

**CONSTITUTION AND BY-LAWS  
FOR  
SUNCOAST WINNIE-GATORS**

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**A LOCAL CHAPTER OF WIT**

Revised 1/30/96

# **CONSTITUTION AND BY-LAWS FOR SUNCOAST WINNIE-GATORS (A LOCAL CHAPTER OF WIT)**

## **ARTICLE I: I NAME**

The name of this organization shall be SUNCOAST WINNIE-GATORS, a local chapter of Winnebago-Itasca-Travelers and the Winnie-Gators State Club.

Winnebago-Itasca-Travelers may be referred to as WIT, and Winnie-Gators Florida State Club may be referred to as State. The local chapter of Suncoast Winnie-Gators may be referred to as Chapter or Local Chapter.

## **ARTICLE II: CHAPTER COLORS AND SYMBOLS**

1) The chapter colors are green and orange. The chapter symbol is octagon in shape with green background and orange sun and contrasting letters. The chapter vest shall be green with orange piping. The chapter symbol shall be sewn on the left breast of the vest.

## **ARTICLE III: PURPOSE**

The purpose of the chapter shall be:

- a) To promote fellowship, friendship and fun among all members; to foster and develop recreational, social and travel opportunities for the enjoyment, pleasure and use of the members; and to encourage gatherings and outings on local, state and national levels.
- b) To provide, through identification with WIT, a basis of friendly welcome to other members.
- c) To plan group rallies, weekend trips, outings or other group outdoor travel activities.
- d) To promote safe travel.
- e) To support WIT and State on caravans, rallies and other group activities.

## **ARTICLE IV: MEMBERSHIP AND DUES**

- 1) The chapter was formed as part of WIT, a non-profit organization of travelers, for those who love the outdoors and open roads.
- 2) Any person or family who is a qualified owner of a Winnebago manufactured unit, and a member in good standing of WIT is eligible for membership in Suncoast Winnie-Gators Chapter. Should the chapter membership at any time set a limit on the number of units belonging to the chapter, then a waiting list for prospective members shall be maintained by the secretary of the chapter. Any vacancies that arise shall be filled in the order in which applications for membership have been received.
- 3) The annual dues for the chapter shall be as recommended by the Board of Directors of the chapter and accepted by the chapter membership by a majority vote. Dues may be payable during November and December. Members will be considered delinquent after January 1<sup>st</sup>, and dropped from the membership list.
- 4) Honorary Members who promote or assist WIT activities may include past members, who because of health or age, sold their motor home and can no longer participate as active members. They will receive complimentary WIT News and the Chapter Newsletters.

## **ARTICLE V: OFFICERS**

- 1) The Officers of the Chapter shall be:
  - a) President
  - b) First Vice President
  - c) Second Vice President
  - d) Secretary
  - e) Treasurer
- 2) All officers shall perform the duties that pertain to their respective offices. (See Jobs)
- 3) The officers shall be elected annually, along with three directors, at the November business meeting, for a term of one year.
- 4) The officers shall be installed at the December meeting, and shall assume their duties at that time.
- 5) An officer or director shall serve no more than two consecutive terms in the same office.

- 6) The officers of secretary and treasurer may be exempted from the above requirements and may be combined.
- 7) If a vacancy occurs in the office of president, the vice president shall be the president for the remainder of the elected president's term. If a vacancy occurs in any other office, the chapter may elect a successor who shall hold office for the unexpired term.

## **ARTICLE VI: BOARD OF DIRECTORS**

- 1) The Board of Directors shall review the business of the Chapter and report and make recommendations to the membership for their approval.
- 2) The Board of Directors shall consist of nine members: President; First Vice President; Second Vice President; Secretary; Treasurer; the three elected Directors; and the immediate past President.
- 3) The Chapter Secretary shall also serve as recording Secretary to the Board of Directors.

## **ARTICLE VII: ELECTIONS**

- 1) All elections shall take place at the regular November meeting.
- 2) The president shall appoint a nominating committee immediately after taking office consisting of three members from the general membership (excluding members of the Board of Directors). They will present at the October meeting a slate of eight members who are willing to assume the respective duties of the officers and directors for the coming year.
- 3) The November newsletter will publish this slate so that every Chapter member will be notified and prepared for the November election. At the November meeting nominations from the floor may be added to this slate provided these nominees have indicated a willingness to serve.
- 4) Election will include the offices of President, First Vice President, Second Vice President, Secretary, Treasurer, and three Directors.
- 5) Voting may be done by written ballot, with provisions for floor nominees. However if the slate is totally acceptable and unopposed, the Secretary may cast a unanimous ballot.

## **ARTICLE VIII: COMMITTEES**

- 1) Committees required to perform duties outside the business of Directors shall be appointed by the President.
- 2) A committee may be disbanded only by the President.
- 3) The President shall chair all committees except the nominating committee.
- 4) A nominating committee member may run for office under Roberts Rules of Order.

## **ARTICLE IX: MEETINGS**

- 1) The term "Meeting" shall refer to organized, announced, formal business sessions of the Chapter Membership.
- 2) The term "Outings" shall refer to the social/camping/travel events of the Chapter Membership.
- 3) Regular meetings of the Chapter Membership shall be held at least four times each year, but may be held more often when the need arises and notice of each is given in the preceding newsletter.
- 4) Meetings or outings shall be held each month except during June, July and August.
- 5) The President shall represent the Chapter at State meetings and shall appoint an alternate for the time he/she cannot attend. (The President of each local Chapter is a member of the State Board of Directors)
- 6) The Board of Directors shall meet at least four times a year and then report to the Chapter Membership.

## **ARTICLE X: VOTING**

- 1) Each adult member of the Chapter, in good standing, is entitled to one vote.
- 2) There shall be no proxy voting.
- 3) A quorum of the Chapter shall be 25% of the Membership.

## **ARTICLE XI: FISCAL YEAR**

- 1) The fiscal year of the Chapter shall begin January 1<sup>st</sup>, and end on the last day of December.

## **ARTICLE XII: AUDIT**

- 1) There will be an Audit of the books at the end of the fiscal year, the auditor to be appointed by the outgoing President.

## **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

- 1) In case of disagreement, WIT bylaws the Robert's Rules of Order shall govern on any item not specifically covered by this Constitution and these by-laws.
- 2) The regular order of business shall be:
  - a) Call to Order
  - b) Pledge of Allegiance to the American Flag
  - c) Reading of the minutes of the previous meeting
  - d) Treasurer's report
  - e) Introduction of guest
  - f) Committee reports
  - g) Director's reports
  - h) Unfinished (old) business
  - i) Election, if any
  - j) New business
  - k) Adjournment

## **ARTICLE XIV: MEMORIALS**

- 1) Upon receiving notice of illness of a member, the chapter shall send an appropriate card.
- 2) Upon the death of a member in good standing, the Chapter shall make a contribution of \$25.00 to a charity of its choice.

## **ARTICLE XV: AMENDMENTS**

- 1) Amendments to the Constitution and By-Laws shall be made in the following manner:
  - a) The proposed amendment shall be submitted in writing to every member of the Chapter, either in the newsletter or at the meeting or outing preceding the meeting at which the vote is to be taken. (Excluding the summer months)
  - b) A show of hands for a majority vote is necessary for the adoption of the amendment.

## **JOB DISCRPTION**

Job description is covered separately since it is not part of the Constitution and By-Laws and may, therefore be altered to suit the convenience of the President and the members of the chapter.

## **PRESIDENT:**

- 1) Shall be the chief executive officer of the chapter, shall call regular meetings as required and/or provided for in the by-laws, and preside at all meetings of the Board of Directors. (The Board shall meet immediately prior to each meeting of the chapter). In voting, in case of a tie, the President shall cast the deciding vote.
- 2) Shall be responsible to the entire membership of the chapter to lead and co-ordinate all chapter affairs and events.
- 3) Shall appoint all committee members and act as chairman of all committees but the nominating committee.
- 4) Shall sign checks for the chapter's business if the treasurer is not available.
- 5) Shall assign additional duties to the other officers as required.
- 6) Shall appoint Nominating Committee in January and Auditor in November.
- 7) Shall notify WIT immediately of any accident or injury that occurs during a meeting.

## **1<sup>ST</sup> VICE PRESIDENT:**

- 1) Assumes the duties of the President in his/her absence and performs all the duties of the President.
- 2) Acts as wagonmaster and gets volunteers to schedule campgrounds for all outings (schedule hosts may choose their campgrounds if they desire). It must be done far enough in advance so it can appear in the WIT paper.
- 3) Other assignments as directed by the President.

## **2<sup>ND</sup> VICE PRESIDENT:**

- 1) In charge of all parking at chapter outings. Must get substitute when he cannot attend.
- 2) Assumes duties of President and First Vice President if both are absent.
- 3) Other assignments as directed by the President.

## **HOSTS:**

Hosts (2 or 3 couples) put on program. Arranges for dinners and breakfasts for the outing if applicable.

## **SECRETARY:**

- 1) Keeps a record of the proceeding of all meetings of the chapter and board of directors, and maintains such records in permanent form. A copy of all minutes shall be given to the President as soon as possible after each meeting.
- 2) Renders a report of the previous minutes at each business meeting.
- 3) Maintains a current roster of membership to include name, address, phone number and WIT Membership number, and record attendance at all meetings and outings.
- 4) After election of officers at the annual meeting, to furnish WIT with a list of the new chapter officers and a roster of paid memberships. To notify WIT of any changes of officers during the year.
- 5) To act as custodian of the Charter Constitution and by-laws of the chapter, including any amendments thereto, and to distribute a copy to every member.
- 6) Is responsible for submitting news items to the WIT News and listing current campouts and outings.

## **NEWSLETTER EDITOR:**

Prepares, prints and sends a newsletter to each member notifying them of the location, agenda and any other pertinent information concerning the next outing or meeting (excluding summer months). The Editor shall attend all board meetings.

## **TREASURER:**

- 1) To receive all monies belonging to the chapter, to collect dues, and to keep an accurate, itemized record.
- 2) To deposit all chapter monies into an established banking institution in the name of the chapter, and to reconcile the monthly bank statements.
- 3) To pay from chapter funds all proper expenses upon receipt of documented invoices or receipts, to keep copies of all bills paid, to maintain an accurate itemized record thereof. In the absence of the treasurer, the President has the authority to pay bills.
- 4) To prepare and present a financial report at each chapter meeting giving copies of the report to the President and Secretary to file with the minutes.
- 5) To maintain and inventory a stock of logos, patches and other related materials to sell.

## **DIRECTORS:**

Will be assigned duties by the President as needed