

CENTRAL COAST CALIFORNIA UNIT BYLAWS
ARTICLE V
DUTIES OF OFFICERS

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.

The 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.
- Oversee rally procedures and rally planning by seeking input of members, establishing rally dates and locations, and soliciting rally hosts.

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, 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 (or U.S. Mail upon request) 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.

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, and maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Unit Secretary, the Newsletter Editor, and the Membership Chair. In addition, the Membership Chair shall be notified of all members who have not paid their dues by October 15th in order that the membership chair 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 reviewed by the Constitution and Bylaws Committee. The Treasurer shall supply any and all financial information as requested by the Constitution and Bylaws Committee. Before retirement, all books, monies and property of the Unit shall be delivered promptly to the incoming Treasurer.

The Directors shall:

- Attend all meetings of the Unit and the Executive Board.
- Accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.

The Membership Director shall:

- Be the Unit contact for prospective new members and explain the purpose and objectives of the Wally Byam Caravan Club International, Inc.
- Extend invitations to prospective members to attend a rally or meetings 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
- Serve as Chair of the "Membership Committee", a standing committee.