

# RVing Women

Recreation, Support, Networking, and Education for Women RVers

*Mission Statement*

Provide women RVers, regardless of race, religion, sexual orientation, disability or financial status, a supportive network and the opportunity to enjoy the RVing lifestyle in a safe and knowledgeable manner.

RVing Women (RVW) is a national, nonprofit 501(c)(7) corporation.

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The Bylaws of the Cascadia Chapter of Rving Women adopted October 2006, have been amended and are approved as being in compliance.

Chapter approved compliance and member amended August 27, 2016.

RVW approved August 27, 2016

Approved by Dorene L. Thomas RVW Bylaws Committee Chair

# **CASCADIA CHAPTER OF RVING WOMEN BYLAWS**

## **ARTICLE I. NAME, LOCATION, AND RECORDS**

Section 1. The official name of this organization is Cascadia, a Chapter of RVing Women. This Chapter was originally chartered on December 1, 1999 by the RVing Women Board of Directors. Re-charter took place February 10, 2004.

Section 2. This Chapter encompasses the State of Washington and the Canadian Province of British Columbia.

Section 3. The home state of this Chapter shall be the State of Washington, USA.

Section 4. Records:

- a) A set of current Chapter Bylaws will be made available to members at all Chapter events.
- b) All minutes of Board and Chapter meetings shall be on file and available to members for reference within 30 days after the date of each meeting.
- c) A written report of the Chapter's current financial status shall be available for membership review at all Chapter events.
- d) The Chapter records and official documents shall be kept by a Chapter Secretary.

## **ARTICLE II. CHARACTER, PURPOSE AND OBJECTIVES**

Section 1. The Bylaws of the Cascadia Chapter shall govern the Chapter in all practices. The Bylaws of the Chapter shall in no way conflict with the Bylaws of the national organization of RVing Women. Every amendment to the Bylaws of the Chapter shall become effective and binding on the Chapter.

Section 2. This Chapter is a subordinate organization of the tax-exempt central organization RVing Women as defined by the Internal Revenue Service and, as such, is subject to the Internal Revenue Code Section 501(c)(7). This Chapter is organized and operated exclusively for social and recreational purposes as set forth in the Internal Revenue Code Section 501 (c)(7). Notwithstanding any other provision of the Articles of Incorporation or Bylaws of RVing Women or the Bylaws of this Chapter, this Chapter shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c)(7) of the Internal Revenue Code.

Section 3. The purpose of the Chapter shall be to promote RVing for women by providing its members with educational opportunities for the exchange of ideas, information, and networking. The goal is to build confidence, promote safety and to nurture camaraderie among women RVers while facilitating enjoyable RVing opportunities.

### ARTICLE III. MEMBERSHIP

- Section 1. Chapter members must be members of RVing Women.
- Section 2. Members will be admitted by payment of Chapter dues, if any, along with evidence of payment of dues to RVing Women for the current year.
- Section 3. A voting member is defined as any member with RVW and Chapter dues, if any, up-to-date and has listed Cascadia in their RVW profile as their primary Chapter.
- Section 4. Each voting member shall be entitled to one vote on each matter submitted to a vote of the members.
- Section 5. It is not necessary to own an RV to become a member.
- Section 6. To expel a Chapter member, Chapter Officers shall follow the guidelines set forth by RVing Women.
- Section 7. Membership in this Chapter is not transferable or assignable.

### ARTICLE IV. OFFICERS AND DUTIES

- Section 1. Board of Directors: The President, President-elect, Event Activity Coordinator, Secretary, Treasurer, and Registrar are elected positions and shall constitute 6 of the 7 voting members of the Board of Directors. The immediate past President, or an experienced Cascadia member appointed by the Board as the Advisor member, shall serve as the 7th voting member of the Board.
- Section 2. Board Duties:
- a) Carry out the affairs of the Chapter in accordance with these Bylaws.
  - b) Communicate with fellow Board members to promote knowledge of each other's respective duties and to coordinate efforts.
  - c) Have full power and complete authority to transact all business for and on behalf of the Chapter.
  - d) Appoint special committees and task forces and shall direct their activities.
  - e) Submit bylaw revisions/amendments in written form to the membership no less than one month prior to voting on them.
  - f) Bring before the membership at any regular or special meeting or by correspondence, communications from RVing Women.
  - g) Oversee the management of Chapter Funds and submit an annual proposed budget to the membership for approval.
  - h) Shall hold at least two (2) Board meetings per year. Meetings may be conducted via phone or over the internet. A minimum of four (4) of its voting members may call Special meetings of the Board. A quorum of the Board will be a majority of Board Members in attendance at the meeting.

### Section 3. Officer Qualifications

- a) The Board of Directors shall be members in good standing of RVing Women.
- b) All elected officers shall have a *primary* affiliation with the Cascadia Chapter.
- c) The President shall serve as President-Elect immediately prior to assuming the position of President.
- d) Any Officer who is selected by the Board to co-sign on the Chapter account shall not reside in the same household as the Treasurer.

### Section 4. Terms and Vacancies

- a) The President shall assume her office immediately after serving a designated term as President-Elect. The term of office for the President will be one (1) year.
- b) The President-Elect, the Event Activity Coordinator, the Secretary, the Treasurer, and the Registrar shall begin an orientation to their office by the outgoing officer immediately following their election and will assume their respective offices at that time as well. During the orientation, the out-going officer will turn over all documents and records relevant to the position. The term of office for each will be one (1) year.
- c) The Advisor position on the Board shall be a one (1) year continuance of the immediate past President. In the event that the past President is not available to serve, the Board will appoint an individual who has had substantial experience with the Chapter. Her term shall be one (1) year.
- d) If a vacancy in office occurs, excluding the President, the chapter Secretary shall then immediately send a notice for nominees. A special election will be held at the next general meeting for a membership vote to fill the vacant office. If there is a Vice-President or President Elect, they will immediately ascend to the Presidency Chair. If not, the Secretary will assume the duties until the special election. This same election process will be used to fill the vacancy of any other office.
- e) Chapter Officers may be elected for two (2) consecutive terms, with the exception of the President and the President-Elect.

### Section 5. Duties

**The President-Elect** shall be a voting member of the Board and is responsible for leading the Board of Directors in planning and scheduling event locations and securing agreements for same, for the year that immediately follows the existing schedule. In the event an unexpected vacancy occurs in the office of President, the President-Elect shall succeed to the position of President for the unexpired portion of the term.

**The President** is a voting member of the Board who only votes in case of a tie, in reference to Roberts Rules of Order Newly Revised, latest edition and shall serve as official head and public spokesperson of the Chapter, preside at all meetings of the Chapter and the Board of Directors and shall direct and assist in the development of Chapter activities in accordance with the policies of the Chapter and RVing Women. She shall:

- a) Act as Liaison with RVing Women and other local/national RVing organizations.
- b) Coordinate submittal of publication info to appropriate local and national magazines and Web sites.
- c) No less than three months in advance of elections, announce to members the offices that will be vacated.

- d) No less than 30 days in advanced of the Fall business meeting, announce to the members the slate of candidates for office.
- e) No less than three months in advance of voting, broadcast a call to members for proposed bylaw revisions.
- f) Maintain communication with members, including announcement of scheduled Board meetings.
- g) Oversee the management of membership maintenance and recruitment.
- h) Receive complaints/suggestions from members.
- i) Assist the Board in selecting one Chapter Officer other than the treasurer to co-sign on the bank card for the Chapter Account.
- j) Arrange for an independent audit of Chapter finances at least once a year.
- k) Send an annual Chapter financial statement to RVing Women.
- l) Appoint committees as needed.

**The Event Activity Coordinator** is a voting member of the Board. She shall:

- a) Plan and carry out the social and recreational activities of the Chapter.
- b) Inform the members about activities at coming events/rallies, (i.e., use of the website, emails).
- c) Orient Event volunteers and oversee the activities & tasks that have been delegated to them.
- d) Report all Event expenditures to the Chapter Treasurer within four weeks after each Event.

**The Secretary** is a voting member of the Board and shall:

- a) Record minutes of all Board and Cascadia business meetings and make written copies of those minutes available to the President within two weeks of the meeting and to the members within 30 days of the meeting.
- b) Per instructions from the President, assist with submittal of Publication information to designated local and national magazines and Web sites.
- c) Maintain the official documents of the Chapter, including Charter, Bylaws, Chapter Rules, Rules of Order, correspondence, and minutes of meetings.
- d) Assist in communicating news to members about Chapter and RVing Women Activities.

**The Treasurer** is a voting member of the Board and shall:

- a) Provide a **written** financial report to the Board of Directors at each Board meeting and make a copy available to the members at each Event.
- b) Balance and reconcile the Chapter bank account(s).
- c) Prepare and submit to the Board, an annual Chapter financial statement by January 1<sup>st</sup>.
- d) Collect and record all dues and other payments to Cascadia.
- e) Keep membership records current and accurate, (address changes noted during dues payments and review the RVW quarterly update of the Directory).
- f) Make payments on behalf of the Cascadia Chapter following approval of the Board.
- g) Obtain written approval from the President and one additional officer to write checks in excess of \$100.00

- h) Submit financial records for an annual audit (current officers may not perform the audit).

**The Registrar** is a voting member of the Board and shall:

- a) Continue communication with RV Park managers as established by President Elect in regard to registration and reservation procedures.
- b) Inform the members about reservation procedures, (i.e., website & emails).
- c) Communicate with members and other individuals inquiring about reservations.
- d) Maintain reservations spreadsheets for events and forward to park managers as agreed upon.
- e) Forward reservation spreadsheets to the Treasurer to verify membership status.

**The Advisor** is a voting member of the Board of Directors and shall attend all Board meetings. Her primary responsibility is to share her experience and history with the Chapter during deliberations and offer advice that will facilitate promotion of Chapter business.

#### Section 6. Removal from office

- a) If an Officer fails to carry out her duties she may be removed from her position by a notice from the Board to step down. This notice shall be in written form and signed by no fewer than a majority of the Board members.
- b) If the Officer fails to relinquish her Office following a request by the Board her removal will be voted on by the membership present. A 2/3 vote of the membership will determine her termination as an officer. All materials pertinent to that office must be turned in to the remaining Board no later than two (2) weeks following the membership vote. The position will then be temporarily filled by an appointment by the Board until an election can occur.

### ARTICLE V. MEETINGS

Section 1. A minimum of two (2) Chapter business meetings shall be held during the fiscal year provided that at least thirty (30) days' notice is given as to date, time and place to all members. The annual meeting will be held in October.

Section 2. Special Meetings for members may be called by the President or by 5% of active members, provided at least thirty (30) days' notice is given to all members.

Section 3. Additional meetings may be called. All members shall be notified in writing (email, US mail, web page, etc.) at least thirty (30) days prior to the meeting as to the date, place, time and purpose of all meetings.

Section 4. Conducting the business of this Chapter shall be in accordance with Roberts Rules of Order, Newly Revised, when such rules are not in conflict with the Chapter Bylaws, RVW's Bylaws, or specific directives from the RVW Board of Directors.

Section 5. Accurate minutes must be kept of business conducted at all meetings. Minutes are the only legal record of all meetings, and all motions made and their voting outcome shall be recorded.

Section 6. Board meetings are open to all members except for unexpected calling of “special meetings of the Board”, (Article IV. Section 2, (h), a schedule of Board meetings shall be posted for members. Members wishing to observe Board meetings shall give prior notice to the President.

Section 7. A quorum of 10 members, including one elected Officer, shall be required for conducting the business of Chapter meetings. A majority vote of members present is required to approve any business presented except as stated in Article IX. AMENDMENTS TO BYLAWS.

## ARTICLE VI. ELECTIONS AND VOTING

### Section 1. Officers

- a) Election of Officers shall occur once a year, at the Fall business meeting. Voting shall be written ballot, show of hands, or acclamation, or use of electronic voting where necessary, and confidentiality is preserved. A majority of votes cast (including absentee ballots) is required to elect each officer.
- b) The names of nominees will be submitted to the Nominating committee no less than (60) days in advance of the business meeting. An absentee ballot shall be sent upon request and must be returned at least one week prior to the voting meeting.
- c) Nominations from the floor are acceptable with consent from the nominee.
- d) Chapter Officers may be elected for two (2) consecutive terms, with the exception of the President and the President-Elect.
- e) The new Officers will assume their respective offices immediately following their election at the Fall business meeting.

## ARTICLE VII. DUES

Fiscal year will be from January 1<sup>st</sup> to December 31<sup>st</sup>. Annual dues of this chapter shall be determined by the Chapter Membership. Each member will pay Chapter dues, if any, established by vote at a general meeting, provided written notice has been given to ALL members thirty days prior to the voting meeting. A majority of all votes cast, including absentee ballots, will be required.

## ARTICLE VIII. EMERGENCY ACTION

In the event that any required action cannot be completed as set forth in the Chapter Bylaws, the RVW Board of Directors may take emergency action for the benefit of the Chapter. Such emergency action shall then be submitted for ratification to the Chapter membership at its next business meeting.

## ARTICLE IX. AMENDMENTS TO BYLAWS

Section 1. Proposed amendments or revisions, or both, must be approved by the chapter members prior to being submitted to the RVW Board of Directors for review (except in the case of changes for compliance with RVW’s Bylaws or modifications to IRS rules) to ensure

that amendments are not in conflict with the RVW Bylaws, or that amendments do not jeopardize the Chapter's nonprofit status or the nonprofit status of RVing Women.

Section 2. All members must be notified at least 30 days prior to any proposed amendments. Voting will be by a show of hands or ballot at a meeting, absentee voters will be sent a ballot by mail, or e-mail, to be returned by mail, email, or fax.

Section 3. Approval by two-thirds of the ballots cast is required for an amendment to carry.

Section 4. After membership approval, the Chapter Leader shall submit the membership approved Bylaws to the Bylaws Committee Chair and the Bylaws Committee Liaison. When approval by the National Bylaws Committee is received the Chapter leaders shall prepare two (2) original copies of the complete amended Bylaws, dated the day of membership approval, signed by two (2) officers of the Chapter. One (1) approved copy shall be submitted to the RVW Board of Directors via the RVW office. One (1) approved copy shall be retained by the Chapter. The president of the RVW Board or her designate, upon acceptable review, will sign, date and return an acceptance page to be attached to both the Chapter copy and the RVW Office copy.

#### ARTICLE X. CHAPTER RULES

The members of this Chapter may write and adopt a set of standing rules to cover activities or situations, or both, not specified in these Bylaws. These Chapter Rules may not be in conflict with, or supersede, the Bylaws or the Bylaws or Policies and Procedures of RVing Women. These Chapter Rules may be adopted, amended, revised, or repealed at any publicized meeting upon approval of two-thirds of the members present.

#### ARTICLE XI. INDEMNIFICATION

Each officer and committee member, while serving as such, shall be indemnified against any and all claims and liabilities to which she may be subjected because of service, or by reason of any act or omission alleged to have been committed by such officer or committee member, unless such act is the result of a willful or grossly negligent act or omission on the part of said officer or committee member.



## ARTICLE XII. FISCAL RESPONSIBILITY

Section 1. Any officer, activity host, committee member, member, or guest who is handling any type of funds for this Chapter shall keep an accurate account of such funds, including receipts and disbursements, and shall turnover said funds, with its accompanying reports, to the Treasurer in an expeditious manner.

Section 2. The title for all property, funds and assets of the Chapter shall at all times be vested in the Chapter for the joint use of the members and no member or group of members shall have any severable right to all or any part of such property. The Chapter shall have complete control over the acquisition, administration and disposition of its property and such property shall not be used for any purpose contrary to those of RVing Women.

## ARTICLE XIII. DISSOLUTION


In the event of dissolution of this Chapter, all obligations shall be paid, and any remaining assets shall be sent to RVing Women. RVing Women shall not be liable for any debts incurred by this Chapter. The name of this Chapter shall revert to RVing Women.

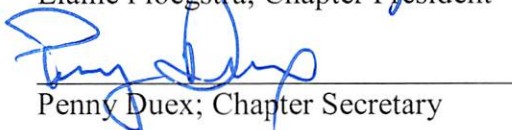
Adopted October 18, 2006

Sue Ellen Johnson  
Chapter President

Lynda Byrd  
Chapter Secretary

Amended August 27, 2016

  
Elaine Ploegstra; Chapter President

  
Penny Duex; Chapter Secretary

Approval by RVW: (date)

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*Dorene Thomas; RVW National ByLaws Committee Chair*