

Southern Region  
National African American RV'ers  
Association



Established  
May, 2007

Revised May, 2012  
Revised April, 2015  
Revised April 2016  
Revised May 2017  
Revised July 2018

Southern Region Bylaws  
of the  
National African-American RVer's Association, Inc.  
(NAARVA)

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Southern Region By-Laws  
Of The  
National African-American RVer's Association, Inc.  
(NAARVA)

**PURPOSE:**

The purposes of the Southern Region of National African-American RVer's Association, Inc. shall be to:

1. bring recreational vehicle users together on an annual basis at a Regional Rally.
2. promote good wholesome fellowship, fun, and recreation.
3. unite as one to share camping experiences.
4. enhance the family oriented aspect of love, respect and friendship.
5. provide for operational expenses, contributions for charitable, educational and recreational purposes by generating funds
6. support the programs of the National Organization.
7. promote ecology as good stewards of the environment.

**ARTICLE I. COLORS AND LOGO**

The colors and logo of the southern region of NAARVA shall be orange on white with states connecting to form a regional picture. The following states shall comprise the Southern Region: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, and Texas.

**ARTICLE II THE REGIONAL EXECUTIVE BOARD**

The governing body of the Southern Region is the Regional Executive Board, subject to the approval of the National Executive Board. The Regional Executive Board shall consist of all elected officers, appointed officers and all chapter presidents. A quorum shall be the simple majority for conducting regional business.

**ARTICLE III REGIONAL OFFICERS DUTIES AND RESPONSIBILITIES**

**SECTION 1. Elected Officers**

The elected Regional Officers shall consist of regional director, assistant regional director, secretary, assistant secretary, financial secretary, treasurer, and chair and members of the nominating committee.

**A. Regional Director**

The Regional Director shall:

1. preside at all regional meetings;
2. have at least one Regional Executive Board meeting during the calendar year
3. convene a Regional Camp Rally during the Spring, no later than June 1, as a means of perpetuating camping experiences among fellow RVers in the region.
4. sign all contracts, correspondence and other pertinent documents for Regional Rallies and Southern Region
5. sign all checks with the Treasurer, except checks made payable to Regional Director;

6. have additional Board and/or committee meetings as required, during the year when the Region is hosting the National Camp Rally;
7. call an Executive Board meeting after the National Camp Rally, during the month of September
8. bring closure to the Rally's business; which includes all contracts, invoices, vouchers, bank statements, cancelled checks, and receipts, and any unencumbered monies, that constitute the Financial Report of the National Camp Rally.
9. appoint all appointed officers and all committee chairpersons, with the exception of the Nominating Committee Chair.
10. serve on the Rally Oversight Committee (ROST) when hosting the National Camp Rally.
11. not hold membership in the same chapter as the Assistant Director.
12. serve as a member of the NAARVA National Executive Board.
13. be bonded

#### B. Assistant Director

The Assistant Director shall:

1. assume the Office of the Regional Director in the event of death, resignation, or removal from office;
2. preside at all regional meetings in the absence, inability to perform duties, or incapacity of the Director
3. not hold membership in the same chapter as the Director.
4. serve as the Membership Chairperson.

#### C. Secretary

The Secretary shall:

1. receive, process, and distribute all correspondence and other written material;
2. keep a list of all members of the Regional Executive Board, Chartered and Affiliated Chapters and Members-at-large;
3. prepare and distribute to the Regional Executive Board, within 30 days, the minutes of all regional meetings;
4. prepare, distribute and read the minutes of each regional meeting;
5. carry on any other administrative tasks as requested by the Director.

#### D. Assistant Secretary

The Assistant Secretary shall:

1. perform the duties in the absence of the Secretary;
2. assist in keeping an updated list of current members;
3. certify Governing Assembly attendees;
4. assist with the monitoring all membership activities at the NAARVA Regional Camp Rally.

#### E. Financial Secretary

The Financial Secretary shall:

1. keep correct financial books of the Region;
2. receive all funds due to the Region and forward same within 48 business hours to the Treasurer,
3. provide the Regional Board a copy of the financial report;
4. make copies of the financial report available at the Spring Regional Camp Rally and for audit
5. receive actual or copies of checks from Registration Chairperson
6. sign checks made payable to Regional Director with the Treasurer
7. be bonded

#### F. Treasurer

The Treasurer shall:

1. receive funds from the Financial Secretary;
2. deposit funds in a national bank designated as a depository by the Regional Executive Board; on the first available business day,
3. disburse funds by check after obtaining required signatures
4. keep detailed account of disbursements and income,
5. prepare financial books, reports, etc. for audit,
6. prepare the Regional Camp Rally report;
7. mail the Financial Report including any unencumbered monies and financial activities of the National Camp Rally to the National President in the Host year within 45 days following the Rally;
8. chair the budget and finance committee;
9. perform other financial duties as required by the Region
10. be bonded

### SECTION 2 Appointed Officers

The appointed Regional Officers shall consist of, chaplain, parliamentarian, historian and public relations.

#### A. Chaplain

The Chaplain shall:

1. offer prayer to open and close the Regional Camp Rally, and the Executive Board meetings,
2. be responsible for the Sunday morning worship service at the Regional Rally and
3. may assist with the Sunday worship service at the National Camp Rally during the year the Southern Region hosts the National Rally
4. perform other activities as designated by the Regional Director.

#### B. Parliamentarian

The Parliamentarian shall:

1. serve as an advisor to the Regional Director, officers, committees and members on matters of parliamentary procedures as established by Constitution and Bylaws and *Roberts' Rules of Order Newly Revised*.
2. call to the attention to presiding officer any errors in proceedings that may affect the rights of membership or otherwise do harm.

#### C. Historian

The Historian shall

1. record all historical events of the Southern Region, either by photos, videos or narratives.
2. be available at all Rallies to take pictures or video various activities.
3. update the Region's history and forward same to the National Historian.

#### D. Public Relations

The Public Relation shall:

1. publish newsletter
2. publicize events hosted by Southern Region.

3. assist and support charitable goals in the Southern region
4. take pictures of events for publications
5. submit budget annually for supplies

### Section 3 . Elected and Appointed Officers

Any national officer elected or appointed, will not be able to hold a officer position in the southern region, whether elected or appointed at the same time

## ARTICLE IV COMMITTEES - Standing and Ad Hoc

The Standing Committees of the Southern Region shall consist of budget and finance, membership, nominating, bylaws revision, and courtesy.

### SECTION 1. Standing Committees

#### A. Budget and Finance Committee

The Budget and Finance Committee shall:

1. establish and monitor the budget for the Region.
2. chaired by the Regional Treasurer.
3. present budget to the membership at the Regional Camp Rally.

#### B. Membership Committee

The Membership Committee shall be

1. chaired by the Assistant Regional Director.
2. responsible for all membership recruiting , reclaiming and retaining of members;
3. encourage members-at-large to become members of chapters;
4. keep current the list of all members in the Southern Region.

#### C. Nominating Committee

The Nominating Committee consisting of an elected Chair and at least 3 other members shall

1. seek qualified candidates to fill offices;
2. circulate list of candidates to all chapters no later than March 1,
3. create the ballot and supervise the voting process

#### D. Bylaws Revision Committee

Bylaws Revision committee shall:

1. review proposed changes to the bylaws
2. make recommendation to the Executive Board for approval.
3. present to the membership proposed changes for ratification at the Regional Camp Rally.

Membership shall submit proposed changes to the Bylaws Revisions Chair by December 1

#### E. Courtesy Committee

The courtesy committee whose chair is appointed by the Regional Director shall

1. be responsible for sending a card and a proclamation to the family in the death of a member, (active or honorary) as defined by Article V Sections 2 and 3 Membership Criteria.
2. consist of three members.
3. be assigned other duties as approved by the Executive Committee.

### SECTION 2. Special Committees

Special Committees have a special purpose. Such committees are appointed for a definite program or assignment, usually with a time limit in which to complete the assignment. When the task is done, the committee is dismissed.

#### A. Scholarship committee

The scholarship committee whose chair is appointed by the Regional Director shall:

1. establish guidelines for submitting applications;
2. recommend to regional membership for approval, deserving students to receive annual scholarship;
3. amount of each scholarship should not exceed \$1,000 per year.

### SECTION 3. Ad Hoc Committees

The Ad Hoc Committees of the Southern Region shall consist of policy and procedures, regional rally, and tellers.

#### A. Policy and Procedures Committee

Policy and Procedures committee whose chair is appointed by the Regional Director shall be responsible for reviewing current operating standards and creating a Policy and Procedures Manual.

#### B. Regional Rally Committee

The Regional Rally Committee comprised of the host chapter/(s) whose chair is appointed by the Regional Director shall

1. plan and implement the Southern Regional Camp Rally.
2. Generate a wrap up report no later than one month after close of rally
3. Use planning rally booklet for direction
4. Be sure Regional Director signs all contracts

#### C. Tellers Committee

The Tellers Committee shall

1. be appointed by the Regional director.
2. be convened at the Regional Camp Rally meeting during the voting process.
3. collect ballots and tally same;
4. report results of election to the membership.
5. disband after the completion of the election.

## ARTICLE V - MEMBERSHIP: ACTIVE, MEMBER-at-LARGE AND HONORARY

### SECTION 1. MEMBERSHIP shall

1. be open to any individual regardless of race, creed, color, sex, religion, or national origin, disability and veteran status
2. own a recreational vehicle or have use of one
3. be open to any individual or family paying National African American RVers Association and Regional dues
4. pay chapter dues and assessment as directed
5. meet all obligations of the chapter, region, and the NATIONAL AFRICAN AMERICAN RVers ASSOCIATION, INC., as set forth in the Constitution and By-Laws.

SECTION 2. ACTIVE. Active membership means paying dues as an individual or family unit. This level of participation requires the use of a recreational vehicle and carries voting privileges. Voting privileges are limited to one vote per person or a maximum of two votes per recreational vehicle.

SECTION 3. MEMBERSHIP-AT-LARGE shall be open any individual or family who pays NATIONAL AFRICAN AMERICAN RVers ASSOCIATION, INC. and Regional dues and reside within the region, as set forth in the Constitution and By-Laws.

#### SECTION 4. HONORARY.

A. Honorary membership shall be given to non-members who have made significant contributions to the furtherance of the organization, as deemed appropriate by the vote of the regional body. Honorary member shall have no voting privileges.

B. Honorary membership shall be given to members who desire to continue involvement in the organization but who are unable to continue "active" participation by reason of the death of a mate or as a result of a health condition. Selection of this option releases the member from paying dues and from voting privileges. Such membership must be requested in writing, from the Regional Executive Board, and when granted, must be reported to the National Executive Board.

### ARTICLE VI ELECTIONS

SECTION 1. The election of Regional Officers shall be held every two years on the even year, beginning in 2004, at the Spring Regional Camp Rally. Officers shall serve for one term of two years and may be elected to a second term; but may not exceed two consecutive terms.

SECTION 2. All candidates must be in good standing with: their respective chapter, the region; and the NATIONAL AFRICAN-AMERICAN RVers ASSOCIATION, INC. Any member desiring to be placed in nomination for Regional Office shall submit their name and qualifications to the Nominating Chairperson by February 15.

SECTION 3. Newly elected Regional officers shall assume office and full responsibility immediately following the swearing-in-ceremony, at the conclusion of the election, except, the year in which the region hosts the National Camp Rally. Officers will remain in office with full responsibilities until the close of the Rally. Such elections may be held prior to, or at the National Camp Rally.

SECTION 4. The outgoing Regional Director shall serve as an ex-officio member of the Regional Executive board for two years. The ex-officio member shall not have a vote, and will be reimbursed for meetings as outlined in Article XII.

### ARTICLE VII VOTING

SECTION 1. Voting for Regional Officers shall take place at the Regional Camp Rally. It shall be taken by secret ballot. Officers are elected by a plurality vote.

SECTION 2. To be eligible to vote members must have paid their National and Regional dues and must be a member of a chapter by election date. The Regional Treasurer shall validate member list for voting. Members-at-large who are financial with National and with the Southern Region shall have the right to vote.



SECTION 3. A quorum of membership shall be by simple majority.

SECTION 4. A plurality vote shall be required on all regular business unless otherwise provided for in the bylaws.

SECTION 5. The Tellers Committee shall count votes and announce to the membership.

#### ARTICLE VIII BONDING

A reputable surety company, as required by the National Executive Board, shall execute bonding of the organization. The cost of the bond shall be paid out of the National Treasury. Per auditing analysis, all applicable corrections, changes, etc., shall be completed on or before January 31, each year

1. All Regional Officers must be covered by general bonding insurance
2. Only bonded members shall collect monies unless otherwise directed by Regional Director.
3. Monies collected shall be turned over to the Financial Secretary within 48 hours.

#### ARTICLE IX DUES AND FEES

SECTION 1. The fiscal year of the region shall commence on **January 1** and end on **December 31**.

SECTION 2. All funds and fees, with the exception of Regional Rally fees, shall be paid to the Regional Financial Secretary and forwarded to the Regional Treasurer for recording and depositing in the bank designated as a depository by the Regional Executive Board.

SECTION 3. Regional Officers' membership dues must be paid in full to the National African American RVers Association by December 1 of each calendar year.

SECTION 4. All members shall pay a regional fee determined by the budget committee and approved by the Executive Committee. It shall be paid by January 1 of each calendar year to the Regional Financial Secretary who will forward it on to the Regional Treasurer.

SECTION 5. Current and Immediate Past Regional Directors shall have Southern Region Rally fees waived during their term in office.

#### ARTICLE X REGIONAL CAMP RALLY

SECTION 1. The name of the Spring Rally shall be called the NAARVA Regional Camp Rally.

SECTION 2. The NAARVA Regional Camp Rally shall be held during the spring, but no later than June 1, except, during the year that the region Hosts the National Camp Rally, a Spring Regional Rally shall not be required.

SECTION 3. All registrations and contracts shall be registered under the name of the NATIONAL AFRICAN-AMERICAN RVers ASSOCIATION, INC.

SECTION 4. The Regional Executive Board will determine the location of each year's Regional Camp Rally.

## ARTICLE XI CHARITABLE DONATIONS

SECTION 1. The Host Region shall submit in writing, no later than June 1, to the Secretary of the National Executive Board, its choice of charitable organization(s) to become the recipient of the funds collected for such purpose at the National Rally. Notification should be received no later than June 1. In the absence of such notification, the President will entertain a motion from the floor of the Executive Board/Governing Assembly to designate an appropriate recipient for the funds. Said motion will require a two-thirds (2/3) majority vote of the body present and voting for implementation.

SECTION 2. The money for such contributions will come from funds collected at the worship service, and/or from donations from any other source(s) so designated by the NAARVA Executive Board.

SECTION 3. The host chapter for the Southern Regional Rally shall submit to the Regional Director the name of the charitable organization who will be the recipient of the Sunday church service funds.

## ARTICLE XII REGIONAL MEETINGS

SECTION 1. There will be at least one Regional Executive Board meeting during the calendar year. Other regional meetings may be held as determined by the Regional Executive Board.

SECTION 2. Regional Camp Rally, designed to perpetuate camping experiences for members of the region, shall be held during the spring of the year, but no later than June 1, with a possible exception during the year that a region hosts the National Camp Rally. No Regional Camp Rally is required during that year.

## ARTICLE XIII TRAVEL REIMBURSEMENT OF OFFICERS.

SECTION 1. Regional Officers attending Regional Board meetings held at times other than the annual National Camp Rally or Regional Camp Rally, shall be reimbursed for their travel and lodging expenses by the region as follows:

- A. Lodging -Room rates shall not exceed the current rates established by the Federal Government, and shall be applied to the three night maximum stay per required Board meeting.
- B. Food - Food allocations shall be limited to a maximum amount not to exceed those currently established by the Federal Government.
- C. Travel - Automobile mileage shall not exceed the rate established by the Federal Government, plus tolls. If two or more Executive Board members travel together in one vehicle to an Executive Board meeting, only one person shall be reimbursed. With advance notification of Executive board meeting, airfare shall be reimbursed at the coach class rate with no less than a 15 day paid, advance reservation.
- D. The Regional Director's travel expenses for NAARVA National Executive Board meeting shall be reimbursed as outlined in items a. and b. above, except the number of nights for lodging shall be determined by the length of the Executive Board meeting as established by the NAARVA National Executive Board. The expenses shall be paid by the Region.

ARTICLE XIV REMOVAL FROM OFFICE

SECTION 1. Any member of the Executive Board who is found guilty of violating the Constitution and Bylaws of the National African American RVers Association or the Regional Bylaws or disregarding established procedures or are constantly neglecting or failing to discharge duties shall be removed from office by a two-thirds (2/3) vote of the Regional Executive Board.

ARTICLE XV DISSOLUTION

SECTION 1 In the event the Southern Region shall dissolve, the assets after all debts have been paid, shall be donated to any charitable organization or organizations. Two thirds (2/3) of the members present at the final meeting shall make the decision as to which organization(s) shall be the recipient of the assets.

ARTICLE XV AMENDMENTS

SECTION 1. These Regional By-laws shall be amended by a two-third (2/3) vote of the members present and voting at the annual Spring Regional Camp Rally meeting. Approved amendments shall be effective at close of Southern Region Rally unless otherwise stated.

ARTICLE XVII RULES OF ORDER

SECTION 1. Robert’s Rules of Order, newly revised, the most commonly used parliamentary manual, shall be used as the parliamentary authority of the region.

These bylaws have been established by the Southern Region of the National African American RV’er Association.

Lemuel Horton, Director  
Myrtle Mayfield, Southern Regional Bylaws Chair

Revised May 2012  
Constance M Malone, Chair  
Arthur Ree Campbell, Member  
Shirley Crothers, Member

Revised April 2015, 2016; 2017  
Constance M Malone, Chair  
Arthur Ree Campbell, Member  
Shirley Crothers, Member

Revised July 2018  
Constance M Malone, Chair  
Arthur Ree Campbell, Member  
Shirley Crothers, Member  
Leon Sullivan

