

Santa Clara California Unit Constitution and Bylaws

SANTA CLARA CALIFORNIA UNIT CONSTITUTION

ARTICLE I NAME OF ORGANIZATION

Section 1 This organization is a chartered Unit of the Wally Byam Caravan Club International, Inc. and shall be known as the Santa Clara California Unit.

ARTICLE II OBJECTIVES

Section 1 The objectives of this non-profit organization shall be:

- To promote the Airstream lifestyle and promote Fun, Friendship and Adventure.
- To coordinate with and participate in the interests and activities of the International and all regions of WBCCI.
- The Unit Vision, Mission and Objectives shall be the same as, and a subset of, the International Vision, Mission and Objectives. (Reference Article III of the WBCCI Constitution)

ARTICLE III MEMBERSHIP QUALIFICATIONS

Section 1 An adult who owns a hard-sided recreational vehicle manufactured by Airstream, Inc. shall be eligible for membership.

Section 2 There are two options for membership in this Unit - Regular Members and Affiliate Members.

Section 3 An applicant for membership in this Unit shall submit an application and upon the payment of International and Unit dues, shall be a Regular Member of this Unit.

Section 4 Regular Members who have sold their recreational vehicle manufactured by Airstream, Inc., may, upon request, retain their membership as Regular Members of this Unit pursuant to the provisions of Section 2 ARTICLE VI of the International Constitution. Such Regular Members shall possess all the rights and privileges of the International Club, including full voting rights in all elections and on all questions.

Section 5 Regular Members of another Unit may become Affiliate members in this Unit by an application to the Membership Committee and upon acceptance shall possess all the rights and privileges of the Unit except:

- The right to hold office in the Unit.

- The right to vote in the selection or election of officers in the Unit, Region or International or on any amendment to the Unit or the International Constitution.
- The right to vote on the dissolution of the Unit, consolidation of the Unit with one or more Units, or the merger of the Unit with another Unit.

Section 6 Applicants for Affiliate membership in this Unit must submit dues and show evidence of membership in the International Club through another duly chartered Unit.

Section 7 Failure to pay either Unit or International dues will automatically terminate membership in the Unit.

Section 8 In those cases of co-ownership of a hard-sided recreational vehicle manufactured by Airstream, Inc., the rights and privileges of membership shall be deemed to include the spouses of such co-owners but collectively such co-owners shall possess one vote only except such co-owners who each pay International and Unit dues shall each have one vote. A co-owner is defined as one of two WBCCI members who own a single Airstream Recreational Vehicle. Existing co-owners with more than two memberships on June 25, 2005, are not subject to this two membership limitation, as long as they maintain continuous membership in WBCCI.

ARTICLE IV OFFICERS AND THEIR ELECTION

Section 1 The officers of the Unit shall be Regular members of the Unit and shall consist of:

- President
- 1st Vice President
- 2nd Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- 2 Trustees

Section 2 The Officers shall be elected at the annual business meeting, shall be installed at the November meeting, and assume office on January 1. An officer, except for Director, shall serve in office for a term of one year or until a successor is elected but in no case shall an officer be eligible to serve more than two consecutive terms in the same office except the Recording Secretary and Treasurer provided said officers are duly nominated and elected for each term of office.

Section 3 An officer who advances to an office pursuant to the provisions of Section 5 of this ARTICLE shall not be deemed to have served a full term in such office unless said service is for a period of greater than one-half (1/2) the term of such office.

Section 4 The Trustees shall be elected at the annual business meeting, each for a term of two years commencing January 1st, but arranged so that only one-half such Trustees terms expire in any one year.

Section 5 In the event of the death or resignation of the President or the death, advancement or resignation of the Vice President, or an officer's inability to fulfill the duties of office, the next ranking officer shall advance thereto. All other vacancies on the Executive Board, except that of the Immediate Past President, shall be filled by a majority vote of the Executive Board.

ARTICLE V EXECUTIVE BOARD

Section 1 The Executive Board shall consist of all of the Unit officers plus the Immediate Past President of the Unit.

Section 2 The Executive Board shall be the administrative body of the Unit and shall define the policies of and have full administrative authority in all matters pertaining to the Unit, and shall exercise general control and supervision of all officers and committees.

Section 3 The President or any two members of the Board may call a business meeting of the Executive Board at any time deemed necessary.

Section 4 A quorum of the Executive Board shall consist of a majority of its members.

ARTICLE VI UNIT BUSINESS MEETINGS

Section 1 An annual business meeting of the Unit shall be held each calendar year, usually in September or October. Additional business meetings may be held during any event of the Unit, and also may be called at any time by a majority vote of the Executive Board. The date, time, location and purpose of all Unit business meetings shall be announced to the members electronically at least fifteen (15) days prior to the meeting. A quorum for conducting business at any business meeting shall be not less than 10% percent of the membership.

Section 2 All Regular Members voting at the annual or additional business meetings of this organization, and each such membership, identified by the International Club membership number, shall be considered one vote, except for co-owners who each pay International and Unit dues to this Unit as provided for in Article III, Section 8.

Section 3 Ballots must be submitted electronically, by mail, or in person at a business meeting. The President and Recording Secretary shall ensure no member casts more than one ballot. Votes submitted electronically must be received by the Unit no later than two (2) days before the regular or special meeting at which a vote is to be taken. These votes must be kept confidential until voting at a meeting has taken place.

ARTICLE VII
BYLAWS

Section 1 Bylaws consistent with this Constitution 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.

**ARTICLE VIII
STANDARD OF CONDUCT**

- Section 1
- A. To always conduct ourselves responsibly when interacting with the public and fellow members, recognizing that we represent the Wally Byam Caravan Club International. This representation is an assurance of a commitment to courtesy on the road and good will to peoples and country.
 - B. To always conduct ourselves as examples to others engaged in recreational vehicle travel and to inspire them to a full appreciation of our intent to Fun, Friendship and Adventure.
 - C. To maintain our camps in an orderly manner and leave them the same way.
 - D. The WBCCI code of ethics will be referenced and used as the basis for necessary disciplinary action

**ARTICLE IX
AMENDMENTS**

Section 1 Proposed amendments to this Constitution shall be submitted to the Executive Board electronically. The Executive Board shall submit all such amendments to the members for their consideration.

Section 2 Any Article or Section of this Constitution may be amended by a two-thirds vote of the members voting providing notice containing the proposed amendment or amendments has been provided to each member of the Unit at least 15 days prior to such a meeting.

Section 3 All amendments to this Constitution shall become effective upon adoption.

*This Constitution, as last amended, was adopted on May 2, 2015 at Vacaville, CA.

SANTA CLARA CALIFORNIA UNIT BYLAWS

ARTICLE I PARLIAMENTARY AUTHORITY

- Section 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.
- Section 2 The order of business shall be:
- A. Pledge of Allegiance
 - B. Roll Call
 - C. Approval of Minutes
 - D. Reports of Officers and Committees
 - E. Special Orders
 - F. Unfinished Business
 - G. New Business
 - H. Announcements
 - I. Adjournment

ARTICLE II COMMITTEES

- Section 1 Standing Committees shall be:
- A. Budget
 - B. Membership

The duties of these standing committees are listed in section 2.

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

- Section 2 All Standing Committees shall consist of a Chairperson and as many members as deemed necessary by the President and the committee Chairperson. Chairperson of Standing Committees shall report at each meeting of the Executive Board.

STANDING COMMITTEES General Duties

1. Budget: In cooperation with the incoming and outgoing Treasurer of the Unit, prepare for the Executive Board a budget projecting the unit's income and expenditures for the next year.
2. Membership: To be the Unit/Club 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 event or meeting when making application for membership. 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.

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

ARTICLE III GUESTS

Section 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 upon payment of the event fee.

Section 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 events and other activities of the Unit.

Section 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.

Section 4 A Unit may conduct, (but not more than 50% of the events and caravans conducted by that Unit in any calendar year) a buddy event or a buddy caravan or combination thereof to which each member of the Unit may invite one non-member recreation vehicle family.

ARTICLE IV NOMINATING COMMITTEE

Section 1 The Executive Board shall, not less than ninety (90) 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 all qualified candidates for each office to be filled by election, and submit a 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

Section 1 The President shall:

- Preside at all meetings of the Unit and the Executive Board.
- Enforce the Constitution and Bylaws.
- Appoint all standing committees and the Parliamentarian.
- Have such powers and duties as normally pertain to the principal executive officer.

Section 2 The First Vice President shall:

- Preside over club activities in the absence of the President
- Attend business meetings of the Unit and the Executive Board.
- Assist the President.
- Oversee event procedures and event planning by seeking input from the event committee and members, establishing event dates and locations, and soliciting event hosts.

Section 3 The Second Vice President

- Preside over club activities in absence of the President and First Vice President
- Assist the First Vice President and President as required
- Assist First Vice President with event procedures and event planning by seeking input from the event committee and members, establishing event dates and locations, and soliciting event hosts.

Section 4 The Unit Secretary shall:

- Issue notices of all meetings of the Unit and the Executive Board as prescribed in Article VI, Sections 1 and 2 and Article XI, Section 2 of the Constitution and Article XI, Section 1 of the Bylaws.
- Assist the presiding officer in preparing an agenda of pending business for use by the presiding officer at each meeting.
- Record and preserve the minutes of all official meetings of the Unit and the Executive Board, and email copies to the members of the Executive Board not more than fifteen (15) days following each meeting.
- Record the attendance of the officers at each meeting and advise the presiding officer if a quorum is present.

Section 5 The Corresponding Secretary shall:

- Send out newsletters, rally coupons, and news & views. Send out other correspondence that is directed by the President.

Section 6 The Treasurer shall:

- Maintain the financial records of the Unit and receive all monies, as prescribed in International Bylaws, Article IV, Section 11A, and promptly deposit them in the bank previously chosen by the Executive Board.
- Notify members of expiration of dues, issue receipts for dues paid via email and maintain an up-to-date roster of paid members. Changes to this roster shall be shared with all members. In addition, the Membership Chairperson shall be notified of all members who have not paid their dues by October 15th in order

that the membership Chairperson might assist the Treasurer in contacting those members to collect their dues prior to November 1st.

- Submit a full written report of finances to the Executive Board at each meeting. Each year the books and accounts will be audited by a committee selected by the incoming President. Before retirement, all books, monies and property of the Unit shall be delivered promptly to the incoming Treasurer.

Section 7 The duties of the Trustees shall be:

- To attend all meetings of the Unit and Executive Board either in person or via conference call, email.
- To accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.

ARTICLE VI DELEGATES

Section 1 The Executive Board shall appoint one delegate and one alternate from among the Regular 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

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

Section 2 A member who fails to pay properly assessed International and Unit dues before November 15th 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 by December 31st, the membership will be cancelled.

ARTICLE VIII CODE OF ETHICS

Section 1 All members shall abide by the following 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 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. (1/19/07)
- 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 the same way.

ARTICLE IX LIABILITY

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

Section 2 Pre-notification of events is required to ensure status as a unit activity for purposes of WBCCI insurance coverage. This insurance only applies to club members

ARTICLE X POLICY

Section 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 MERGER, CONSOLIDATION OR DISSOLUTION OF THIS UNIT

Section 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 one or more Units, or 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 dissolves, none of the funds or property of this Unit shall inure to the benefit of any member.

ARTICLE XII

AMENDMENTS

Section 1 These Bylaws may be amended at any business meeting of the Executive Board by a two-thirds vote, provided the proposed amendment has been submitted to all members of the Executive Board in writing ten (10) days prior to such meeting.

Section 2 Such amendments shall become effective upon adoption.

*These Bylaws, as last amended, were adopted on May 2, 2015 at Vacaville, CA.