

GREATER BAY AREA AIRSTREAM CLUB CONSTITUTION

ARTICLE I NAME OF ORGANIZATION

- Sec. 1 This organization is a chartered Unit of the Wally Byam Caravan Club International, Inc. (WBCCI) and shall be known as the Greater Bay Area Airstream Club (GBAAC) of the Wally Byam Caravan Club International, Inc.

ARTICLE II OBJECTIVES

- Sec. 1 The objectives of this non-profit organization shall be:
- To furnish encouragement and assistance in the development of the GBAAC and thus afford fraternization for recreational vehicle owners.
 - To encourage safe driving and assist in improving the general welfare of the recreational vehicle public through assistance and active participation of all its members in building a strong organization for the betterment of goodwill toward recreational vehicle travel.
 - To coordinate with and participate in the interests and activities of the International and the Region.
 - To cooperate with other organizations and units within our sphere which are seeking to elevate the standards and ethics of the various groups.
 - To disseminate information of an advisory and educational nature that will be of value to its members and the public.
 - To encourage government and private agencies to provide more and better recreational vehicle parks and facilities.

ARTICLE III MEMBERSHIP QUALIFICATIONS

- Sec. 1 An adult who owns a hard-sided recreational vehicle manufactured by Airstream, Inc. shall be eligible for membership.
- Sec. 2 There are two classes of membership in the GBAAC; Regular and Affiliate Members.
- Sec. 3 An applicant for membership in this GBAAC must register via the International website and therein pay the specified dues of International and GBAAC dues, at which time they shall be a Regular Member.
- Sec. 4 Regular Members who have sold their recreational vehicle manufactured by Airstream, Inc., may, upon request, retain their membership as Regular Members of the GBAAC pursuant to the provisions of Article VI, Sec. 2, 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.
- Sec. 5 Any member of WBCCI may become an Affiliate Member in the GBAAC by selecting it during the registration/renewal process with WBCCI or otherwise via communication with the Membership Coordinator at WBCCI headquarters which informs GBAAC accordingly, shall possess all the rights and privileges of the GBAAC except:
- The right to hold office in the GBAAC.
 - The right to vote, through the Affiliated GBAAC, in the selection or election of officers in the GBAAC, or Region, or on any amendment to the GBAAC or the International Constitution.
 - The right to vote on the dissolution of the GBAAC, consolidation of the GBAAC with one or more Local Clubs, or the merger of the GBAAC with another.

- Sec. 6 Applicants for Affiliate membership in the GBAAC must submit dues and show evidence of membership in the International Club.
- Sec. 7 Failure to pay either GBAAC or International dues, including a grace period, will automatically terminate membership in the GBAAC.
- Sec. 8 An owner of an Airstream and their spouse/partner who join the GBAAC as Regular Members will have one vote per person in the election of officers at the Local and International levels as well as amendments to their respective Constitutions.

ARTICLE IV OFFICERS AND THEIR ELECTION

- Sec. 1 The officers of the GBAAC shall be Regular Members of the GBAAC and shall consist of:
- President
 - First Vice President
 - Second Vice President
 - Third Vice President
 - Recording Secretary
 - Treasurer
- Sec. 2 The Officers shall be elected at the annual business meeting. They shall be installed and assume office on January 1. An officer 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 or Treasurer provided they are duly nominated and elected for each term of office.
- Sec. 3 An officer who advances to an office pursuant to the provisions of Sec. 4 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.
- Sec. 4 In the event of the death or resignation of the President or the death, advancement, or resignation of a Vice President, or an officer's inability to fulfill the duties of office, the next ranking Vice President (in the order first, second, etc.) shall advance. 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

- Sec. 1 The Executive Board shall consist of all of the GBAAC officers plus the immediate Past President of the GBAAC.
- Sec. 2 The Executive Board shall be the administrative body of the GBAAC and shall define the policies of and have full administrative authority in all matters pertaining to the GBAAC, and exercise general control and supervision of all officers and committees.
- Sec. 3 The President or any two members of the Board may call a business meeting of the Executive Board at any time deemed necessary.
- Sec. 4 A quorum of the Executive Board consists of a majority of its members.

ARTICLE VI
GBAAC BUSINESS MEETINGS

- Sec. 1 The annual business meeting of the GBAAC shall be held during the month of September or October. Additional business meetings may be held during any rally of the GBAAC, and also may be called at any time by a majority vote of the Executive Board. The date, time, location, and purpose of all GBAAC business meetings shall be announced to the members in writing at least fifteen days prior to the meeting. A quorum for conducting business at any business meeting shall be not less than 10% percent of the membership.
- Sec. 2 All Regular Members, including spouse or partner, voting at the annual or additional business meetings of this organization, shall each have one vote.
- Sec. 3 Ballots submitted by email, regular mail, or facsimile may also be accepted by Regular Members. The President and Membership Chairperson shall ensure no member casts more than one ballot and that unintentional affiliate votes are not counted. Votes allowed in this manner should be received by the GBAAC 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. Such ballots also count as a part of the quorum for such a business meeting.

ARTICLE VII
BYLAWS

- Sec. 1 Bylaws consistent with this Constitution and with the Constitution, Bylaws, and Policy of the WBCCI embodying additional provisions for the government of the GBAAC may be adopted by the Executive Board.

ARTICLE VIII
AMENDMENTS

- Sec. 1 Proposed amendments to this Constitution shall be submitted to the Executive Board in writing. The Executive Board shall submit all such amendments to the members for their consideration.
- Sec. 2 Any Article or Section of this Constitution may be amended by a two-thirds vote of the members voting at a business meeting of the GBAAC or a special meeting called for that purpose. In either case, a notice containing the proposed amendment or amendments has been delivered by first-class mail or electronically to each member of the GBAAC at least fifteen days prior to the meeting. Provision for balloting may follow Article VI, Sec. 3, of this Constitution.
- Sec. 3 All amendments to this Constitution shall become effective upon adoption.

This Constitution, as last amended, was adopted by the membership on _____ at _____
(Date) (City, State, or Province)

GREATER BAY AREA BYLAWS

ARTICLE I PARLIAMENTARY AUTHORITY

- Sec. 1 Parliamentary procedure for all meetings of the GBAAC 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 the GBAAC or WBCCI.
- Sec. 2 The order of business shall generally be:
- A. Roll Call
 - B. Approval of Minutes
 - C. Reports of Officers and Committees
 - D. Unfinished Business
 - E. New Business
 - F. Announcements
 - G. Adjournment

ARTICLE II COMMITTEES

- Sec. 1 Standing Committees **shall** be:
- A. Budget
 - B. Membership
 - C. Rally Planning
 - D. Webmaster
 - E. Social Media

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 Chair and as many members as deemed necessary by the President. Chairs 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/Club, prepare for the Executive Board a budget projecting the Local Club's income and expenditures for the next year. The Budget Committee may give updates to the spending and forecast throughout the year as it sees necessary to properly guide the GBAAC's expenditures.
2. Membership. Be the GBAAC's contact for prospective new members and explain the purpose and objectives of the WBCCI. Extend invitations to prospective members to attend a rally or event when interest is shown in potentially joining the GBAAC. Maintain an accurate list of paid-up members and follow up on all members, excluding Lifetime Members, who have not paid their annual dues by their anniversary date. Maintain an email distribution list of all active Regular and Affiliate Members and ensure its correctness as related to the list of paid-up Members. Report at each Board meeting the number of new members, renewals, and the total number of members of the GBAAC.
3. Rally Planning. The First VP of GBAAC is ex-officio the Chairperson of the Rally Planning Committee unless otherwise appointed by the President. The Past President, President, and any installed Vice Presidents are, by default, members of the Rally Planning Committee unless they actively request not to be. The committee will support the GBAAC in planning rally locations, recruiting hosts, and ensuring that lessons learned and best practices for rallies are shared across generations of GBAAC leadership and

membership. Seek input from the Executive Board and Members as needed to ensure rally success. Make a rough rally calendar for the following calendar year and make pre-reservations with the campground if necessary including working with the Treasurer to disburse funds as needed to secure such a campground.

4. Webmaster. Maintain all things related to the website for the GBAAC as well as other online publishing tools for the GBAAC's needs or benefit. Participate in and integrate into GBAAC's web presence all items requested by WBCCI. This role does not implicitly include social media, although, by association with online functions, assistance or substitution for the Social Media Committee may be needed.
5. Social Media. Maintain and keep active the social media outlets of the GBAAC. This may be one or many of Facebook, Instagram, Twitter, etc. Report at Board meetings the statistics that are available from the hosting site, for example, the number of posts, views, comments, etc. since the last Board meeting.

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 GBAAC. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee.
- Sec. 2 A member in good standing with the GBAAC may sponsor and invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the GBAAC.
- Sec. 3 Members in good standing in the International Club may attend the GBAAC activities provided that such members, and where required, shall have made a prior reservation.
- Sec. 4 The GBAAC, once each calendar year, may host a rally or caravan or combination thereof with a recreation vehicle club not chartered by the WBCCI. It may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by the GBAAC in any calendar year) a buddy rally and/or caravan. Each member of the GBAAC may invite no more than one non-member, non-Airstream recreational vehicle family. The family is invited to the buddy rally or caravan to introduce them to the WBCCI "Way of Life" and the GBAAC members in the hope that the guest family might decide to purchase an Airstream and join the WBCCI. 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 (90) days prior to the GBAAC's annual business meeting, appoint a three-member Nominating Committee. After having obtained the prior acceptance for the office of each nominee if elected, shall place in nomination all candidates for each office to be filled by election. A written report submitted to the Executive Board shall include the names of all candidates considered and the President shall distribute the report to the membership not less than fifteen (15) days before the business meeting. Additional candidates who have previously consented to accept the office if elected, may self-nominate or be placed in nomination from the floor of said meeting. No seconds are required for any nomination.

ARTICLE V AUDIT COMMITTEE

- Sec. 1 The Executive Board shall, not less than ninety (30) days prior to the GBAAC's effective date of installed officers as defined in Article IV, Sec. 2 of the GBAAC's Constitution, appoint a three-member Audit Committee. The committee shall audit at least two months of transactions within the last year from the

GBAAC's bank account(s), which may include PayPal or other electronic payment methods. The audit should ensure that proper documentation exists (e.g. receipt) and in the case of tangible goods received, that those goods received are present with a Member or were consumed for the benefit of the GBAAC. Due to a conflict of interest, the Treasurer cannot be part of the audit committee.

ARTICLE VI DUTIES OF OFFICERS

- Sec. 1 The President shall:
- Preside at all meetings of the GBAAC and Executive Board.
 - Enforce the Constitution and Bylaws.
 - Appoint all standing committees and the Parliamentarian (if necessary).
 - Have such powers and duties as normally pertain to the principal executive officer.
- Sec. 2 The 1st Vice President shall:
- Attend all business meetings of the GBAAC and the Executive Board.
 - Shall assist the President.
 - Assume the duties of the President in the President's absence.
- Sec. 3 The 2nd Vice President shall:
- Attend all business meetings of the GBAAC and the Executive Board.
 - Assist the President and the First Vice President.
 - Assume the duties of the First Vice President in the absence of the said officer.
 - Assume the duties of the President in the case of the absence of the President and the First Vice President.
 - Perform the duties as assigned by the Executive Board.
- Sec. 4 The Recording Secretary shall:
- Record and preserve the minutes of all official meetings of the GBAAC and the Executive Board, and distribute 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. 5 The Treasurer shall:
- Maintain the financial records of the GBAAC and receive all monies, as prescribed in International Policy 16.6.1, Financial Management, Items K - M and Policy 16.6.2, Financial Data Guidelines, and promptly deposit them in the bank chosen by the Executive Board.
 - Be the administrator for all financial accounts and activities of the GBAAC. This includes checking, savings, PayPal, and any other similar forms of monetary instruments both paper and electronic.
 - Upon the election of new officers to the Executive Board, the Treasurer shall audit the access privileges to all monetary accounts and ensure that a minimum of one person in the Executive Board other than the Treasurer can access the GBAAC's funds. Due to the perpetual nature of the Recording Secretary position, it is recommended that the Recording Secretary always have access.
 - Submit tax forms to any government agency requiring them such as the IRS and the State of California.
 - Submit a verbal report of finances to the Executive Board at each meeting.
 - Support the Budget and Audit Committees in the completion of their duties as described in these Bylaws and Constitution.
 - Before retirement, all books, monies, and property of the GBAAC shall be delivered promptly to the incoming Treasurer.

ARTICLE VII MEETING TYPE

- Sec. 1 Any Business Meeting of the GBAAC or the Executive Board may be held as an electronic meeting with a

minimum of ten (10) days of notification to the membership and/or Board. Such notification will include all necessary information for participation by the membership and/or Board.

Sec. 2 Any electronic meeting must meet the quorums established in the GBAAC's Constitution.

ARTICLE VIII DUES

Sec. 1 The annual GBAAC 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 Local Club dues before December 31 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 Greater Bay Area Airstream Club or International on or before December 31, for members joining prior to August 1, 2021, or their anniversary date, for those joining after August 1, 2021, the membership will be terminated.

ARTICLE IX 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 goodwill to all peoples and countries.
- B. To be ever mindful of what we say or print with respect to the effect on others of our diverse membership so as to avoid disharmony and ill feelings among club members of diverse ethnicities, religious beliefs, or orientations 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 X LIABILITY

Sec. 1 Neither the Local Club 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 GBAAC 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 on the premises.

ARTICLE XI POLICY

Sec. 1 Policy consistent with the Constitution and Bylaws of the GBAAC and with the Constitution, Bylaws, and Policy of the WBCCI, containing additional provisions for the government of the GBAAC may be adopted by the Executive Board.

ARTICLE XII 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

ARTICLE XII
MERGER, CONSOLIDATION, OR DISSOLUTION OF THIS UNIT

Sec. 1

These Bylaws, as last amended, were adopted by the Board on _____ at _____
(Date) (City, State, or Province)