a regional muster in conjunction with the national muster.

A. Procedures: The regional muster chairperson shall be guided in the preparation, selection of site, finance, formation of committees, and the overall operation and after action reports, through the use of the information contained in the National Muster Guide and this section. He/she shall forward the names of all individuals recommended to sign contracts for the regional muster to National Headquarters for approval and issuance of the Letter Of Contracting Authority (SR-09-02).

B. Muster Accounting: The muster will be supported by fees and fund raising activities. If necessary, the regional muster chairperson may request funds from National Headquarters not to exceed \$2000.00 when available from the National Muster Account fund. Normally advanced reservations will provide sufficient start up funds. It must be understood that when the national muster and several regional musters are taking place in a close time frame to one another, the muster account may not have sufficient funds for all to draw the maximum. It is essential that each request be limited to the minimum necessary to support their muster. All advances shall be repaid as soon as possible from advanced registration funds collected and in coordination with National Headquarters. Members desiring to attend a regional muster should submit the registration form as specified on the form. The regional muster treasurer shall forward the administrative fee authorized by the Board of Directors as specified in section C. below to National Headquarters. The regional muster chairperson shall establish procedures for the proper accounting of all muster funds regardless of source. No one person shall have complete control of the funds. The regional muster chairperson shall establish a finance committee to supervise and audit the muster treasurer in the performance of the accounting functions. Regional muster funds SHALL NOT be co-mingled with any chapter or personnel accounts or funds. A separate financial account will be established and maintained for the entire duration of the muster. The account will be maintained until full

accounting has take place, and the remaining funds have been disbursed. A complete financial report accounting for all funds will be submitted to National Headquarters, with a copy to the region director within 90 days following the end of the muster.

- C. Regional Muster Registration:** An administrative fee of \$5.00 per registrant will be earmarked by the muster treasurer and submitted to National Headquarters not later than the final accounting for the muster.
- D. Muster Funds Surplus:** If an overall surplus is realized at the end of the muster and after all obligations are met, all remaining funds shall be split between the host chapter(s) and National on a 50-50 basis. **(Mod 19 Mar 10)**
- E. Vendors:** Each vendor that sells, displays, or takes orders for merchandise shall pay a fee to establish a booth at the Regional Muster. This vendor fee shall be negotiated between the regional muster master and the individual participating vendor and/or campground director. A standard fee schedule should be established; however, different fees for different classes of vendors (i.e., outdoor RV dealers with RVs to display, indoor SMART members, indoor non-SMART members) may be established as part of the standard schedule.
- F. EXCEPTIONS:** When the number of Chapters in a Region becomes so small (three or less) and other factors such as distance and individuals Chapter Membership make it impractical to hold an annual muster, the Regional Director may request from the BOD an exception to the annual Regional Muster requirement and hold a Regional gathering in conjunction with the National Muster. Approval by the BOD is for the requested year only and a new request from the Regional Director is required each subsequent year should conditions still warrant that request. **(MOD 11 May 11)**

- SR-10-05** 10.02 **Chapter Organization:** Any group of five (5) or more voting members of the CLUB may partition the CLUB for a Charter by following the instructions in the "SMART Club Origination Kit for New Chapters".
- SR-10-06** 10.02 **Objective:** Members are encouraged to join together into groups of mutual interest and/or geographical areas and form authorized chapters of SMART to provide an opportunity for fellowship and interchange of ideas. Chapters are encouraged to hold local musters for the enjoyment of their members; however chapter musters shall not conflict with regional or national musters.
- SR-10-07** 10.02 **Chapter Bylaws:** Once a chapter is chartered, all changes to their bylaws must be approved by the Board of Directors, The application to change or amend their bylaws shall be submitted to National Headquarters for review by the Bylaws and Standing Rules Committee and the appropriate regional director. Chapter bylaws shall conform to the National Bylaws; any local circumstances that may require variances shall be submitted to the Board of Directors with sufficient background information to allow proper action.
- SR-10-08** 10.02 **Officers and Voting:** Any member or spouse in good standing in the CLUB may vote and hold office at the chapter level.
- SR-10-09** 10.02 **Membership:** A qualified individual who is not a member of SMART

is ineligible to join a chapter. However, an applicant for chapter membership who simultaneously presents an application for SMART membership, together with his/her national initiation fee and first year's dues, may be admitted to a chapter. No person may continue as a member of a chapter after forfeiting his/her good standing in SMART. That person shall be dropped from the chapter roles upon notification by National Headquarters regardless of the status within the chapter.

- SR-10-10** 10.02 **Contracts:** Prior to entering into any formal written agreement or contract, chapters shall contact National Headquarters for guidance or formal approval. See Section 9.02 of the National Bylaws and SR-09-02 as appropriate.
- SR-10-11** 10.02 **Reports:**
- A. Each chapter shall submit an annual financial report by January 31st using the National Chapter Income Statement form, along with the current roster of members to National Headquarters.
 - B. Annually, each chapter shall report to National Headquarters after the election of officers and in the month of installation, the results of the election. When officers are elected for more than one year the report shall be sent each year reconfirming the status of the officers.
- SR-10-12** 10.02 **Grievances:** The chapter executive committee (officers) shall review all grievances or disciplinary action that comes before them and take appropriate action to resolve the matter. Should a grievance or situation not be resolved, it shall be referred to the regional director for action. SR-09-08 shall apply in disposition of the matter.
- SR-10-13** 10.02 **Disposal Of Assets:** Each chapter is encouraged to include dissolution instructions in their respective bylaws. After all chapter bills have been paid, remaining funds shall be forwarded to National Headquarters with information to the appropriate regional director. The regional director may direct the redistribution of any material assets remaining after chapter disposition instructions have been completed to other chapters within the region. The regional director may also direct the redistribution within the region of material assets of a chapter being dissolved should the bylaws of that chapter have no instructions outlining the disposal of assets, In either case, assets remaining after redistribution shall be forwarded to National Headquarters for final disposition.

Group 11

Indemnification

No Standing Rules for this Group

Group 12

Conflicts of Interest

No Standing Rules for this Group

Group 13

Dissolution of the Corporation

No Standing Rules for this Group

Group 14

Amendments of the Bylaws

- SR-14-01** 14.01 **Significant Amendment.** Proposed changes to the Bylaws shall be published in the *Traveler* at least 45 days before the meeting to adopt is convened. After the voting members have adopted the proposed changes or revisions, the Bylaws shall become effective at the close of the business on the date approved unless otherwise specified in the amendment or new Bylaws.
- SR-14-02** 14.02 **Non-significant Amendment.** Proposed changes to the Bylaws shall be published in the *Traveler* at least 30 days before the meeting to adopt is convened. After the Board of Directors has adopted the proposed changes or revisions, the Bylaws shall become effective at the close of the business on the date approved unless otherwise specified in the amendment or new Bylaws.
- SR-14-03** 14 **Procedures.** Any regular or associate member may propose a change to the Bylaws of the Corporation. Members are encouraged to discuss changes with chapter and region officers; however changes maybe submitted directly to National Headquarters. Proposals must include, by article and section, exact words to be deleted, those to be added, and an accompanying rationale for the proposed change. The Chairperson, Bylaws and Standing Rules Committee shall acknowledge within 30 days receipt of the proposal and provide an estimate of when action could be taken on the proposal. The Chairperson shall place the item on the agenda for the next scheduled regular or special meeting, within the confines of the preparation and notification to the members criteria outlined above.
- SR-14-04** 22 Sep 09 14 **Voting:** Voting on significant Bylaws issues shall be by written ballot. The *Traveler* prior to the regular or special meeting that contains the proposed changes to the Bylaws will also contain a ballot for those Bylaws changes that require approval of the voting members. The ballots shall be received by the membership in sufficient time to be returned by US Postal Service for the regular or special meeting. Adoption or rejection shall be determined by a two-thirds (2/3) affirmative vote of those voting members present and voting and all absentee ballots. Members in good standing in the CLUB may vote once in one of the following manners:
- A. US Postal Service:** Votes may be sent via the US Postal Service by enclosing the vote in a sealed envelope marked Bylaws Vote with the member’s SMART number and mailed to the National Headquarters. **No other correspondence may be placed in the voting envelope.** These envelopes will not be opened prior to the vote. They must reach the National Headquarters 10 days before the start of the regular or special meeting. If the envelope is not properly marked and is opened, the vote will be marked void and returned to the sender. If sufficient time remains the member may cast another vote in the proper manner described above. This notice shall be part of each vote mailed to voting members.
 - B. Personal Attendance:** Members attending the regular or special meeting may vote at the meeting.
 - C. Email:** Members may vote via email ballot submitted to the National HQ. The email ballot must include the member’s

SMART number. (Mod 22 Sep 09)

- SR-14-05** 15 Sep 09 14 Actions to alter previous changes to Bylaws may not be introduced for a two-year period. Rescinded.
- SR-14-06** 14 **Modifications:** When any portion of these Bylaws are changed or modified the master copy of these Bylaws on file at National Headquarters shall be updated with the words "Bylaws last amended [enter date]" entered in the footnote of each page. Each time these Bylaws are altered or amended and approved, that portion modified shall at the end of the paragraph have the entry "Mod. [date]". A log shall be kept listing all modifications and the date they were approved, for reference purposes. When the Bylaws are revised the modification process shall start anew. As copies of these Bylaws are published, only the latest version shall be issued. Each member of the Board of Directors and their assistants shall have the latest copy of these Bylaws at all times.
- SR-14-07** 25 Oct 08 14.03 After the decision of the Board of Directors determines the change is either a Significant change or Non-Significant change, the decision of the Board of Directors will be recorded in the meeting minutes. (Mod 25 Oct 08)

Group 15
Miscellaneous Rules

- SR-15-01** Sept 2010 **National Muster Regional Rotation:** The rotation of sponsorship for national musters beginning in the year 2005 shall be: South West Region, South East Region, North Midwest Region, South Central Region, North West Region, North East Region, South Midwest Region, North Central Region, and the At-Large Region.
- SR-15-02**
- A. National Muster Procedures:** The national muster chairperson shall be guided in the preparation, selection of site, finance, and formation of committees and the overall operation and after action reports, by the use of the National Muster Guide, National Bylaws and these rules.
- B. National Muster Registration:** The National Headquarters shall retain an administrative fee of \$25.00 from each muster registration received for the national muster. The remaining funds will be disbursed to the muster treasurer for deposit into the muster general account except that National Headquarters may retain sufficient funds to repay muster advances in coordination with the muster master.
- C. Muster Accounting:** The National Headquarters shall maintain a muster account. The operating balance will be maintained at a level determined by the Board of Directors. The national muster chairperson may draw from this fund, although advanced reservations normally provide sufficient start up funds. It must be understood that when the national muster and several regional musters are taking place within a short time frame, the muster account may not have sufficient funds for all to draw the maximum. It is essential that each fund request be the minimum necessary to support the muster. The national muster chairperson is authorized to draw advances not to exceed \$2000.00 from this fund. All advances shall be repaid as soon as possible. Members should submit completed national muster registration forms to the National Headquarters; the National Headquarters shall retain an administrative fee authorized by the Board of Directors as stated in

Section B. above. The national muster chairperson shall establish procedures for the proper accounting of all muster funds regardless of source. No one person shall have complete control of the funds. The muster master or national muster chairperson shall establish a finance committee to supervise and audit the muster treasurer in the performance of the accounting functions. National muster funds **shall not** be co-mingled with any chapter or personnel accounts or funds. A separate financial account shall be established and maintained for the entire duration of the muster and until full accounting has taken place, and the remaining funds have been disbursed. A complete financial report accounting for all funds will be submitted to National Headquarters including all supporting documentation. A copy of the report will be sent to the national muster chairperson, within 90 days following the end of the muster.

D. Inventory Of Assets: The national muster chairperson shall prepare a listing of all material, flags, equipment instructions, reports and muster book in his care prior to turning such material and equipment and documents over to the new national muster chairperson. The new national muster chairperson shall inventory all such materials flags, equipment, and documents and sign the inventory sheet, forwarding the original to National Headquarters for retention and accountability of SMART assets. The outgoing and incoming national muster chairpersons shall each retain a copy of the inventory.

E. Muster Funds Surplus: When all obligations for the muster have been met, all remaining funds shall be sent to National HQ. The HQ will satisfy all additional obligations such as member refunds and then determine the muster surplus. The host region will provide HQ with a proposed breakdown of funds for each chapter or other region that has supported the muster. Excess funds will be dispersed by the HQ in accordance with the following schedule:

- First \$500 of surplus to chapters in percentages specified by the region
- Second \$500 to National HQ
- Next \$2000 split between chapters and National on a 50-50 basis.
- All additional surplus will be retained by National.

F. Vendors: Each vendor that sells, displays, or takes orders for merchandise shall pay a fee to establish a booth at national musters. This vendor fee shall be negotiated between the appointed national muster master and the individual participating vendor and/or campground director. A standard fee schedule should be established; however, different fees for different classes of vendors (i.e., outdoor RV dealers with RVs to display, indoor SMART members, indoor non-SMART members) may be established as part of the standard schedule.

SR-15-03 25 Oct 08

National Muster Refund Policy: This policy governs refund of money for national musters. This policy shall be stated on the national muster registration form.

"All request for refunds must be in writing and post marked at least 30 days prior to the published starting date of the muster and sent to the National Headquarters. The national muster administration fee is **non-refundable**. Headquarters will be directed as to the appropriate amount to be refunded and will disburse all funds approved. The National Muster Master will identify individual funds that have been expended prior to the request and not recoverable. After approval of the SMART President, these funds will also be withheld from any refundable amount. **No request for refunds will be honored after the published muster start date.**

However, it is recognized that emergencies may arise prior or during travel which preclude attending the muster. To establish your right to a refund under emergency conditions, the following steps must be followed: 1. The National Headquarters MUST be notified by telephone (1-800-354-7681, if no answer, leave a message) or email (rvsmartrvl@att.net) within 48 hours of the emergency. 2. Submit a letter stating the reason for cancellation and that you are requesting a refund. 3. This step must be completed within 60 days of the closing ceremonies at the national muster. Provide supporting documentation (i.e., medical statement, vehicle work order, or other valid documentation) to the National Headquarters for processing. If approved, the same procedures above will apply. If a request is not received within the above guidelines, NO refund will be considered. Additionally, the refund policy will be added to the bottom of the muster application form.

(Mod 25 Oct 08)

This refund policy may be modified and used as the policy for regional musters. The refund policy requires substituting the phrase "Regional Muster Committee" for "National Headquarters" and "Regional Muster Chairperson" for "President" and substituting the appropriate telephone number and email address. All other portions of this policy shall not be modified or deleted.

SR-15-04

Website: A SMART website shall be established under the direction of the National 2nd vice president. Webmaster duties may be performed by a qualified individual designated by National Headquarters. Content of the website shall reflect the official position of the National Headquarters and the site may not be used for commercial purposes. Links to chapter websites and other sites of interest to the military and RV community may be included; however, the webmaster should periodically review these sites for continuity, appropriateness, and propriety.

SR-15-05

The *Traveler* shall be published in January, March, May, July, September, and November. A synopsis of topics covered at the annual general business meeting will be published as soon as practical following that meeting.

SR-15-06

National Caravan Registration: The National Headquarters shall retain an administrative fee of \$60.00 from each national caravan registration received. The remaining funds will be disbursed to the caravan treasurer.

*** **End of Standing Rules** ***