

SASKATCHEWAN
PROVINCIAL GOOD SAM
RECREATIONAL VEHICLE
ORGANIZATION

STANDARD OPERATING
PROCEDURES

SEPTEMBER 5, 2025

ARTICLE I – NAME

This organization is registered as the Saskatchewan Organization International Good Sam Recreational Vehicle Club Inc. and shall be known as the Saskatchewan Good Sam Organization. The Saskatchewan Organization will always use the terminology “Provincial Organization” when referring to its organization.

The Saskatchewan Organization will only use the Good Sam name and logo in good taste and to promote the Good Sam Pledge and provincial activities.

ARTICLE II – PURPOSE

It is the purpose of the Saskatchewan Provincial Organization to promote the use and enjoyment of recreational vehicles and outdoor fellowship among its members through trips and group activities. This Provincial Organization shall maintain an attitude which is strictly non-sectarian, non-partisan, non-sectional and non-racial and shall be dedicated to bringing together people interested in the ideals of the Saskatchewan Provincial Organization.

ARTICLE III - MEMBERSHIP

Membership in this Provincial Organization is limited to those individuals who are members in good standing and whose Chapter has remitted current dues to the Provincial Organization or members who have become “members at large” in the Provincial Organization and paid the required dues. Each membership includes the member, the partner and any dependant children living with them.

ARTICLE IV – PROVINCIAL OFFICERS

1. Officers of this Provincial Organization shall be the Provincial Director, Assistant Provincial Director(s), Secretary, Treasurer, Wagon Master and such additional officers as deemed necessary by the Provincial Director. The Provincial Executive is comprised of all Provincial Officers listed.
2. The Provincial Director will be elected for a two year term with a maximum of two (2) terms (four years).
3. The Treasurer will be elected annually by the Provincial Committee with a maximum of six terms (six years).
4. All other Provincial Officers will be appointed by the Provincial Director and will hold office for a period designated by the Provincial Director but not to exceed the Provincial Director’s term of office.

ARTICLE V – PROVINCIAL COMMITTEE

The Provincial Organization will form a Provincial Committee composed of one Chapter President or an appointed delegate from each Chapter within the Province. When formed, each Chapter must fully participate in the Provincial Committee and meet all obligations thereof.

ARTICLE VI - MEMBERSHIP

1. Members of the Provincial Organization will be classified as either Chapter members or Provincial members at large.
2. Provincial members at large will be defined as those members who do not belong to a Chapter, but who have voluntarily decided to be members of the Provincial Organization and to meet all the necessary membership requirements thereof.
3. Annual membership dues as outlined in ARTICLE VII – Item 1 must be in a current position.

ARTICLE VII - DUES

1. Dues for the Provincial Membership will be levied by the Provincial Committee. This fee is to be paid by all Chapter members and Provincial members at large and will be placed in the Provincial Treasury. Dues will be paid by the Chapter members and will be based on the membership list as of September of each year.
2. The amount of the annual dues will be determined as outlined in ARTICLE IX – Item 6.
3. Only a dues-paying member of the Provincial Organization shall be eligible to participate in its business meeting or to serve in any of its elective or appointed positions.

ARTICLE VIII– DUTIES OF OFFICERS

Provincial Director

The Provincial Director will be elected for a two (2) year term. The Director will be elected biannually by a simple majority of all the members of the Provincial Committee. The Director shall be elected before January 1st and shall take office on January 1. This position is the highest Officer in the Province and the functions are:

1. To act as the advisor in the administration of Provincial and Chapter business.
2. To administer the formation of new Good Sam Chapters.
3. To officiate at Provincial Rallies.
4. To advise the Provincial Committee composed of Chapter delegates in the Province, to officiate at its meetings and to vote only in the event of a tie.
5. To assist and direct the Provincial Executive with the planning and organization of Rallies and special events in the Province.
6. If a vacancy occurs during the Provincial Director's term, the Provincial Director may appoint a replacement for the duration of the term or request that the Provincial Chapters present another candidate for the position.
7. To perform such other functions as specified by the organization.

Assistant Provincial Director(s)

The functions of the Assistant Provincial Director(s) are:

1. To assist in organizing local Chapters.
2. To supervise Provincial functions in their assigned duties under the direction of the Provincial Director.
3. Other duties designated by the Provincial Director.

Provincial Secretary

The functions of the Provincial Secretary are:

1. To handle all correspondence as assigned by the Provincial Director.
2. To attend, when possible, all regular and special meetings of the Saskatchewan Provincial Executive and Committee, with responsibilities for: recording the minutes of meetings with the time and place, how called or authorized, the notice given thereof, names of those present as well as the proceedings at the meeting. In addition, shall distribute or have distributed, the minutes of the meetings to the Provincial Executive.
3. To prepare an agenda for the presiding Director and Executive showing what is to come before the meeting.
4. To have a list of all standing committees and to file the reports of these committees when presented.
5. To have a copy of the Provincial Organization's Standard Operating Procedures available for ready reference.
6. To send out notices, by whatever means agreed upon, of all meetings of the Provincial Committee and Provincial Executive.
7. To maintain records on all members of the Provincial Organization including Chapter members and Provincial members at large.

Provincial Treasurer

The Provincial Treasurer will be elected annually by a simple majority of all members of the Provincial Committee. The Treasurer shall be elected before January 1st of each year and shall take office on January 1. The Treasurer may not be a member of the Provincial Director's family. The functions of the Provincial Treasurer are:

1. To have custody of all funds, securities and assets of the Provincial Organization. All monies received by the Provincial Organization from dues, Provincial Rallies or any other sources be placed in the Provincial Treasury.
2. To be responsible for keeping full and accurate accounts of all receipts and disbursements and to make a report of same at all regularly scheduled Provincial Committee meetings.

3. To pay only those expenses which have been approved by the Provincial Committee. All expenditures of monies from the Provincial Treasury and the Rally Treasury over \$2,500.00 shall be ratified of the Provincial Committee at a Provincial Committee meeting. All disbursements will be made by cheque unless otherwise authorized and signed by any two of: the Director, Treasurer, Secretary or Wagon Master.
4. To prepare a semi-annual itemized financial report to be distributed to the Provincial Committee.
5. To serve as Provincial Election Chairperson.
6. An Internal Review Committee will be appointed by the Provincial Committee to review the accounts and records of the Provincial Treasurer and the Provincial Rally Registrar at least once annually and will submit the reports of their findings to the membership ARTICLE X - Item 4.
7. To file the Annual Return to Saskatchewan Corporations Branch, to certify that the information in the return is accurate and to ensure that the rules governing non-profit organizations are being followed.
8. Upon the death, resignation or departure from the Provincial Organization of the Provincial Treasurer, the Provincial Director will conduct a special meeting of the Provincial Committee as soon as possible, for the purpose of electing another Provincial Treasurer to fill the position.

Provincial Wagon Master

At the direction of the Provincial Director, the Provincial Wagon Master is responsible for selecting the site for the Provincial Rally, Mini Rally and other related Provincial activities and to serve as the Chairperson of the Parking Committee and other such duties as designated by the Provincial Director.

Publicity Chairperson/ Webmaster

The Publicity Chairperson/ Webmaster is responsible for generating publicity with local media and other duties as required.

ARTICLE IX – PROVINCIAL COMMITTEE

1. The Provincial Organization will form a Provincial Committee composed of all Chapter Presidents or their appointed delegates. When formed, a Provincial Committee has the voting power to reconcile serious disputes within the Province and in any Chapter within the Province.

2. The Provincial Committee shall meet at least two (2) times a year to conduct the business of this Committee. The Provincial Director, with the approval of the Provincial Committee, shall determine the time and place of all Provincial Committee meetings. At least thirty (30) days notice will be given of all meetings.

3. A simple majority of those present of the Provincial Committee members or their appointed delegates, will constitute a quorum at a duly called Provincial Committee meeting.

4. All business meetings may be conducted as follows: (not necessarily in this order)

1. Call to order.
2. Roll call.
3. Introduction of guests.
4. Approval of minutes as circulated of previous meeting.
5. Treasurer's report – followed by presentation and authorization of bills.
6. Reading of correspondence.
7. Reports of committees.
8. Unfinished business.
9. New business.
10. Announcements.
11. Adjournment.

5. The Provincial Executive shall be allowed to sit in and participate in the Provincial Committee meetings as a recommending body, but has no voting power. In the event that a member of the Provincial Executive is also President of his/her Chapter, he/she will appoint a delegate from his/her Chapter to attend and vote. The Provincial Director will only vote on those issues that come before the Provincial Committee in the event of a tie.

6. The Provincial Committee has the authority to establish, regulate and control the Provincial Treasury and to levy a reasonable fee to be paid by all Chapter members within the Province to be placed in the Provincial Treasury. Such levy will only be recognized by the Organization if made by a three-fourths (3/4) vote of the Chapter delegates attending a meeting of the Provincial Committee held after thirty (30) days written notice of the purpose of the meeting to the Chapter delegates within the Province. The vote to levy a fee may be made by mail. If there is no designated Chapter delegate for a Chapter such written notice shall be sent to the Chapter President. All such funds shall be the sole property of the Provincial Committee. Chapter dues are \$1.00 per person.

ARTICLE X – RESPONSIBILITIES OF THE MEMBERS OF THE PROVINCIAL COMMITTEE

1. To attend Provincial Committee meetings as the representative of his/her Chapter and to report the proceedings of such meetings to the Chapter members. If the Chapter President is unable to attend, he/she shall notify the Provincial Director within ten (10) days prior to a scheduled Provincial Committee meeting, who the delegate for the Chapter will be.

2. To vote on such items as come before the Provincial Committee on behalf of the Chapter.

3. To make a written request of the Provincial Director, on behalf of the Chapter, that items be placed on the Provincial Committee meeting agenda., appoint an individual to do a review of the accounts and records of the Provincial Organization.

4. The Provincial Committee shall appoint the Provincial Director plus two (2) members of the Provincial Committee to act as an Internal Review Committee. The Internal Review Committee will if deemed advisable, appoint an individual to do a review of the accounts and records of the Provincial Organization. This will be done on annual basis and it will be carried out regardless of whether the Treasurer is re-elected. The outgoing and incoming Treasurer (if applicable) along with Rally Registrar will participate in this annual review to attest to their own satisfaction as to the validity of the review. Special reviews shall be initiated by the Provincial Committee whenever a change in the Provincial Treasurer occurs.

5. To present to the Provincial Committee any proposed amendments to the Provincial Standard Operating Procedures deemed necessary by the Chapter.

6. To serve on committees voluntarily or by appointment for the good of the Provincial Committee.

7. To obtain written support of twenty-five (25%) percent of the Provincial Committee membership to petition the Provincial Director to call a special meeting if such a meeting is deemed necessary.

ARTICLE XI – COMMITTEES

The Provincial Committee shall be empowered to appoint such committees as it deems necessary and to direct the activities of said committees.

ARTICLE XII - MISCELLANEOUS

1. Matching Park Grants, depending on funds available, to be paid by the Provincial Organization for Regional and Community owned parks. Matching Park Grants will support “Not for Profit Parks”. Estimate of costs of a project to be presented at any Provincial Committee meeting.

2. Rally Revenue Sharing – all Rally Revenues in excess of expenses will go to the Provincial Organization. Sufficient operating funds for one year to stay with the Province Organization and the balance to be split evenly between the Chapters working at the Rally.

3. For new Chapter startups, there will be \$300.00 funding from the Provincial Organization.

4. Reimbursement of Chapters for the cost of a Chapter flag is \$50.00.

5. The Rally Committee may provide complimentary registrations for the Saskatchewan Rally to the Provincial Staff each year.

6. If this Provincial Organization should decide to disband, all monies still left in the Provincial Treasury shall be distributed to a charitable organization or a non-profit organization of the Provincial Organization’s choosing.

ARTICLE XIII– AMENDMENTS

1. Proposed amendments to these Standard Operating Procedures must be submitted to the Provincial Director by a Provincial Committee member in writing to be included in the agenda of the next meeting.

2. The proposed amendment(s) in final form shall be sent to each member ten (10) days prior to the meeting at which the amendment(s) is to be voted upon.

3. Such proposed amendment(s) shall automatically be an item on subsequent agendas until properly disposed of by a vote of the membership.

4. The amendment(s) may be passed with an affirmative vote of three-fourths (3/4) of the eligible voting members present.

Certified copy of the Standard Operating Procedures dated September 5, 2025.

(Vince and Maria Leonard) Provincial Director

(Nancy and Harvey From) Provincial Treasurer