

## Northern California Airstream Club Bylaws

### Article I - Parliamentary Authority

Sec 1. The current edition of Robert's Rules of Order Newly Revised governs all meetings of this Club and its Executive Board except when there is conflict with its Constitution, Bylaws, or Policies.

Sec 2. The order of business for Executive Board meetings is:

- A. Roll call and determination of a quorum
- B. Approval of the minutes of the previous board meeting
- C. Reports of Officers and Committees
- D. Unfinished business
- E. New business
- F. Announcements
- G. Adjournment

Sec 3. The opening ceremony for general membership meetings is the recitation of the United States Pledge of Allegiance. The agenda follows at the discretion of the presiding officer but usually includes a report from the recent board meeting about our membership and financial standing as well as sunshine, future plans of the club, member announcements, etc.

Sec. 4. NorCal holds its annual business meeting in November to announce the results of the election of officers for the next calendar year. Additional business meetings can be called at any other time deemed necessary. The proposed agenda for any business meeting is distributed to all members no later than fifteen (15) days before the meeting.

The order of business is:

- Recite the United States Pledge of Allegiance. This may be omitted if a general membership meeting has just been adjourned.
- Secretary reports that a quorum is represented and records the minutes.
- Presiding officer announces the results of the election.
- Presiding officer asks for and addresses any new business.
- Presiding officer adjourns the meeting.

### Article II – Meeting Type

Sec.1. Any Business or Executive Board Meeting of NorCal may be held electronically with a minimum of ten (10) days notification to the Membership and Board. Such notification will include all necessary information for participation.

Sec. 2. Any electronic meeting will meet the quorum requirements listed in the NorCal Constitution.

### Article III - Responsibilities of Members of the Executive Board

Executive Board Members of NorCal have all the powers and responsibilities associated with their position. Specific responsibilities are listed below as well as in policies established for each position. Executive Board Members are expected to

- Attend Business, General Membership and Executive Board meetings.
- Arrange for a proxy in case of an absence.

- Become familiar with the NorCal constitution, by-laws, and appropriate job descriptions.

#### Sec 1. The President

- Enforces the Constitution and Bylaws.
- Appoints Committee Chairs and the Parliamentarian.
- Issues notices of all meetings of the Club and the Executive Board as described in Article VII, Business Meetings, and Article IX, Amendments of the Constitution.
- Prepares and distributes an agenda prior to each meeting.
- Presides at Club and Executive Board meetings.
- Arranges for a substitute to attend a Region or International Rally.

#### Sec 2. The First Vice President

- Assists the President.
- Assumes the responsibilities of the President in the President's absence.
- Develops the activity schedule for the year in which he/she will be president and presents it to the Executive Board for consideration at or before the September Executive Board meeting.

#### Sec. 3 The Second Vice President

- Assists the President and the First Vice President.
- Assumes the responsibilities of the First Vice President in the First Vice President's absence.
- Assumes the responsibilities of the President in the case of the absence of the President and the First Vice President.
- Assumes other responsibilities as requested by the Executive Board.

#### Sec. 4 The Treasurer

- Maintains the financial records of the Club and receives 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 deposits them in the bank previously approved by the Executive Board.
- Chairs the budget committee.
- Is on the distribution list from Headquarters to receive membership information forms for new & renewing members
- Maintains a list of current members.
- Submits a full written report of finances to the Executive Board at each meeting.
- Provides books and accounts to the Audit Committee no later than April 1 after the completion of the fiscal year.
- Before retirement, delivers all books, monies and property of NorCal to the incoming Treasurer.

#### Sec. 5 The Secretary

- Records and preserves the minutes of the Executive Board meetings.
- Distributes the minutes of the Executive Board meetings to its members within fifteen days.
- Arranges for the distribution of approved Executive Board minutes to the membership.
- Records and preserves the minutes of each Business Meeting.

#### Sec 6 The Trustees

- Insure that decisions of the Executive Board meet governance requirements.
- Chair or serve on committees.

- Accept special assignments as requested by the President.

Sec. 7 The Immediate Past President

- Is part of the institutional memory of NorCal.
- Provides perspective when needed.

Sec 8 The Parliamentarian is an appointed position, has no vote and

- Sits adjacent to the presiding officer to give help, guidance, and support during the meeting.
- Assists with the updating of the governing documents.

#### Article IV - Standing Committees

Sec 1. The President appoints and serves as an ex-officio member of each committee listed below. Standing Committees consist of a Chair and as many members as deemed necessary; the Chair reports to the Executive Board as needed.

Sec. 2. Standing Committees for this club include

- A. Audit
- B. Budget
- C. Caravan and Carally
- D. Constitution and Bylaws
- E. Directory
- F. Ethics and Grievance
- G. Membership
- H. Newsletter
- I. Rally
- J. Registrar
- K. Sunshine
- L. Webmaster

Sec. 3 Responsibilities of Standing Committees

A. Audit Committee (at least three members)

- Reviews the records of the Treasurer.
- Presents a written report to the Executive Board within one month.

B. Budget committee

- Is chaired by the Treasurer and includes the incoming treasurer if applicable.
- Presents to the Executive Board a report that projects the Club's income and expenditures for the next year.

C. Caravan and Carally Chair

- Recruits and guides leaders.
- Offers advice on planning.

D. Constitution and Bylaws committee:

- Consists of at least three members including the Chair.
- Updates the constitution and sees that the membership approves any changes.

- Updates the bylaws and sees that the executive board approves any changes.
- Submits approved documents to the WBCCI Constitution and Bylaws Chair every 5 years
- Updates the handbooks and job descriptions as needed.

#### E. Directory Chair

- Is on the distribution list from Headquarters to receive membership information forms for new & renewing members
- Generates a document that lists membership and other pertinent information.
- Updates the document when changes occur.
- Arranges for the distribution of the document.

#### F. Ethics and Grievance committee

- Consists of three active Past Presidents.
- Investigates and evaluates all complaints made by members following guidelines in Article V of the WBCCI Bylaws.
- Makes recommendations to the Executive Board.

#### G. Membership Committee

- Chair is on the distribution list from Headquarters to receive membership information forms for new & renewing members.
- Consists of the Chair, the Treasurer, the Directory Chair, and others as needed.
- Keeps track of and reports current number of Club and Affiliate members to the Executive Board.
- Welcomes new members and gives an orientation to NorCal and its culture.
- Maintains a list of birthday and anniversary dates and shares the information with the newsletter editor.
- Encourages members to renew their membership.
- Maintains a supply of badges and decals and provides them as needed.

#### H. Newsletter Editor

- Collects newsworthy items of interest to Club members.
- Distributes at least nine newsletters to Club members and others as appropriate.
- Provides the Webmaster with a redacted copy.
- Generates stories of past and future events at the Club, Region and International levels.

#### I. Rally Chair

- Recruits and guides rally hosts.
- Is the liaison between the club and the rally sites.

#### J. Registrar

- Receives information needed to generate a spreadsheet for each rally by e-mail, surface mail, and/or PayPal.
- Deposits checks received for each rally in a timely manner.
- Cooperates with the Rally Chair, Rally Hosts, and the Treasurer as needed.

#### K. Sunshine Chair

- Receives information about members who would benefit from hearing from their NorCal friends.
- Reports to the general membership via the newsletter and/or a rally.

#### L. Webmaster

- Maintains the website.
- Provides a common location for the storage of NorCal Constitution, Bylaws, handbooks, and job descriptions.

Sec. 4. Special committees. The President may appoint additional committees as needed.

### Article V - Nominating Committee

#### Sec. 1 The nominating committee

- Forms at least ninety (90) days prior to NorCal's annual business meeting.
- Consists of three (3) members with the First Vice President serving as the chair.
- Solicits names of qualified members to be placed on the ballot, including self-nominations.
- Submits to the Executive Board a written report listing the names of all candidates who have agreed to serve.
- With the President, facilitates the distribution of the names of these candidates to the membership not less than fifteen (15) days prior to the business meeting.
- The election is by electronic ballot. Election closes fifteen (15) days before the Business Meeting

Sec. 2 The candidate for each office who receives the most votes will be elected.

### Article VI - Guests

Sec. 1 NorCal members may invite guest(s) to stay in the member's Airstream or a conveniently located cabin, motel room, etc. and participate in NorCal activities. The sponsoring member pays the rally and other fees for the guest(s).

Sec. 2 NorCal members may invite guest(s) who own an Airstream to attend NorCal activities as prospective member(s).

Sec. 3 Members of the WBCCI may attend NorCal activities provided they make reservations with the leader of the activity and pay the necessary fees.

Sec. 4 Twice each calendar year, NorCal may offer a buddy rally and/or caravan. Each NorCal member may ask one guest to participate in the activity. A buddy rally and/or caravan is not to be used by current or past WBCCI members to participate using another brand of RV. The intention (in the spirit of Wally Byam) is to introduce the guest to the WBCCI "Way of Life" and to encourage the guest to become Airstreamers and join the club.

Also, once each calendar year NorCal may host a rally and/or caravan with another RV club.

### Article VII– Dues

Sec. 1 The Executive Board determines the dollar amount of NorCal dues.

Sec. 2 NorCal members whose dues are current on December 31 will be listed in the WBCCI Membership Directory. NorCal members who have paid their dues by their anniversary date will remain on the membership rolls.

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Sec. 3 Any member dropped from the membership rolls may be reinstated through WBCCI Headquarters.

#### Article VIII- Policies

Sec. 1 Policies consistent with the Constitution and Bylaws of NorCal and with the Constitution, Bylaws, and Policies of the Wally Byam Caravan Club International, Inc., embodying additional provisions for the government of the Club may be adopted by the Executive Board or Club members.

#### 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 the Wall 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 its effect on others of our diverse membership so as to avoid disharmony and ill feelings among club members of diverse ethnicities, religious beliefs or orientation and to dedicate ourselves to 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 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 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 XI - Amendments

Sec. 1 A two-thirds vote by the Executive Board amends these Bylaws provided the proposed changes have been submitted in writing to its members not less than ten (10) days prior to the meeting.

Sec. 2 Adopted amendments become effective immediately.

#### Article XII - Merger, Consolidation or Dissolution of This Club

Sec. 1. If members of NorCal wish to merge with another club or dissolve, the members, guided by the NorCal president, must follow the procedures found in Article VII, sections 1 through 6 of the Bylaws of the WBCCI. These procedures are in accordance with Section 501 (c) 7 of the Internal Revenue Service Code.

The Executive Board adopted these Bylaws, as amended, on March 2, 2019 at Greenfield, CA.

These Bylaws were submitted to and approved by the International Constitution and Bylaws Committee on March 2, 2019.

Article III, Section 4 was updated April 18, 2022

Article VII – Delegates was deleted October 14, 2022.

Articles I – Annual Business Meeting, Article III, Responsibilities of Members of the Executive Board, IV Standing Committees, V Nominating Committee, and VII Dues updated November 5, 2022.