

GOLDEN WEST CALIFORNIA UNIT 008

BY-LAWS AND PROCEDURES

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:
- A. Opening Ceremonies
 - Invocation (Nonsectarian)
 - Pledge of Allegiance
 - B. Roll Call of Executive Board and determination of Quorum
 - C. Recognition of attending Past Unit Presidents and First Ladies/Mates
 - D. Introduction of new members and guests
 - E. Approval of Minutes of previous meeting
 - F. Reports of Officers and Committees
 - G. Special Orders
 - H. Reading of Correspondence
 - I. Sunshine Reports
 - J. Unfinished Business
 - K. New Business
 - L. Anniversaries and Birthdays

- M. Report of Current Rally
- N. Report of Next Rally
- O. Announcements
- P. Adjournment

ARTICLE II COMMITTEES, SERVICES AND APPOINTMENTS

Sec. 1 Standing Committees shall be:

- A. Budget
- B. Caravan
- C. Constitution and Bylaws
- D. Ethics and Grievance
- E. Family/Youth
- F. Historical
- G. Hospitality
- H. Legislative
- I. Membership
- J. Publicity (Golden Nugget Editor)
- K. Public Relations
- L. Music
- M. Photographer
- N. Sunshine
- O. Webmaster
- P. Year Book

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 as deemed necessary by the President. Chairmen of Standing Committees shall report at each meeting of the Executive Board.

STANDING COMMITTEES, General Duties:

- A. **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.

- B. **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 develop an aggressive Unit Caravan program and to coordinate unit caravan matters with appropriate Region and International Caravan Committee personnel.

- C. **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.

- D. **ETHICS AND GRIEVANCE:** To investigate and assess all grievances or complaints made by members and others and to make recommendations thereon to the Unit Executive Board.
- E. **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.
- F. **HISTORICAL:** To record events including written and pictorial material associated with unit activities and to maintain an historical record of such.
- G. **HOSPITALITY:** To receive and make welcome guests and new members at club functions. Recommend ways to meet and greet all club members and guests at rallies and/or seasonal functions.
- H. **LEGISLATIVE:** To study, advise and recommend legislation in the interest of the Club and its members; to recommend opposition to all legislation which is discriminatory and injurious to the interest of the Club and its members.

I. **MEMBERSHIP:** 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 rally 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.

J. **PUBLICITY (GOLDEN NUGGET EDITOR)**

To collect newsworthy items of interest to club members and to publish monthly a newsletter containing past and future events of the Unit, Region and International. To publish yearly a roster in the form and content as directed by the Executive Board. Forward material to Headquarters for publishing in the Blue Beret and Directory with respect to the Unit's activities schedule.

To publish and distribute the Unit's Golden Nugget newsletter. Copies of the Nugget shall be kept by the Editor for one year. Older copies shall be given to the Historian.

- K. **PUBLIC RELATIONS:** To maintain communications with the International and Region Public Relations Committees for maintaining a continuing program of public relations between WBCCI and communities being exposed to rallies and caravans.
- L. **MUSIC:** To arrange for musical accompaniment at church services and other occasions.
- M. **PHOTOGRAPHER:** To photograph the Unit's activities and functions and make the pictures available for inclusion in the annual yearbook.
- N. **SUNSHINE:** Upon receiving information regarding a member's illness, family member death or any other occasion that warrants concern, shall send a card. Whenever possible, the card should be signed by those members in attendance at a rally. Shall keep the members informed regarding the health and cares of other members.
- O. **WEBMASTER:** Maintain the Unit's website and keep it up to date.
- P. **YEAR BOOK:** To put together a scrapbook of Unit activities during the year for presentation to

that year's President. Any Past Presidents who wish to do so may give their yearbook to the Historian. All year books should be on display at the Unit's Birthday rally.

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.

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 A unit, once each calendar year, may host a rally or caravan or combination thereof with a recreation 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 recreation 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.

Sec. 5 Pets are welcome at all rallies; however, the following rules must be observed.

1. Pets must always be on a leash when out of their trailer or motor home.
2. Pets are prohibited from indoor gatherings.
3. Owners must pick up after their pets.
4. Service dogs shall have all the necessary privileges.

ARTICLE IV NOMINATING COMMITTEE

Sec. 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 one candidate for each office 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 and Bylaws.
- Appoint all standing committees and the Parliamentarian.

- Have such powers and duties as normally pertain to the principal executive officer.

Sec. 2 The Vice President shall:

- Attend all business meetings of the Unit and the Executive Board.
- Shall assist the President.
- Assume the duties of the President in the President's absence.
- Select the rally sites for the year of presidency and shall present them to the Executive Board for consideration and approval not later than September 1st of the year before being scheduled to take office as President.
- Be encouraged to keep a minimal up to date file on possible rally sites. This file should be made available to the next Vice President. Note: Information about each rally site should be given to the rally host.
- Perform the duties of Rally Services Chairman if the President so appoints.

Sec. 3 The 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 VIII, Section 2 of the Constitution and ARTICLE XI, Sec.1 of the Bylaws.
- Coordinate with the Treasurer to maintain an accurate roster of paid-up members of the Unit.

- Record and preserve the minutes of all official meetings of the Unit and the Executive Board, and mail copies to the members of the Executive Board not more than fifteen days following each meeting.
- Record the attendance of the officers at each meeting and advise the presiding officer if a quorum is present.

Sec. 4 The Treasurer shall:

- Maintain the financial records of the Unit and receive all monies, as prescribed in International Bylaws, Article IV, Sec. 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, and maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Corresponding Secretary, the Newsletter Editor, and the Membership Chairman. In addition, the Membership Chairman shall be notified of all members who have not paid their dues by October 15th in order that the membership chairman 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.

ARTICLE VI DELEGATES

Sec. 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. The alternate delegate may be an Affiliate Member of Golden West Unit per the Wally Byam Caravan Club International, Inc. Constitution Article XII Sec. 4. 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 1 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

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 the same way.

ARTICLE IX LIABILITY

Sec. 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.

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 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.

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 one or more 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 ensure to the benefit of any member.

ARTICLE XIII

RALLY SERVICES

As a matter of convenience and courtesy for fellow caravaners, it is required of each member that their recreational vehicle be equipped with the following:

1. Water hose – at least two 25 foot, no smaller than 5/8” tasteless high-pressure hose.
2. Free flowing 5/8” “Y” connection for water.
3. A 50’ electric cord, preferably two 25’ lengths, 3-wire, multi-strand, at least #12 AWG/15 Amp, UL labeled for outdoor use.
4. An electric single to multiple outlet adapter, 3 wire multi-strand, at least #12 AWG/15 Amp, UL labeled for outdoor use.
5. Folding chair for each person.
6. Some type of table, preferably folding,
(Recommended not a requirement).

ARTICLE XIV UNIT EMBLEM, ETC.

The Golden West California Unit officially adopts the Gold Pan with crossed Pick and Shovel as its Unit Emblem, the Camellia as the Unit Flower, and the Golden Nugget as its Unit publication.

These Bylaws, as last amended, were adopted on January 2010 at San Juan Batista, Ca.

(Date)

(City, State)

These Bylaws, as last amended, were approved by the International Constitution and Bylaws Committee on September 8, 2010

(Date)

UNIT POLICIES

A. SUGGESTIONS FOR RALLY HOSTS:

Our rally hosts perform a service of utmost importance in making Golden West California Unit what it is. In hope of keeping our rallies as delightful as possible, the following suggestions for rally hosts are included in this booklet.

1. **RALLY PLANS.** Please report your rally plans at the Board Meeting and General Meeting held during the preceding month's rally. At that time you should

also check with the President to determine the hour and locations of the Executive Board Meeting and the General Meeting to be held during your rally. This information, along with your rally site schedule and detailed information on how to reach your rally site (including a map, if possible), should be written up as soon as possible and sent to the editor of the Golden Nugget. A courtesy copy of your write-up to the President will be appreciated. Your anticipated rally expenses, if any should be approved by the Executive Board and receipts should then accompany your reimbursement request.

2. **WBCCI SIGNS.** Please take 3 or 4 WBCCI directional signs and post them in acceptable, conspicuous places to help direct first timers to your rally locations. Signs are to be removed following the rally.

3. **BUILDINGS.** When we have the use of a building, it would be appreciated if the hosts take charge of opening and securing the building during the rally and seeing that things are cleaned up when we leave.

4. **CRAFTS.** The rally hosts are encouraged to have organized crafts or other activities.

B. NOTE TO ALL MEMBERS

1. Rally attendance reservations are sent to the rally host. All members should show their appreciation to

their host by making every effort to send in reservations as soon as possible and prior to any pre-determined deadline specified by the rally host. If you are not able to attend, the host would appreciate your sending your reservation noting this with any message you may desire to add. If for some reason you do not send a reservation but would like to attend, contact the Rally Host, who will try to work with the park and reserve a site for you. Our ultimate goal is to enjoy each other's company.

2. Golden West Unit will sponsor a dinner for Regular Golden West Members that attend the 2012 Hobo, International and Region Rallies.

This Policy shall be reviewed annually to ensure sufficient Unit funds.

3. To promote attendance at regular 2012 Unit Rallies, Golden West Unit will reimburse Regular Golden West Members to offset parking fees as follows:

- Daily parking fee above \$35 with a cap of \$10/day.
- This reimbursement will be accumulated and a check issued at the end of the year.

This Policy shall be reviewed annually to ensure sufficient Unit funds.