

# **SAN DIEGO CALIFORNIA UNIT BYLAWS**

## **ARTICLE I PARLIAMENTARY AUTHORITY**

**Sec. 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 NEWLY REVISED** except when they are in conflict with the Constitution Bylaws, or Policy of this Club.

**Sec. 2** The order of business shall be:

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

## **ARTICLE II COMMITTEES**

**Sec. 1** Standing Committees shall be:

- Badges**
- Caravan**
- Community Service**
- Constitution and Bylaws**
- Family/Youth**
- Historical**
- Hospitality**
- Membership**
- Publishing**
- Sunshine**
- Webmaster**

The President shall appoint and be an ex-officio member of all committees except the Nominating Committee.

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

## **STANDING COMMITTEES General Duties**

- 1. Badges – To prepare and issue badges for Unit members.**
- 2. 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.**

3. **Community Service** – To recommend and organize charitable events in the interest of the Unit.
4. **Constitution and Bylaws** – To conduct a continuing review and study of the Unit and the International Constitution and Bylaws and to make recommendations for any amendments or additions deemed desirable and in the best interest of the Club.
5. **Family/Youth** – Plan programs to encourage participation of family/youth at unit functions and to be the liaison person between the Unit and International Family/Youth Standing Committee.
6. **Historical** – To record events including written and pictorial material associated with unit activities and to maintain an historical record of such.
7. **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.
8. **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. Coordinate with the Treasurer to ensure having an accurate list of paid-up members, and to assist the Treasurer, as needed, in following up on all members who have not paid dues by October 15th.
9. **Publishing** – To publish a newsletter with information about the Unit's activities.
10. **Sunshine** – To be knowledgeable of the well being of Unit members. Prepare cards and/or other to communicate the Unit's wishes.
11. **Webmaster** – To create and maintain the Unit's website.

**Sec. 3 Special Committees may be appointed by the President as required.**

### **ARTICLE III GUESTS**

**Sec. 1** A guest (or guests) sponsored and invited by a member in good standing, and using the member's trailer or motorhome or staying in a non-RV facility such as a cabin, motel room, etc., may attend activities of the Unit. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee.

**Sec. 2** A member in good standing in this Unit may sponsor and invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the Unit.

**Sec. 3** Members in good standing in the International Club may attend activities of the Unit provided that such members, and where required, shall have made prior reservation for each attendance.

**Sec. 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, (but not more than 50% of the rallies and caravans conducted by that unit in any 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.

The non-member RV family to be invited is intended to be one which is a prospective member and one which does not own an Airstream. The family is invited to the buddy rally or caravan to introduce them to the WBCCI "Way of Life" and the unit members in the hope they might decide to purchase an Airstream and join the club. A buddy rally is

not intended to be used by current or past WBCCI members to attend a WBCCI rally in their non-Airstream vehicles.

#### **ARTICLE IV NOMINATING COMMITTEE**

**Sec. 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, and submit a written report to the Executive Board which shall include the names of all candidates considered, and the President shall distribute the report to the membership not less than fifteen (15) days prior to said business meeting. 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**

**Sec. 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, if desired, a Parliamentarian
- Have such powers and duties as normally pertain to the principal executive officer.
- Develop and publish planned activities for the year

**Sec. 2** The First Vice President shall

- Attend all business meetings of the Unit and the Executive Board
- Assist the President
- 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

**Sec. 3** The Second Vice President shall be assigned duties by the Executive Board and:

- Arrange for the rally chairmen for the forthcoming year
- Maintain the standard operating procedures for the rally chairmen.

**Sec. 4** The Secretary shall

- Record and preserve the minutes of all official meetings of the Unit and the Executive Board;
- Record the attendance of the Executive Board at each meeting
- Advise the presiding officer if a quorum is present.

**Sec. 5** The Treasurer shall

- Maintain the financial records of the Unit
- Receive all monies and promptly deposit them in a bank
- 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
- Before retirement from office shall have the books and accounts audited by a committee selected by the incoming President
- Deliver all books, monies and property of the Unit promptly to the incoming Treasurer

**Sec. 6** The duties of the Trustees shall be to

- Attend all meetings of the Unit and the Executive Board;
- Act as the Administrative Authority of the Unit
- Review and approve all fiscal and policy decisions of the Unit
- Become familiar with the WBCCI Constitution and Bylaws
- To accept special assignments as directed by the President.

**ARTICLE VI  
DELEGATES**

**Sec. 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. An Affiliate Member of this unit who is a regular member in the same region may be appointed if the unit has no Regular Members who are going to attend the Delegates Meeting. 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**

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

**Sec. 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 received by the Treasurer on or before December 31, the membership will be terminated.

**ARTICLE VIII  
CODE OF ETHICS**

**Sec. 1** All members shall abide by the following Code of Ethics:

**A.** 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.

**B.** To be ever mindful of what we say or print with respect to its effect on others so as to avoid disharmony and ill feelings among club members and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.

**C** 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.

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

**ARTICLE IX  
LIABILITY**

**Sec. 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 officer or left upon the premises.

**ARTICLE X  
POLICY**

**Sec. 1** Policy consistent with the Constitution and Bylaws of the Unit and with the Constitution, Bylaws and Policy of the Wally Byam Caravan Club International, Inc.,

embodying additional provisions for the government of the Unit may be adopted by the Executive Board or the Unit members.

#### **ARTICLE XI AMENDMENTS**

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

**Sec. 2** Such amendments shall become effective upon adoption.

#### **ARTICLE XII MERGER, CONSOLIDATION OR DISSOLUTION OF THIS UNIT**

**Sec. 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.

These Bylaws, as last amended, were adopted on April 20, 2013 in San Diego County, CA.