

**OPERATING PROCEDURES**  
July 14, 2022 | **Revised 09.15.2022**

## 1.0 INTRODUCTION

Per **ARTICLE XII**, Section 2. In the *Association's* Bylaws, Operating Procedures are rules used to assist the administration of the *Association* and facilitate day-to-day operations. Operating Procedures can be changed by a majority vote at any *Board* meeting without any previous notice and remain in effect until rescinded or amended. Operating Procedures are not, nor should they be, part of the *Association's* Bylaws.

## 2.0 OPERATING PROCEDURES

The following sections describe elements of the *Association's* operations.

### 2.1 Executive Board

The *Board* shall monitor day-to-day operations of the *Association* with its general welfare in mind, as follows:

- Assure compliance with local, state and federal laws and regulations;
- Adhere to the highest ethical and moral standards of organization behavior;
- Bring forward to *Association's* General Membership committee recommendations, trip opportunities, etc.

### 2.2 Dues

2.2.1 Dues: New member dues shall be \$30.00 per person, \$5.00 of which is for New Member Processing fees. Thereafter, dues shall be \$25.00 per year, payable no later than December 31. (Dues help offset *Association* administrative costs.) There is an additional fee of \$25.00 for printing/postage for members requesting monthly newsletters be mailed to them.

### 2.3 Trip Coordinators

2.3.1 Plan, schedule and organize trips for the *Association* at a cost approved by the Executive Board.

2.3.2 Provide necessary details of these trips, including deadlines for accepting applications, to members. **NOTE: Deadlines to sign up for trips may be different for every trip.**

2.3.3 Negotiate contractual agreements for travel services for the benefit of *Association* members, which include, but are not limited to:

- a. Provision of motor coach of such quality as to provide safety and comfort to *Association* members and guests, which includes air conditioning, lavatory, medical and safety equipment, stereo/PA system and stepstool.
- b. A qualified driver for the motor coach.

c. Adequate liability and accident insurance on the motor coach, showing evidence of said insurance upon request.

2.3.4 Select an assistant to handle duties as specified in *Job Description for Trip Coordinators, Section 1.3, a-f*, e.g., calling travelers prior to start of trip, buying supplies, doing head counts.

**NOTE:** If a travel agency is involved in travel arrangements and the Trip Coordinator is unable to finalize plans, an ad-hoc committee consisting of President, Vice President, and three other club members appointed by the *Board*, will help the travel agency as needed.

**UNTIL FURTHER NOTICE, ALL ASSOCIATION (RAMBLING ROVERS) MEMBERS WHO SIGN UP FOR TRIPS MUST HAVE TWO (2) COVID VACCINATIONS. THIS MANDATE ALSO APPLIES TO CAREGIVERS.**

## 2.4 Trips

### 2.4.1 Signing Up for Trips and Social Events

- a. The **first time** members can sign up for a trip is either when it is announced at a General Membership meeting **OR** announced in the newsletter, **whichever comes first**.
- b. Signups can be done in the Rambling Rovers' office **OR** at a General Membership meeting, **OR** checks can be mailed to the office. **Signups must be done by deadline printed on flyer** (see 2.3.2).
  - i. If a trip does not fill, trip coordinator may recruit traveler(s) from office manager's list of people waiting to join the *Association* by placing phone calls to them, starting with the first person on the list. If there is no answer, a message will **NOT** be left and trip coordinator will call the next person on the list, etc.
  - ii. If the trip still has not filled, it can be opened to guests of travelers signed up for the trip. (Trip coordinator can determine most efficient way to let travelers know number of openings available for guests.)
  - iii. Added travelers will follow the same protocol as members: Complete **FORM TO TRAVEL WITH RAMBLING ROVERS** and read/sign/date waiver on back of form.
- c. Only members are eligible to sign up for and attend social events, e.g., Summer Picnic and Annual Christmas Party.

### 2.4.2 Payment for Trips

- a. Full payment must be made at time of signing up for trips organized by Rambling Rovers. Trips available through Rambling Rovers but organized by an outside travel agency may require a different payment schedule.
- b. Trip fees for members in good standing with special needs that require traveling with a caregiver will be paid by the member and/or caregiver.

- i. Caregiver must be at least twenty-one years of age.
  - ii. Member must also provide specific adaptive equipment needed to travel safely.
  - iii. Name of the caregiver and list of adaptive equipment being used on the trip must be provided to the Trip Coordinator when member signs up for the trip.
  - iv. Caregiver will sign *Association's Hold Harmless Clause* and *Association's Emergency Record* Form at least 48 hours before scheduled trip departure.
- c. Any member who departs on a trip but is unable to complete it for any reason must travel home at her/his own expense.

### 2.4.3 Trip Cancellations

- a. When a member informs the *Association* that she/he is cancelling a trip reservation twenty (20) or more days before departure, member will be refunded 100% of the cost of the trip.
- b. If a member chooses to cancel a trip in less than twenty (20) days but more than three (3) days before departure, the cost of tickets will be deducted from the total cost of the trip and the balance refunded.
- c. If a member cancels within three (3) days of departure, there will be **NO** refund **UNLESS** member is replaced by someone on the waiting list **OR** a letter is presented from the member's physician within two (2) months of the trip's departure date, verifying member's medical reason for canceling.
- d. Refunds for **ALL** circumstances may be reviewed by the *Board*, if requested by the member or by the trip coordinator on behalf of the member.
- e. Refund checks will be given to member(s) within 30 days after a trip.

## 2.5 Office Manager

- 2.5.1 Manage new member forms, contacts, registrations, orientations and terminations (requires knowledge of Excel and word processing).
- 2.5.2 Prepare monthly newsletters for members and distribute newsletters via email and USPS for those paying for hard copies (requires knowledge of Mail Chimps and Microsoft Publisher platforms).
- 2.5.3 Serve as Administrator for *Association's* website (requires knowledge of domain and Wix platforms).
- 2.5.4 Serve as Co-Administrator of *Association's* private Facebook page, which includes approving requests to join and deleting inappropriate posts, etc.
- 2.5.5 Manage *Association* office and office volunteers.
  - a. Train volunteers and arrange for substitutes.
  - b. Monitor office files, purging them annually.

- 2.5.6 Provide *Board* and trip coordinators with membership rosters, and member medical information to trip coordinators for scheduled trips.
- 2.5.7 Contact members annually to request medical information updates.
- 2.5.8 Collect annual dues and purge records of members whose membership is terminated.
- 2.5.9 Handle retention of records in accordance with IRS regulations as pertaining to 501(c)(3) Public Charities.
- 2.5.10 Perform such other administrative/clerical duties as may be assigned or requested by the *Board*.

## **2.6 Office Volunteers**

- 2.6.1 Provide office coverage during assigned shift.
- 2.6.2 Handle membership inquiries.
- 2.6.3 Process checks or cash for new memberships and renewal memberships.
- 2.6.4 Sign up members/process checks or cash for trips.
- 2.6.5 Handle trip cancelations.

## **2.7 Member Connections Coordinator**

- 2.7.1 Send get well cards to current members.
- 2.7.2 Send a \$20 donation to charity (as specified by the deceased person's family) in memory of a current member or an immediate family member (spouse, child or sibling) who has died and a sympathy card to the family of the deceased member.
  - a. Request check from *Association* treasurer.
    - i. Send written request to *Association* treasurer, attaching copy of death notice or obituary and including name of charity and person to whom check is made payable.

## **2.8 Social Coordinator**

- 2.8.1 Plan and arrange social events/activities for members throughout the calendar year.
  - a. Monthly General Membership meetings
    - i. Share stories about trips taken during the month
    - ii. Involve members, e.g., in question/answer sessions
    - iii. Tell jokes
  - b. Volunteer Luncheon, usually in January or February
    - i. Check trip schedule to avoid overlap, announce date for luncheon
    - ii. Reserve venue, meet with caterer to select food options
    - iii. Handle all other details as outlined in Job Description for Social Coordinator

- c. Summer Picnic, usually in June, July, August, or September
  - i. Check trip schedule to avoid overlap, announce date for picnic
  - ii. Determine location and obtain permits as necessary
  - iii. Handle all other details as outlined in Job Description for Social Coordinator
  
- d. Christmas Party, usually on the first Thursday in December
  - i. Check trip schedule to avoid overlap, announce date for party
  - ii. Reserve venue, meet with caterer to select food options
  - iii. Handle all other details as outlined in Job Description for Social Coordinator