

**SAN DIEGO CALIFORNIA UNIT BYLAWS
ARTICLE I
ORDER OF BUSINESS**

1. Parliamentary procedures for all meetings of the Unit and Executive Board shall be governed by the current edition of ROBERT'S RULES OF ORDER REVISED except when they are in conflict with the Constitution or Bylaws of this Club.

2. The order of business shall be:

- Pledge of Allegiance
- Roll Call of Executive Board
- Determination of quorum
- Secretary's report
- Treasurer's report
- Reading of correspondence
- Reports of committee chairmen
- Unfinished business
- New business
- Announcements
- Adjournment

**ARTICLE II
COMMITTEES**

1. Standing Committees shall be:

- Badges
- Caravan
- Community Service
- Historical
- Hospitality
- Membership
- Publishing
- Sunshine
- Webmaster

The President shall appoint and be an ex-officio member of all committees.

2. All Standing Committees shall consist of a Chairman and as many members deemed necessary by the President.

**STANDING COMMITTEES
General Duties**

Badges – To prepare and issue badges for Unit members.

Caravan – To plan, organize, and obtain leaders for Unit caravans that are operated or conducted for the Unit within the scope of the WBCCI Caravan Handbook. To coordinate Unit caravan matters with Region and International Caravan Committee personnel.

Community Service – To recommend and organize charitable events in the interest of the Unit.

Hospitality – To receive and make welcome guests and new members at Unit functions. Recommend ways to meet and greet all members and guests at rallies and/or seasonal functions.

Membership – To be the Unit contact for prospective new members and explain the purpose and objectives of the Wally Byam Caravan Club International. Extend invitations to prospective members to attend a rally or meeting when making application for membership. Furnish membership applications if requested.

Publishing – To publish a newsletter with information about the Unit’s activities. Publish a yearly directory containing the member’s names, ID number, and planned activities for the year.

Sunshine – To be knowledgeable of the well being of Unit members. Prepare cards and/or other to communicate the Unit’s wishes.

Webmaster - To create and maintain the Unit’s website.

ARTICLE III GUESTS

- 1. A guest (or guests) sponsored and invited by a member in good standing may attend activities of the Unit. Members sponsoring such guests or the guests shall pay the same as the other attendees.**
- 2. A member in good standing in this Unit may sponsor and invite a prospective member to attend activities of the Unit.**
- 3. Members in good standing in the International Club may attend activities of the Unit provided that such members shall have made prior reservation for each attendance.**
- 4. The Unit, once each calendar year, may host a rally, caravan or combination thereof with a recreational vehicle club not chartered by the Wally Byam Caravan Club International, Inc., and it may conduct, twice each calendar year, a Buddy Rally or a Buddy Caravan or combination thereof to which each member of the unit may invite not more than one non-member recreational vehicle family.**

ARTICLE IV NOMINATING COMMITTEE

- 1. The Executive Board shall, not less than ninety days prior to the unit’s annual business meeting, appoint a three member Nominating Committee who shall, after having obtained the prior acceptance for office of each nominee if elected, place in nomination one candidate for each office and director to be filled by election. Additional candidates who have previously consented to accept the office if elected, may be placed in nomination from the floor of said meeting. No seconds are required for any nomination.**

ARTICLE V DUTIES OF OFFICERS

- 1. The President shall preside at all meetings of the Unit and Executive Board, enforce the Constitution, Bylaws and Policies, appoint all standing committees and have such powers and duties as normally pertain to the principal executive officer.**
- 2. The First Vice President shall attend all business meetings of the Unit and the Executive Board and shall assist the President and assume the duties of the President in the President’s absence. The First Vice President is responsible for choosing the Rally sites for the next year.**
- 3. The duties of the Second Vice President shall be assigned by the Executive Board. He or she shall arrange for the rally chairmen for the forthcoming year and shall maintain the standard operating procedures for the rally chairmen.**
- 4. The Secretary shall prepare all correspondence for the Unit; shall record and preserve the minutes of all official meetings of the Unit and the Executive Board; shall record the attendance of the Executive Board at each meeting and advise the presiding officer if a quorum is present.**
- 5. The Treasurer shall maintain the financial records of the Unit and shall receive all monies and promptly deposit them in a bank; shall notify the members of expiration of dues and issue receipts for dues paid; submit a written report of finances to the Executive Board at each meeting and before retirement from office shall have the books**

and accounts audited by a committee selected by the incoming President; shall deliver all books, monies and property of the Unit promptly to the incoming Treasurer.

6. The duties of the Trustees shall be to attend all meetings of the Unit and the Executive Board; to accept special assignments as directed by the President.

ARTICLE VI DELEGATES

1. The Executive Board shall appoint one delegate and one alternate from among the officers and members who will attend the annual Delegates meeting of the parent organization, the Wally Byam Caravan Club International, Inc. Any vacancy occurring following such selection shall be filled by appointment by the President. The delegate should be instructed with respect to the wishes of the Unit on matters to come before the meeting. The President and Secretary shall certify to these appointments.

ARTICLE VII DUES

1. The annual Unit dues of Regular and Affiliate members shall be set by the Executive Board.

2. A member who fails to pay properly assessed International and Unit dues before November 15 may not be listed in the Annual Membership Directory of the International Club for the following year. If the dues are not paid and receipted by the Treasurer on or before December 31, the membership will be terminated.

ARTICLE VIII CODE OF ETHICS

To be ever mindful of our responsibility to Wally Byam Caravan Club International, Inc., and through conduct, indicate to the public that membership in this organization is an assurance of our courtesy on the road and good will to all peoples and countries.

To say or print nothing that may reflect unfavorably on others and to dedicate ourselves to the work of cementing together the members of our Units and clubs in bonds of friendship, good fellowship and mutual understanding.

To conduct ourselves in a manner to inspire others engaged in recreational vehicle travel to a full appreciation of the intent and meaning of this code.

To maintain our camps in an orderly manner and leave them in the same way.

ARTICLE IX LIABILITY

1. Neither the Unit nor its officers or members are responsible for the loss of or damage to property or for injury to or death of a person at any club function. This freedom from responsibility for loss or damage to property applies regardless of whether that property has been received by the Unit or any member or left upon the premises.

ARTICLE X AMENDMENTS

1. These Bylaws may be amended at any business meeting of the Executive Board by two-thirds vote, provided the proposed amendment has been submitted to all members of the Executive Board in writing ten days prior to such meeting.

2. Such amendments shall become effective upon adoption.

**ARTICLE XI
MERGER, CONSOLIDATION OR DISSOLUTION OF THIS UNIT**

1. In the event the members of this Unit deem it desirable for this Unit to merge with another Unit, or for the Unit to consolidate with other Units, or for the Unit to dissolve, the members shall, through the President of this Unit, follow the appropriate procedures as prescribed in Article VII, Section 1 through 6 of the Bylaws of the International Club. These procedures are in accordance with Section 501 (c) 7 of the Internal Revenue Service Code. Whether the Unit merges with another Unit, or consolidates with other Units, or the Unit dissolves, none of the funds or property of this Unit shall benefit any member.