

## **Suites Owners *International* Travel Club Organizational Matrix Board of Directors Positions and Major Functions**

<b><u>President</u></b>	<b><u>Vice - President</u></b>	<b><u>Treasurer</u></b>	<b><u>Secretary</u></b>	<b><u>Eastern Regional Director</u></b>	<b><u>Central Regional Director</u></b>	<b><u>Western Regional Director</u></b>
<b>Chairperson</b>	<b>Chairperson as Required</b>	<b>Finances</b>	<b>Club Records</b>	<b>States - Provinces Liaison</b>	<b>States &amp; Provinces Liaison</b>	<b>States - Provinces Liaison</b>
<b>Operations</b>	<b>By- Laws/ Charter</b>	<b>Accounting</b>	<b>News Letter</b>	<b>Club Start Up</b>	<b>Club Start Up</b>	<b>Club Start Up</b>
<b>Caravan &amp; Rally Plans</b>	<b>Website</b>	<b>Membership</b>	<b>Club Agent Insurance</b>	<b>Regional Rally's</b>	<b>Regional Rally's</b>	<b>Regional Rally's</b>
<b>Doubletree Liaison</b>	<b>Parking Coordinator</b>	<b>Audits</b>	<b>E-Mail List</b>	<b>Dealer Liaison</b>	<b>Dealer Liaison</b>	<b>Dealer Liaison</b>

- 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.
- Eastern Region: ME, NH, VT, MA, CT, RI, NY, PA, NJ, DE, MD, KY, WV, VA, DC, NC, TN, SC, GA, MS, AL, FL and Canadian Provinces east of Ontario
- Central Region: MI, IN, WI, IL, MN, OH, IA, MO, AR, LA, ND, SD, NB, KS, OK, TX and the Canadian Province of Ontario
- Western US Region: MT, ID, WA, OR, WY, CO, UT, NV, CA, AZ, NM, AK, HI and the Canadian Provinces and Territories west of Ontario
- Additional Regions can be implemented when the SOITC Board determines there are sufficient Suites owners to support the region formation.