

FLORIDA STATE WINNIE GATORS, INC.
BY-LAWS

Article I - Name

The name of this organization shall be the Florida State Winnie Gators, Inc. (hereafter referred to as the Club) chartered in the state of Florida by Winnebago-Itasca Travelers (hereafter referred to as WIT) on the 6th day of February 1971.

Article II - State Club Colors and Emblem

The club colors are orange and green, and the emblem is a palm tree and an alligator with sunglasses. The orange and green State Club Flag shall be flown with the orange section on top of the green.

Article III - Purpose

The purpose of these By-Laws shall be to manage the Club in such a manner as not to conflict with:

1. All WIT By-Laws
2. Directives from the WIT General Manager
3. Roberts' Rules of Order

Article IV - Objective

The objective of this WIT State Club shall be to assist in protecting members' rights as private RV owners, to provide for a frequent interchange of travel ideas, and TO HAVE FUN. The Club also shall assist in the formation of new chapters as needed in the State of Florida and to guide and assist these Chapters as set forth in the WIT By-laws.

Article V - Membership and Dues

Section 1 - Membership and Dues

- A. Membership shall be open to anyone who is a member in good standing of WIT. Said membership shall be contingent upon prompt payment of State Club dues. Dealer and Honorary Club Members may be named as outlined in the WIT By-laws. Any member of the Club who sells their Winnebago Industries manufactured unit and does not buy another Winnebago Industries manufactured unit within 90 days will be dropped from the membership rolls and notification of such action will be sent to WIT. Honorary members may be asked to pay extra costs incurred such as meals.
- B. Admission to the Club shall not be denied because of sex, race, religion, marital status, color or nationality.

Section 2 - Dues

- A. The annual dues for the Club shall be recommended by the Board of Directors, as defined in these By-Laws and accepted by a majority vote of the members present, at a duly authorized meeting of the Winnie Gators.
- B. Members not renewing their membership by the end of the annual March Rally shall be dropped from the membership rolls.

Article VI - Election of Officers

- A. All elected officers must be residents of the state of Florida.
- B. Club officers shall be elected at the annual meeting in January and serve in accordance with the WIT By-laws.
- C. The officers shall be installed and assume their duties at the annual State Rally held in March and shall hold office until the end of the next year's State Rally, or until their successors have been duly elected and installed.
- D. WIT shall be furnished a "Change of Officers" notification listing the newly elected Club Officers as soon as practical after the elections and the Membership roster for the current year following the state rally.

Article VII - Officers

Section 1 - Elected

The officers shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. They all shall perform duties that usually pertain to their respective offices as defined in both the WIT and Club by-laws. The elected officers should be only one (1) from each Chapter when four (4) or more chapters exist. However, should it be impossible to receive eligible candidates or nominations from the different chapters, the election must proceed with the candidates available, even though they are from the same chapter.

Section 2 - Officers' duties

A. President

- (1) Shall be the chief executive officer of the Club, and shall call regular and special meetings as required by these by-laws.

- (2) Shall preside at all meetings of the Club and Board of Directors, offer recommendations, and suggestions for consideration, and in case of a tie, shall cast the deciding vote.
- (3) Shall appoint committees as needed and serve as chairperson of all except the Nominating Committee. Committee members serve at the pleasure of the president and may be excused without cause.
- (4) Shall ensure that all provisions of the WIT and Club By-laws are followed.
- (5) Shall notify WIT immediately of any accident or injury which occurs at any outing, meeting, or rally.
- (6) Shall talk to dealers and coordinate and assist local chapters with Show and Tell programs.
- (7) Shall be active in the recruiting of new members and chapters by working with the WIT representative for the Florida area.
- (8) Shall request certificates of Insurance from the WIT office, if required by a campground or fairground.
- (9) Shall provide pertinent and timely information for publication in the "Winnie-Gate" newsletter.
- (10) Shall assign duties and provide follow up to ensure all officers' duties are being performed.
- (11) Shall be custodian of the Club Charter.
- (12) Shall attend outings of other state clubs, local chapters and visit dealers to promote membership and exchange ideas whenever possible. Reimbursement for travel shall be made in accordance with these By-Laws.

B. First Vice President

- (1) Shall assume the duties of the President in his/her absence.
- (2) Shall be responsible for the chuck wagon, keep it supplied with staple supplies for all campouts and rallies, and provide the Treasurer with invoices for expenses incurred and be reimbursed for same. If unable to attend a function, shall ensure that another member assumes these duties. Additional support for performing these duties should be obtained from his/her local chapter.
- (3) Shall be responsible for either providing or coordinating all meals at campouts.

C. Second Vice President

- (1) Shall be in charge of parking at all Club functions. If unable to attend a function, shall ensure that another member assumes these duties. Additional support for performing these duties should be obtained from his/her local chapter.

D. Secretary

- (1) Shall keep accurate up-to-date records in permanent form of all Club meetings.
- (2) Shall record the proceedings of all meetings and render one copy to the Club Officers and Chapter Presidents as soon as possible and be prepared to render a report at each business meeting.
- (3) Shall maintain a full and current roster of membership, including current officers and send copy of same to WIT as soon as possible after the installation of officers. Shall notify WIT of any status changes of Club officers occurring during the year.
- (4) Shall be custodian of the Club By-laws, including any amendments thereto.
- (5) Shall, upon receipt of input from the President and other officers, distribute to all members the Winnie-Gate newsletter at least 30 days prior to the next campout or rally.
- (6) Shall submit all information required to WIT for insertion in the WIT Club News section headed "Who's Inviting Travelers" and the "Club and Chapter Reports" sections.
- (7) Shall be responsible for requesting Club birthday patches (i.e., 25th etc.)
- (8) Shall manage and maintain all correspondence for the Club.
- (9) Shall be responsible for verifying that all members and applicants are current members of WIT.

E. Treasurer

- (1) Shall receive all monies belonging to the Club, collect dues, reconcile the checking account monthly, and keep an accurate itemized record thereof in the name of the Club.
- (2) Shall disburse funds, upon receipt of documented invoices or receipts, set up a petty cash fund, and make cash advances as provided for in these By-laws. In the absence of the Treasurer, the President is authorized to disburse funds. Said funds can only be disbursed for authorized purposes and according to these By-laws.

- (3) Shall submit a written and oral report on funds at each Club meeting with enough copies for all Board members and interested Club members.
- (4) Shall maintain an inventory, if any, of Club related items for sale and distribution with the support of his/her local chapter.
- (5) At the annual March Rally, the Club Treasurer is authorized to provide amounts to be used as cash drawers (funds for making change) as needed. The amounts and distribution shall be the responsibility of the Treasurer, with the total of the funds not to exceed \$1,500.00. It shall be the responsibility of the Treasurer to collect these amounts at the end of the rally and to deposit them promptly back into the Club bank account.
- (6) The Club shall have a record retention policy that will satisfy all state and federal legal requirements as well as ensuring that valuable historical documents of the Club will be kept.

F. **The Board of Directors and Executive Committee**

- (1) The Board of Directors shall consist of the State Officers, immediate Past President and Chapter Presidents. Any Chapter President may appoint an officer or appointed representative of his/her Chapter to sit at Board of Directors meetings. Such representative must sign in with the Club Secretary prior to the meeting.
- (2) The Board of Directors will not make any binding decisions affecting the membership. Board recommendations shall be presented to the membership by the President for their ratification.
- (3) The Executive Committee of the Board of Directors shall consist of the current state officers and the immediate past president.
- (4) All Board members are responsible for promoting membership in the Club and the exchange of ideas when attending local chapter and other WIT functions.

Article VIII - Committees and Appointees

A. Committee Formation

- (1) Committees may be formed at the discretion of the President. (All committees shall serve till the end of their task or the end of the fiscal year, whichever is later.)
- (2) Committee members shall be selected from the entire membership.

- (3) Shortly after the installation of officers, the President shall appoint a Nominating Committee of three non-officers to propose a slate of candidates for each elective office for the following term. This Committee shall elect its own Chairperson. This committee shall propose a slate of Club members who are willing to assume the duties of the elective offices for the next year. The committee shall present their slate to the membership so that it may appear in the December Winnie-Gate and be voted upon at the January meeting. Other nominations may be made from the floor at the time of the elections.
 - i. The president and vice presidents of the Club shall not hold office more than two consecutive one year terms nor more than two one year terms in any consecutive five year period in each office. A partial term shall not count as a term served.
 - ii. The offices of secretary and treasurer may be exempted from the above requirements.

B. Appointees

- (1) If the vacancy is in the office of President, the First Vice President shall become President until the end of the unexpired term. If a vacancy occurs in the line of other elected officers, the Club shall appoint a successor who will hold that office for the unexpired term.
- (2) An Audit committee shall be appointed as covered in Article XVI of these By-Laws.
- (3) The Club may elect to create other positions such as Wagon Master, Chaplin, Youth Coordinator, etc. as the needs arise.

Article IX - Meetings

- A. The Club will have a minimum of four meetings per calendar year. Three of the meetings shall be at campouts in January, May and October on the weekend after the third Friday of the month. The fourth meeting shall be held at the conclusion of the March Rally.
- B. Special meetings of the Club, Board of Directors, Executive Committee, or committees may be called at the discretion of the President.
- C. Special meetings of the Nominating Committee may be called by Nominating Committee Chairperson.
- D. A meeting quorum shall be met when 20% of the membership is reached.

Article X - Voting

- A. Proxy and Absentee Ballots - There will be NO Proxy or absentee ballots allowed at any general membership club meeting or election.
- B. Voting
 - (1) Each qualified adult member will be entitled to one vote per person. This means that only those members of record on the date of the mailing of the meeting notice are eligible to vote.
 - (2) WIT dealer memberships will be allowed to cast one vote each in any Club election. As per WIT By-Laws, dealer personnel may not hold office of President or Vice President for the state or local chapter.

Article XI - Club Funds, Expenses and Fees

- A. Club Funds
 - (1) The Executive Committee shall determine the budget for the year. The Treasurer shall prepare the annual budget of Administration Income and Expenses, to include amounts of income and expenses from the Grand National Rally (hereafter referred to as GNR). Campouts and rallies are designed to be break-even events and thus do not require a budget as such. The budget shall be used to control spending, although variances may occur in individual budgeted items. The budget should be filed with the Club documents.
 - (2) It shall be the responsibility of the Club President to account to the membership, through the Treasurer, for all funds and fees acquired and disbursed. All monies will be maintained by the treasurer in a Checking Account. A financial statement will be presented by the Treasurer at all meetings of the Club.
 - (3) It is the responsibility of the Club President to ensure that all proceeds of the State Rally should be invested in that rally. Each (annual) rally, should, as far as practical, be a break-even event.
 - (4) The checking account balances should be at an amount considered necessary to operate this Club during the year.
- B. Expenses
 - (1) Club expenses will be paid by the Treasurer, upon receipt of a verified bill.

- (2) A cash advance shall be given by the Treasurer, on request, after the inauguration of officers of up to \$1,000.00 to the Club President and \$350.00 to the Club First Vice President and \$350.00 to the Club Secretary. Expense reimbursements will only be made as paid receipts and expense vouchers are turned in. At no time shall cash advances exceed the stated amounts. At the end of their terms of office, the officers shall account for all remaining outstanding advances and return all unused portions thereof. Signature verification by each officer who receives a cash advance shall be obtained and retained by the Club Treasurer. It is specifically noted that the Club President retains the authority to reject payment for expenses which are in his/her judgment deemed to be improper.
- (3) In order to ensure Club continuity and the conducting of club business, camping fees at all scheduled Club campouts shall be absorbed by the treasury for the Club officers attending the campout. Any additional fees required for special events or membership will be paid for by the individual.
- (4) Officers may be reimbursed at the federally accepted rate for all authorized trips taken in the performance of Club business except to attend Club campouts, the state rally or GNR. The State President, however, is authorized to attend chapter campouts for chapters to which he/she does not belong and to be reimbursed for such mileage, per Article VII, section 2A(12). The Treasurer will reimburse for same upon presentation of an expense voucher. Travel amounts will be included in the annual budget.
- (5) An expense allowance, an amount to be determined in the budget and voted on by a majority of the members, will be given to the Club President or their designated representative to offset travel expenses to serve as state "Head of Row" at the GNR.

Article XII - Memorials

- A. Upon the notification to the Club of the death of a member, a memorial gift will be sent by the Treasurer in an amount to be determined in the budget by the Club to the designated charity or a charity of the Club's choice in the name of the deceased and a condolence card sent to the next of kin.
- B. Upon notification to the Club Secretary of an illness of a Club member, a get well card will be sent by the Secretary or designated appointee.

Article XIII - Chuck Wagon Storage

In the event that the Club chuck wagon must be stored in a commercial facility, the Club will pay the necessary storage fees.

Article XIV - Audit and Inventory

- A. The outgoing Club President shall appoint a committee of no more than three non-officer members to audit the books of the Treasurer.
- B. The outgoing Club President will also appoint a committee of at least two members, not including the First Vice President, to count the chuck wagon inventory and all other equipment in officers' possession that belongs to the Club.
- C. The above tasks are to be completed, with written reports, as soon as possible, but no later than the end of the State rally.

Article XV - By-law Amendments

- A. These By-laws may be amended by a majority vote of the members present at any regular meeting of the Club, provided that a quorum is present. The proposed amendment(s) shall have been communicated in writing to all members prior to the meeting. All changes must be approved by WIT.

Amendments will be annotated in the body of the Club By-Laws. The approval letter from the WIT General Manager on said amendments will be maintained by the Secretary in the Club files.

Article XVI - Enforcement of By-laws

Discipline, suspension, or charter revocation of a chapter or member will be handled as outlined in the WIT by-laws.

Article XVII - Meeting Agenda

The prescribed general order of the meeting agenda to be observed is as follows:

- A. Call to Order
- B. Invocation
- C. Pledge of Allegiance
- D. Introduction of guests/non-members
- E. Reading of Minutes of previous meeting by the Secretary
- F. Reading of Financial report by the Treasurer
- G. Old business
- H. Election of Officers (January Annual meeting)
- I. New Business
- J. Program
- K. Adjournment

By-laws approved: Mike Anderson 11/16/1994
General Manager, WIT

By-laws were updated at the January 2000 meeting and letter of approval from WIT dated April 10, 2000.

By-laws were updated at the January 2003 meeting and letter of approval from WIT dated January 24, 2003 from Dennis Burkholder WIT General Manager.

By-laws were updated at the October, 2006 meeting and email of approval from WIT dated November 17, 2006 from Dennis Burkholder WIT General Manager

By-laws were amended at the May, 2008 meeting and email of approval from WIT dated (_____) from Doug Formanek, WIT General Manager.

Charlene K. Busch
Florida State Winnie-Gators Secretary