

CHAPTER BYLAWS  
FOR  
CEDAR CREEK RV OWNERS CLUB



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## ARTICLE I - CLUB NAME

The name of this not-for-profit organization shall be the CEDAR CREEK RV OWNERS CLUB hereafter referred to as CCRVOC.

## ARTICLE II – OBJECT

### PURPOSE

This organization exists to promote social, recreational and informational exchanges that provide the enjoyment and pleasurable use of Cedar Creek units.

The CCRVOC is dedicated to operate with honesty, integrity, and friendship with equality to all members.

### AREA/SCOPE

This organization shall be authorized to function in the International Area such as Canada and Mexico.

## ARTICLE III – MEMBERS

### DEFINITION

The term “Family Unit” as used herein is defined by CCRVOC as two or more people who share goals and values, have long-term commitments to one another, and reside usually in the same dwelling place.

The term “Member” as used herein is defined by CCRVOC as a family unit.

### ELIGIBILITY

To be eligible for and to maintain membership in the CCRVOC, a person or family must own a RV manufactured by the Cedar Creek Division of the Forest River Company and be current in their annual dues payment.

### MEMBERS

All members of CCRVOC will have the same status of membership.

Membership in the CCRVOC shall not be denied any person because of race, sex, sexual orientation, religion, marital or family status, age, nationality, or disability.

All members shall keep all (any) membership information private and confidential within the Club and not use the membership roster for any commercial or other non-club related business. Violation may be cause for loss of membership. The Executive Board and the offending member’s Director by majority vote will make this determination.

## HONORARY MEMBER

Defined as any person or persons not currently a CCRVOC member and does not own a Cedar Creek RV and is willing to provide sponsorship or support to the CCRVOC. The Honorary member does not have a vote in the CCRVOC.

## ELIGIBILITY

Written nominations of a person(s) for Honorary Member shall be presented to the President of the CCRVOC and must be endorsed by two CCRVOC members in good standing. During the meeting of the Executive Board and Board of Directors, a simple majority vote will determine if the nominee shall become an Honorary Member of CCRVOC.

## GUESTS

A guest is a non-member who is a personal friend or family member (one camper unit) and is invited to a rally or function by a CCRVOC member in good standing. CCRVOC members are limited to one guest per rally or function.

The guest will pay his or her own expenses to attend the rally or function.

They will not be allowed to participate in any business meeting and therefore will not have a vote.

The guest may participate in any social activities of the CCRVOC as long as the inviting member is present.

The guest when making reservations can state they are a guest of the CCRVOC rally or function and may be eligible for the rally rate on their site.

## DUES AND FEES

### ANNUAL DUES

The payment of annual dues enables a person to become an active member entitled to all rights and privileges of the CCRVOC. The annual dues per family unit will be \$25 per year.

The dues collected will be used to support the functions or activities of the CCRVOC as determined by the elected Executive Board and Board of Directors. If a review of dues being collected is determined to be insufficient; a majority vote at the International Rally business meeting shall be the only method of making adjustments to the dues amount. All changes will be effective on the member's anniversary date following the change.

## ANNIVERSARY DATE

The Anniversary Date of a CCRVOC member is the date the member initially registered on the website.

### \*RENEWAL

Renewal dues from CCRVOC members become due and are payable each year on their Anniversary Date.

### \*INITIAL APPLICATION

Annual dues from initial applicants shall be due 30 days from their initial registration date (anniversary date). An invoice will be sent to the e-mail address of record prior to the due date. All registrants who do not pay their dues by the due date will be denied access to the club's forum and any other club activities.

## REINSTATEMENT\ARREARS

To be reinstated due to non-payment of dues, a CCRVOC member will be subject to the majority approval of the Executive Board and the person's Regional Director and payment of dues for the missing years. Reinstatement of membership for any other reason requires the petitioner to submit a new registration (which may or may not be accepted).

## ARTICLE IV - CCRVOC ADMINISTRATION

### AUTHORITY

The CCRVOC shall be democratically self-governed, deriving its existence and authority from the consent of its membership assembled in meeting or, in certain instances, by mail or electronic vote on stated propositions.

### ORGANIZATIONAL YEAR

The fiscal and membership year of the CCRVOC shall commence on January 1<sup>st</sup>, and end on December 31<sup>st</sup>.

### CCRVOC MEETINGS

#### TYPES

The term "meeting" shall include rallies, campouts, dinner meetings, and any other gatherings suitable to the function of the CCRVOC.

## BUSINESS MEETINGS

The CCRVOC must hold at least one (1) business meeting each membership year at which a quorum is present. This meeting must be announced in advance to the membership and be open for member nominations of club officers

## ANNUAL ELECTION

During the business meeting, the election of club officers will be held. The CCRVOC officers shall be elected for a two (2) year term. Each election shall replace only one half of the current officers with newly elected officers. This method will retain at least one half as veteran officers with one half as newly elected officers, odd or even years shall determine which position shall be replaced. (Even number years the President and Vice President elections, and odd number years for the Secretary, Treasurer and Assistant Treasurer shall be held).

## NOMINATING COMMITTEE COMPOSITION:

For the first year only the nominating committee will comprise of the interim executive board of directors. Nominations for President and Vice President shall be taken prior to and during the business meeting. The Secretary and Treasurer positions shall remain in place until the second annual business meeting.

Thereafter the nominating committee shall consist of not less than 3 members in good standing and shall be selected from the general membership by the Executive Board and Board of Directors. Selection to the nominating committee shall not prohibit that person from being nominated to an elected office.

### Duties:

1. To select one of its members to be the Committee Chairperson.
2. To nominate candidates for the Officers of the CCRVOC.
3. To obtain clear acceptance of the nominees to serve the CCRVOC office should they be elected.
4. To make sure that nominees are members in good standing and qualify under applicable CCRVOC Bylaws.

## QUORUM

A quorum for the transaction of business at any duly called CCRVOC meeting is fifteen (15%) of the CCRVOC membership or six (6) family members minimum.

## \*\*VOTING

Except as specified elsewhere in these Bylaws, a simple majority vote of all members in good standing and who cast a vote shall be required to approve or

disapprove any matter.

Two (2) adult votes maximum per family unit will be allowed

Balloting by U.S. Mail or electronically may be undertaken when proposed matter is voted to be such importance or urgency as determined by a majority of the Executive Board, that a total membership vote is advisable.

Approval or disapproval of the U.S. Mail ballot or electronic balloting will be determined by a majority of the ballots returned during a time set by the Executive Board.

## PARLIAMENTARY PROCEDURES

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the CCRVOC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the CCRVOC may adopt.

## ANNUAL AUDIT

An annual audit of the CCRVOC financial books and records shall be completed and reported to the membership by an audit committee of not less than three members.

The treasurer will present the annual report to the membership at the International Rally.

## RALLIES

All rallies, including those planned by the State\Province Representatives, must be coordinated with the Regional Director of the region in which the rally is being held.

## ARTICLE V – OFFICERS

### OFFICERS AND DUTIES

#### PRESIDENT

DUTIES: The President shall preside at all meetings and shall see that all CCRVOC business is conducted in a manner that is consistent with these Bylaws.

#### VICE PRESIDENT

DUTIES: To assist the President and shall act as President in the absence or disability of the President and to assume such other duties as may from time to

time be delegated. Additional responsibilities for the Vice President will include Parliamentary duties, to interpret and arbitrate parliamentary procedures per Roberts Rules of Order.

## SECRETARY

DUTIES: The Secretary shall take minutes of Board Meetings, Annual Meeting, keep the official minutes, publish the Bylaws as required, administer necessary functions of the CCRVOC.

## TREASURER

DUTIES: The Treasurer shall serve as chief financial officer and shall receive and deposit all monies into the CCRVOC's bank account, write checks, keep the books, present periodic financial statements to the Board of Directors, and present the annual financial statement at the Annual Meeting.

Checks written must have two signatures. Signatures must be from the Treasurer or Assistant Treasurer and another member of the Executive Board. Electronic payments will require a written request for payment signed by the Treasurer or Assistant Treasurer and another member of the Executive Board.

The Treasurer shall also maintain the official membership roster.

## ASSISTANT TREASURER

DUTIES: To assist the Treasurer and to act as Treasurer in the absence or disability of the Treasurer and to assume such other duties as may from time to time be delegated.

## EXECUTIVE BOARD

The Executive Board is defined as all duly elected officers such as: President, Vice President, Secretary, Treasurer and Assistant Treasurer.

The Executive Board shall have general supervision of the affairs of the CCRVOC between its meetings except as otherwise provided for in these By-Laws and shall exercise all CCRVOC powers.

Any Executive Board member shall not incur debt or enter into any agreement on behalf of the CCRVOC without prior approval of the Executive Board.

Two Executive Board members shall sign all documents between CCRVOC and any person.

## BOARD OF DIRECTORS

The Board of Directors is defined as all duly elected Regional Directors.

Past Presidents and the WebSite Manager are ex-officio, non-voting members of the Board of Directors and shall be invited to all Board of Director meetings. Ex-officio members cannot obligate the club in any way.

The Board of Directors meetings shall be held at the discretion of the President. A majority of the Board of Directors shall constitute a quorum.

Any Board of Director member shall not incur debt or enter into any agreement on behalf of the CCRVOC without prior approval of the Executive Board.

## REGIONAL DIRECTORS

Each Regional Chapter will be broken down by first digit of their zip code. Each Regional Chapter will consist of at least one (1) Regional Director. The President and the Executive Board will nominate one or two persons for each Regional Director position. A vote by the Executive Board and Board of Directors will decide the person selected. The Regional Directors shall become a member of the Board of Directors.

Regional Directors Duties: To arrange and conduct at least one (1) Regional Rally per year. During the yearly rally, conduct a Regional meeting discussing issues regarding preferred activities, or locations for up coming rallies or club events. Conduct a vote of a simple majority as to location for future rallies, activities or events. Consults with State\Province Representatives on issues and coordinates with them on all rallies in the state\province.

## STATE\PROVINCE REPRESENTATIVES

Each State\Province Chapter will be broken down by State\Province. Each State\Province Chapter may consist one (1) State\Province Representative. The Regional Director will nominate one or two persons for each State Director with final approval of the Executive Board and Board of Directors. The members within each state will elect each State \Province Representative.

State\Province Representatives Duties: To arrange and conduct at least one (1) State\Province Rally per year. During the yearly rally, conduct a State\Province meeting discussing issues regarding preferred activities, events or locations for up coming rallies. Conduct a vote of a simple majority as to location for future rallies, activities or events. The State/Province Representative will act in an advisory status to the CCRVOC President, Executive Board and the Board of Directors. Relays all concerns to their Regional Directors.

## WEBSITE MANAGER

DUTIES: The Website Manager shall be responsible for maintaining, improving, upgrading, troubleshooting and applying any changes requested by the Executive Board and Board of Directors to the CCRVOC website. The Website Manager is responsible for requesting renewal payments for the website host and registrar of

the domain names maintained by CCRVOC. The Executive Board and Board of Directors appoints this position. The Website Manager is an ex-officio, non-voting member of the Board of Directors. Any CCRVOC member with knowledge and experience of website management may apply to the Executive Board and Board of Directors for this position.

## TERMS OF OFFICE

All elected officer's term shall be a two-year (2) term.

## RIGHTS AND LIMITATIONS

Any family unit of CCRVOC may only hold one (1) elected office

Only members of the CCRVOC in good standing may be nominated from the floor for any elective office.

## ARTICLE VI – AMENDMENT OF BYLAWS

### MANDATORY AMENDMENTS

The Executive Board and Board of Directors shall approve amendments applicable to CCRVOC operations, which will be provisional until the next regular business meeting to allow for membership vote.

### AMENDING PROCEDURE

These Bylaws may be amended by a 75% affirmative vote of the members present and voting at a business meeting, providing that prior notice of at least thirty (30) days has been given of the proposition (s) to amend.

Any member may propose changes in the Bylaws. Format and content of the proposed changes must be approved by the Executive Board and Board of Directors prior to being submitted to the membership for approval.

Approved amendments to these Bylaws become effective immediately upon their adoption, or at such time as specified in the amendment.

### DISTRIBUTION

Copies of changes, additions, amendments, or revisions to these Bylaws shall be forwarded to the membership via the website and held in the CCRVOC documentation packet.

## ARTICLE VII – COMMITTEES

### APPOINTMENTS

The President will appoint all Committee Chairperson and Members, except for the Nominating Committee.

### DUTIES

All committees shall function within the Bylaws and policies of the CCRVOC and will be under the direction of the President, except for the Nominating Committee

### QUORUM

A committee quorum shall be a majority.

## ARTICLE VIII – LIQUIDATION AND DISSOLUTION

The dissolution of the CCRVOC shall be by majority vote of the membership. All the remaining assets of the CCRVOC shall be contributed to the purpose(s) for which the CCRVOC is organized, or to a qualified non-profit charity or charities.

Effective Date: April 22, 2006

Amended on June 2, 2007

Amended on June 11, 2011

\*Non Pro-rated dues

\*\*Override Roberts Rule of Order to accept Electronic Ballots.

\*\*\*Dues set at \$25 per year, Anniversary Date, Website Manager and Past Presidents ex-officio, non-voting members of the Board of Directors and some clarifications.