Suites Owners International Travel Club
(SOITC)
Charter and By – Laws

ARTICLE I – NAME

This organization shall be known as the SUITES OWNERS INTERNATIONAL TRAVELCLUB, INCORPORATED hereinafter cited as SOITC.

ARTICLE II – CHARTER

The SOITC is organized as a non-profit organization incorporated in the State of Indiana and recognized by the U.S. Internal Revenue Service as a non-profit organization under Section 501 c (7) of the Internal Revenue Code for the purpose of providing social, educational and recreational activities for its membership.

ARTICLE III – MISSION STATEMENT

It is the mission of the SOITC to enhance the RV experience for its members by sponsoring a variety of activities to promote interactions among members for purposes of enjoyment of and education about their recreational vehicle.

ARTICLE IV – PURPOSE

The purposes of the SOITC are:

- To promote fun, friendship and a spirit of camaraderie among its members;
- To advise members of legislation which affects them as owners of recreational vehicles;
- To expand the use of recreational vehicles among its members;
- To support the formation of regional and local chapters.

ARTICLE V – MEMBERSHIP AND DUES

(1) Eligibility – Membership in SOITC shall be open to all owners of an Elite, Mobile, Select Suite, or other luxury fifth-wheel recreational vehicle manufactured by DRV located in Howe, Indiana (cited hereafter as "qualifying RV"). Membership shall not be denied any person based on race, creed, color, gender, age, marital status, sexual orientation, nationality, ancestry or disability.

(2) Membership – Each membership in SOITC includes those persons (maximum of two) who typically travel together in the qualifying RV as shown on the membership application. Therefore each membership unit shall be entitled to cast two (2) votes in any election or on any matter that comes before the general membership.

(3) Limitation – No member or official shall become vested of any right, title to or interest in any SOITC property, except as required by law.

(4) Conduct – Members shall conduct themselves in a respectable, respectful and orderly fashion at all times when participating in activities of the SOITC and at all other times when representing or seen to be representing the SOITC. Any member bringing dishonor on the SOITC by his conduct shall be subject to expulsion from this organization, subject to review and decision by the Board of Directors.

(5) In addition to meeting eligibility requirements of section 1 above, applicants for membership must be at least eighteen years of age.

(6) Dues for this organization shall be established by the Board of Directors based on a membership year and payable in advance. The membership year for the SOITC shall run from

January 1 to December 31. Any member whose dues are three months in arrears shall be dropped from the rolls of this organization. Nothing herein shall prevent reinstatement of a delinquent member upon payment in full of unpaid dues together with any reinstatement fee as established by the Board of Directors

(7) The Board of Directors may impose an initiation fee that must accompany a membership application in addition to the first year's dues.

(8) All personal expenses such as decals, name badges, insignia, etc. shall be borne by each member and shall not be the responsibility of the organization.

(9) Members shall notify the Secretary immediately of any change of mailing address, email address, phone number or last four VIN digits of a new qualifying RV should the member change to another qualifying RV.

(10) Resignation of membership shall be in writing and submitted to the Secretary.

(11) Should a member dispose of and no longer possess a qualifying RV, membership in SOITC shall terminate.

(12) A member is considered to be in "good standing" if dues are current and he/she is in compliance with the conduct requirements of section 4 above.

ARTICLE VI – ADMINISTRATION

(1) Authority – The SOITC shall be a democratic organization deriving existence and authority from the consent of its membership and governed through an elected Board of Directors.

(2) Board of Directors – The Board of Directors shall consist of a President, Vice President, Secretary and Treasurer and a Regional Director for each region as defined in Article XIII. The President, Vice-president, Secretary and Treasurer shall constitute the Executive Committee. The Executive Board shall be elected from among all members in good standing and the Regional Directors by members in good standing within the respective regions according to the procedures of Article XI.

(3) The Board of Directors and the Executive Committee may provide for the routine conduct of business by means of electronic communication (e-mail, telephone, video conference, etc).

(4) Fiscal Year – The fiscal year for the SOITC shall commence on January 1 and end on December 31.

(5) The SOITC, if determined appropriate by the Board of Directors, shall bond the Treasurer to minimize the impacts associated with financial misconduct. The determining factor shall be the level of cash assets typically in the organization's accounts.

(6) The Board of Directors shall appoint a member in good standing to fill the term of any vacancy therein occurring between elections. In the event that the vacancy being filled is a Regional Director, the Board shall consult with representatives of the region in making the appointment.

ARTICLE VII – MEETINGS

(1) General meetings of the membership shall be called by the President and shall be held at least once a year during the calendar year for purposes of conducting the general business of the SOITC.

(2) Special meetings of the membership may be called at any time by the President or two

members of the Executive Committee or 10 voting members of the organization for the purpose of addressing pertinent issues.

(3) All general and special meetings require at least one month's notice by posting on a website, e-mail and/or special postal mailing. Lack of access to e-mail or other forms of electronic communication shall not preclude any member from receiving proper notice of meetings.

(4) Any meeting of this organization may be conducted in person and/or by means of real-time electronic connections.

(5) A quorum shall consist of those SOITC members in good standing attending a duly called meeting of the membership including any attending via real-time electronic connection.

(6) Except as specified elsewhere in these by-laws, a simple majority of members in good standing present and voting shall be required to approve or disapprove any matter brought to the floor.

ARTICLE VIII –OFFICERS

A. Duties

(1) The President shall:

a. Preside over all general membership and board meetings and be present at all events when possible;

b. Be the executive officer and shall have the duty to carry out the policies and directions of the Board of Directors;

c. Serve without right of vote on the Board of Directors except in the event of a tie;

d. Perform other duties under the program areas as listed in the SOITC

President	**Vice - President**	**Treasurer**	**Secretary**
Chairperson	Chairperson as Required	Finances	Club Records
Operations	By-Laws/Charter	Accounting	Membership
Caravan & Rally Plans	Website	Membership	Member Communication
DRV Liaison	Parking Coordinator	Audits	E-mail list
		Insurance	USPS members
Eastern Regional Director	**North Central Regional Director**	**South Central Regional Director**	**Western Regional Director**
States-Provinces Liaison	State-Provinces Liaison	State-Provinces Liaison	State-Provinces Liaison
Member Outreach	Member Outreach	Member Outreach	Member Outreach
Regional Rallies	Regional Rallies	Regional Rallies	Regional Rallies

Each Board position serves three years, and has one vote only, even if couples work jointly in any of the positions.

· A simple majority of five (5) members consists of a quorum for any Board meeting. The Chairperson shall only vote if a tie vote cannot be resolved.

· Board meetings will be conducted once yearly and special meetings maybe conducted by

phone or other real time electronic communications as long as a five (5) member quorum (minimum) is satisfied.

· Board members may receive assistance from members, as volunteers, to perform major functions listed within their area of responsibility. These volunteers, are none voting Board members, even although they are directly supporting those functions.

· Additional Regions can be implemented when the Board determines there are sufficient Suites owners to support the region formation.

(2) The Vice-president shall:

a. Perform the duties of President in his absence;
b. Serve as a Parliamentarian;
c. Perform other tasks at the request of the President or the Board of Directors;
d. Perform other duties under the program areas as listed in the SOITC

(3) The Secretary shall:

a. Keep and preserve all records and minutes of the meetings of the general membership and the Board of Directors;
b. Assume the responsibility of a roll call when necessary;
c. Disseminate all election materials as necessary using current SOITC e-mail and USPS distribution lists.
d. Receive and answer or make arrangements to answer all general correspondence pertaining to the organization;
e. Perform other duties under the program areas as listed in the SOITC.

(4) The Treasurer shall:

a. Keep accurate and complete records of the funds and accounts of the organization;
b. Collect all dues and maintain a record thereof;
c. Keep a file system of membership;
d. Make disbursements from the funds of the organization as directed by the Board of Directors and Article IX hereof;
e. Perform other duties under the program areas as listed in the SOITC

(5) The Regional Directors shall:

a. Report activities of their regions to the Board of Directors;
b. Keep the Board apprised of issues relating to the regions;
c. Perform other duties under the program areas as listed in the SOITC

B. Terms of Office

(1) All officers shall be elected to serve a term of three years.

(2) To provide for election of at least two seats on the Board every year, the start-up terms of office identified in the original by-laws of the SOITC approved at the membership meeting held May 28, 2006 in Goshen, Indiana shall be redefined as follows: the President, Treasurer and the Eastern Region Director shall stand for election in 2008; the Secretary and Western Region Director

shall stand for election in 2009; and the Vice-president and the Central Region Director shall stand for election in 2010 and every 3 years thereafter..

(3) Should the membership determine it appropriate to add officers to the board, their startup term of office shall be no more than three years and such that approximately one/third of the total board is subject to election every year.

(4) The regular term of office for all offices shall begin at the close of the general meeting at which elections are held or upon satisfactory completion of any re-count whichever is later.

ARTICLE IX – EXPENDITURES AND FINANCE

(1) The Treasurer shall establish and maintain a checking account for the SOTIC. All monies received from all sources for Club purposes shall be deposited in said account as soon as practicable after receipt. The President, Vice-President, Secretary and Treasurer may each have authority to sign checks on this account to pay the obligations of the Club within the provisions of this Article.

(2) No withdrawal or disbursement of funds shall be made without the approval of the Board of Directors. Expenditure of funds in excess of $500.00 shall require the approval of a majority of members in attendance at a general or special meeting. This spending authorization limitation does not apply to payments made in exchange for member funds deposited for a designated purpose such as tickets for events, campground fees, rally expenses, etc.

(3) Any disbursements required by a contract duly approved directly or indirectly by the membership may be paid without further action or approvals by the membership or the Board. A contract is considered indirectly approved by the membership if the contract is executed by the Board of Directors to fulfill a purpose explicitly approved by a vote of the membership (e.g. contracts related to an annual rally).

(4) A review of the SOITC financial records shall be conducted and reported to the membership annually by a review committee of not less than three (3) members appointed and operating according to Article X of these by-laws. The Treasurer shall not be a member of this committee but shall cooperate fully with the committee in all aspects of the review.

ARTICLE X – COMMITTEES

(1) Committees shall be appointed by the President and approved by and answer to theBoard of Directors.

(2) All committees shall function within the policies of the SOITC and under the guidance of the President or other Board member as assigned by the President in accord with the committee's function.

(3) Activity reports, financial reports, vouchers and monies due the SOITC shall be submitted on a timely basis to the committee's overseeing Board member.

(4) A quorum of any committee shall be a simple majority of its members attending in person or via real-time electronic connection.

(5) Committees may conduct business by means of a series of e-mails only if all committee members are able to participate in all electronic communications.

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ARTICLE XI – ELECTION

(1) Election of those officers whose terms are expiring shall be conducted annually and concluded at a general membership meeting within the current calendar year (January 1 to December 31).

a. Elections, including the nominating and balloting process may occur prior to the annual meeting required in this Section provided that all requirements of this Article are met.

b. The schedule and processes to be used for distributing information concerning an election, accepting nominations and distributing and casting ballots shall be determined by the elections committee established in Section 3 of this Article and approved by the board except that the election process shall not begin more than six months prior to the general membership meeting as provided in Section (1) of this Article. Each such process may utilize any technologies or group of technologies, in-person or electronic, appropriate to the process provided all members have the opportunity to participate in all phases of the election by some means.

c. Abstentions and proxies are not allowed and will not be counted.

d. Upon motion, members in attendance at the general meeting may affirm all the voting results by acclamation.

(2) Qualifications of Candidates

a. All members in good standing are eligible to be nominated for any elective office. If nominated from the floor, the nominee must be present in person or via realtime electronic connection and agree to serve if elected.

b. A member may hold only one position on the board at any time.

(3) Elections Committee

a. The elections committee shall consist of not fewer than three SOITC members in good standing selected by the President and approved by the Board for a one-year term. Membership on the elections committee shall not preclude anyone from nomination for office. One or more members of the Board may serve on the elections committee.

b. Purpose – The elections committee shall conduct and ensure the fairness of all elections.

c. Chairperson – The elections committee shall select a chairperson from among its members who will chair all meetings and present the ballot to the membership.

d. Duties

i. Nominate a slate of qualified and willing candidates for open positions on the Board.

ii. Prepare election information for distribution to the membership.

iii. Collect ballots and tally the votes cast; however, no member nominated as a candidate for any position may collect or tally votes.

(4) A simple majority of votes cast shall be necessary for election to any office. If no single candidate for an office receives a simple majority of the votes cast, there shall be a run-off election between the two candidates that received the most votes as soon after the original election as practical. The candidate receiving a majority of votes in the runoff election shall be declared elected.

(5) If, in an election for an office in which one candidate receives a majority of votes, the

number of votes separating the highest and second-highest number of votes is fewer than 5% of the total votes cast, any of the candidates for that office may request a recount of votes.

ARTICLE XII – AMENDMENTS

(1) Any member in good standing in SOITC can submit an amendment to the By-Laws of SOITC in writing to the Board of Directors 60 days prior to the annual business meeting of members of SOITC. The Board of Directors will be responsible for communicating the submitted amendment to the club members 45 days prior to the annual business meeting to be held at the international business meeting.

(2) Approval of an amendment proposed at a meeting of the membership at which a quorum is present shall require an affirmative vote of 2/3 of the members present in person and via electronic connection.

(3) Approved amendments to these by-laws become effective immediately upon their adoption or at such other time as specified in the amendment.

(4) Copies of amended by-laws shall be posted on the SOITC website.

ARTICLE XIII – REGIONAL AND LOCAL CHAPTERS AUTHORIZED

(1) Regions

a. The SOITC is subdivided into four regions of states as follows:

i. The Eastern Region shall consist of the following states and provinces: ME, NH, VT, MA, CT, RI, NY, PA, NJ, DE, MD, KY, WV, VA, DC, NC, TN, SC, GA, MS, AL, FL and the Canadian provinces east of Ontario.

ii. The North Central Region shall consist of the following states and provinces: MI, IN, WI, IL, MN, OH, IA, ND, SD, NE, and the Canadian province of Ontario.

iii. The South Central Region shall consist of the following states: TX, OK, AR, LA, MO, and KS.

iv. The Western Region shall consist of the following states and provinces: MT, ID, WA, OR, WY, CO, UT, NV, CA, AZ, NM, AK, HI and the Canadian provinces west of Ontario.

b. In addition to the Regional Director who shall serve on the Board of Directors as provided in Section VI.2 of these bylaws, a region may elect other officers as its members deem necessary to manage region affairs.

c. A region may not levy dues upon its members in addition to the SOITC dues levied by the Board of Directors under Article V. This limitation shall not preclude a region from charging participating members the cost of voluntary activities such as rallies, campouts or other social gatherings.

d. The Region Director shall furnish to the SOITC certification that the Region held at least one business meeting during the year. Said certification shall be submitted to the SOITC Secretary at or prior to the annual SOITC meeting at which elections are held and include minutes of all business meetings held during the year as approved by the region members. Every third year, said submission shall include certification of election for the Region Director.

e. Terms of office for any region officers other than Region Director shall be no more than two (2) years.

(2) Local Chapters

a. A group of at least five member units of the SOITC within a defined geographical area may organize into a local chapter of the organization and operate as an autonomous subdivision of the full organization subject to all the rights and limitations of the SOITC and its bylaws. To retain its status as an officially recognized chapter of the SOITC, a Local Chapter shall maintain a minimum membership of five (5) member units.

b. A Local Chapter shall organize itself and elect such officers as it deems necessary to manage its affairs subject to the requirement that there shall be at a minimum a President or like chief officer, a Secretary and a Treasurer. The Secretary and Treasurer may be combined into a single position.

c. A Local Chapter may levy dues upon its members in addition to the dues levied by the Board of Directors under Article V. However, Local Chapter dues may not exceed ten (10) US dollars per year.

d. A Local Chapter Secretary or like officer shall furnish to the SOITC lists of chapter members and chapter officers and certification that at least one business meeting was held during the year for the purpose of electing officers. Said report shall be submitted to the SOITC Secretary no later than December 31 and include minutes of all business meetings held during the year as approved by the members.

e. Terms of office for officers of Local Chapters shall be no more than two (2) years.

f. Local Chapter by-laws shall conform to all requirements of the SOITC by-laws. A copy of the Local Chapter by-laws shall be submitted to the Secretary of SOITC who shall submit same to the Board of Directors for conformity review. In the event the Board determines provisions of the Local Chapter by-laws to be in conflict with SOITC by-laws, the SOITC Secretary shall inform the chief officer of the Local Chapter who shall arrange for the necessary amendments to the Local Chapter by-laws.

g. Amendments approved to the SOITC by-laws that effect Chapter organization or operation shall automatically be adopted as part of each Chapter's by-laws as a mandatory amendment without vote of individual Chapter members.

ARTICLE XIV – PARLIMENTARY PROCEDURE

Unless otherwise specified in these by-laws, the most recent edition of Roberts Rules Of Order shall govern parliamentary procedure for the SOITC.

ARTICLE XV – DISSOLUTION AND LIQUIDATION

Dissolution of the SOITC shall require a simple majority affirmative vote of the membership. Upon dissolution, all remaining assets of the SOITC shall be contributed to the purpose(s) for which the SOITC is organized or to a qualified non-profit charity or charities according to a vote of the membership.

By-Laws Updated on October 12, 2018