

Bylaws for CERTIFIED BOF (Birds Of a Feather) Groups of the Escapees Club

#### ARTICLE I: NAME, LOCATION, AND RECORDS

Section 1: The name of the BOF is Christian Fellowship BOF

Section II: The area of interest is loosely defined as Social gathering of Christians resulting in praise, worship, Bible study, prayer and sharing with each other.

Section 3: The BOF records shall be kept in duplicate, with one copy in the possession of the treasurer or membership chairperson, and one copy sent to the Certified BOF Coordinator of the Escapees RV Club.

#### ARTICLE II: PURPOSE

This BOF was certified on March 17, 2002 for the purpose of providing a framework for members of the Escapees RV club to make new friends through organized rallies and other announced social activities.

#### ARTICLE III: MEMBERSHIP

Membership in this BOF is open to all current members of the Escapees RV Club who subscribe to the BOF newsletter. Additional requirements for membership are defined in standing rules.

#### ARTICLE IV: OFFICERS AND DUTIES

Section 1. A minimum of three elected officers of this BOF shall be a president, vice president, secretary, treasurer, membership chairperson, or other officers that may be specified in the standing rules. These officers shall constitute the executive board.

Section 2. The term of office for each elected officer shall be a minimum of 1 year(s); however, each officer shall serve until replaced. Officers may serve more than one term.

Section 3. Duties of officers are described in the BOF Officers Handbook from national headquarters.

#### ARTICLE V: MEETINGS

Section 1. Conducting the business of this BOF shall be in accordance with Robert's Rules of Order when such rules are not in conflict with the bylaws or specific directives from the Escapees RV Club.

Section 2. A quorum of 15 members, including one elected officer, shall be required for conducting the business of the BOF at meetings. A majority vote of members present is required.

Section 3. A business meeting shall be held at least once a year with a quorum present. Additional official business meetings may be called. All members shall be notified in writing or e-mail as to date, place, and time of all business meetings. Such notification requirement will be satisfied by any mailing at least 60 days prior to the event, including, but not limited to, the BOF news letter and/or *Escapees Magazine*.

Section 4. Accurate minutes must be kept of business conducted at all business meetings. Minutes will be the only legal record of all business meetings. Votes at all business meetings will be recorded, and at the board meetings votes are to be recorded by name.

#### ARTICLE VI: ELECTIONS

Section 1: The officers shall be elected at the Spring Escapade business meeting.

Section 2: Nominations: A nominating committee shall be appointed by the president at least two (2) months prior to the month of the election. The nominating committee shall obtain at least one nominee for each office. Other members may mail in nominations for any office. All nominees must give written or verbal consent to be considered. Exception:

Additional nominations with verbal consent, may be taken from the floor of a regular business meeting.

Section 3: Voting shall be by written ballot, show of hands, or acclamation. A majority of votes cast is required to elect each officer.

Section 4: The new officers will assume their respective offices at the conclusion of the Spring Escapade.

#### ARTICLE VII: DUES

The BOF newsletter subscription dues will be no more than \$20 annually and will be due by April 30 of each year. Any member whose dues are not paid by June 30 shall be dropped from the BOF rolls. The amount of dues shall be set forth in the standing rules.

#### ARTICLE VIII: EMERGENCY ACTION

In the event that any required action cannot be completed as set forth in these bylaws, the executive board may take

emergency action for the benefit of the BOF. Such emergency action must then be submitted to the membership at the next BOF business meeting for ratification.

#### **ARTICLE IX: AMENDMENTS TO BYLAWS**

Proposed amendments and/or revisions must be approved in writing by an appropriate Escapees RV Club representative prior to being submitted for membership vote. All members must be notified of any proposed amendment/s and furnished with a ballot to be returned. Approval of two-thirds of the ballots received is required for an amendment to carry.

#### **ARTICLE X: STANDING RULES**

The BOF may adopt a set of standing rules to cover activities and/or situations not specified in the bylaws. These standing rules may not be in conflict with, or supersede, the bylaws. These standing rules may be adopted, amended, revised, or repealed at any publicized business 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 he or 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**

Any officer, rally host, committee member, member, or guest, who is handling any type of funds for the BOF shall keep an accurate account of such funds, including receipts and disbursements, and shall turn over said funds, with a written balance accounting, to the treasure in an expeditious manner.

#### **ARTICLE XIII: DISSOLUTION**

In the event of the dissolution of this BOF, all obligations shall be paid and any remaining assets shall be sent to the Escapees RV Club. Escapees, Inc. shall not be liable for any debts incurred by the BOF.

### **STANDING RULES**

#### **BOF CHRISTIAN FELLOWSHIP**

##### **I. Dues**

- A. The dues for the Christian Fellowship BOF shall be \$5.00 a year per membership. No more than two people (same address) may join on one membership.
- B. All dues shall be payable by December 31. Multiple year renewals are acceptable. Any member whose dues are not paid by the end of February shall be dropped from the Christian Fellowship BOF membership roll. *(Rev Jan 2010)*

##### **II. Officers:**

- A. The duties of the president, vice president, treasurer, and membership chairperson shall be as specified in the BOF Officers Handbook published by the Escapees RV Club.
  - 1. The BOF will have two regional vice-presidents, one for the east and one for the west. To more equally represent the eastern part of the Christian Fellowship BOF and to encourage greater participation and more rallies in the east. The vice president's volunteer/elected position description includes the duties of wagonmaster. The Wagonmaster finds places for rallies and encourages hosts for the rallies (reference II. E., Standing Rules). *(Added Jan 2010)*
- B. Other necessary appointed officers/chairpersons may include, but not limited to, past president as advisor, newsletter editor, web master, rally host, secretary and others as deemed appropriate.
- C. All elected officers shall serve for a minimum of one year. The vice president shall have a two (2) year commitment with the first being elected and serving as vice-president and being the default nominee for election to the president office in the second year.
- D. Officer election shall be conducted each year at the Spring Business Meeting with assumption of duties directly after this meeting. *(Rev Jan 2010)*
- E. If there are rallies outside the Escapades, the regional vice president for that region shall act as Wagonmaster or appoint a Wagonmaster. *(Rev Jan 2010)*
- F. Officers and nominees for officers must be members in good standing, receive the newsletter and be on the membership data base.

### III. Rallies/Meetings

- A. The BOF will hold services at the Escapades each year. *(Rev Jan 2010)*
- B. Business meetings will be held at the time and place determined by the officers, with the membership notified at least 60 days in advance as required by the Bylaws. . Business meetings must be chaired by an elected officer. Services may be chaired by BOF officers or members. Special guests may be used as appropriate. If business meetings are to be held at an Escapade, they must be coordinated through the Escapade Director and/or Chapter Directors. *(Rev. Jan 2010)*
- C. No Non-Escapade rally will be scheduled to conflict with any National function if such function is within 1000 air miles of the function.
- D. Various officers or members may initiate and hold luncheons, prayer meetings, Bible studies, etc., at distinct geographic locations as desired.
- E. No smoking shall be permitted inside any room where a BOF function is being held.
- F. When insurance is needed for a rally/event the Wagon Master will contact the national Escapee headquarters.

### IV. Newsletters

- A. A BOF newsletter will be published at least twice per year. The newsletter will be distributed via U.S. mail, email, or posted on the BOF Escapees web site.
- B. Each paid up member will have access to the newsletter.
- C. The newsletter plus other channels as appropriate will be used to communicate election and nomination information, announcements, report of events, stories, etc. of interest to members.
- D. The title of the newsletter will be "The High Flyer."

### V. Logo

- A. The official logo of the BOF is the Church and Cross in a wagon as displayed in the existing BOF flag. *(Rev. 4/27/06)*
- B. No changes to the logo will be made without coordination with the "Too Crazy Ladies". This will maintain the ability to provide various mementoes of the BOF.

### VI. Miscellaneous

- A. The president shall make efforts to have BOF members attend national events as a representative of the BOF for parking on "The Row." Elected officers are encouraged to volunteer for this position.
- B. The executive board will reimburse BOF Row representative for the Escapade registration fee and a sum of \$30 for incidental BOF expenses. Funding for this shall be made available from the treasury by the treasurer and approved by the president.
- C. All funds will be collected by the Treasurer who will send the names and addresses of new members and renewals to the membership chairperson who is also the newsletter editor. The newsletter editor will update the membership database to reflect any and all changes. Dues income will be used to finance the publishing of the newsletter and for other expenses. All income and expenses to publish the newsletter will be reported to the treasurer, accompanied with receipts, for reimbursement. Funds received from the sale of mementos will go directly to the treasurer. The treasurer will report the financial status at the official Escapade business meetings and in the newsletter once a year. *(Rev. 4/27/06)*
- D. Expenses incurred for the BOF will be reimbursed to the member incurring the expense. All expenses must be approved by the Executive Board prior to the expenditure and is limited to a maximum of \$50. Any expense in excess of \$50 must be approved by a vote of a quorum of the membership. In case of an emergency, two offices, including the president, can authorize an expense reimbursement of up to \$50. If an emergency expenditure is made, it must be reported to the membership at the next general meeting.
- E. The BOF will obtain a tax identification number and all financial accounts will be established using this number. No one is authorized to use an individual's Social Security number for accounts which contain BOF funds.

### VII. Modification/Adoption

- A. These standing rules will become effective by two-thirds vote of chapter members present at a regularly scheduled meeting.
- B. These standing rules may be amended by complying with the bylaws of the BOF.