

Northern California Airstream Club BYLAWS

ARTICLE I PARLIAMENTARY AUTHORITY

- Sec. 1 **Meeting Governance:** The Northern California Airstream Club will be referred to as NorCal or the Club throughout this document. Parliamentary procedures for all meetings of the Club and its Executive Board shall be governed by the current edition of *Robert's Rules of Order Newly Revised* except when they conflict with the Constitution, Bylaws, or Policy of this Club.
- Sec. 2 **Agenda:** The order of business for board meetings is:
- A. Roll Call and determination of quorum
 - B. Approval of Minutes of previous board meeting
 - C. Reports of Officers and Committees
 - D. Unfinished Business
 - E. New Business
 - F. Announcements
 - G. Adjournment
- Sec. 3 **General Membership Meeting:** General Membership meetings begin with 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. The order of business is:
- A. Recite the United States Pledge of Allegiance
 - B. Secretary reports that a quorum is represented and records the minutes.
 - C. Presiding Officer announces the results of the election (November meeting).
 - D. Presiding Officer asks for and addresses any new business.
 - E. Presiding Officer adjourns the meeting.
- Sec. 4 **Annual Business Meeting:** 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.

ARTICLE II COMMITTEES

- Sec. 1 **Organization:** The President appoints and serves as an ex-officio member of each standing committee listed below (except the nominating committee). The standing committees shall consist of a chair and as many members as deemed necessary. The Chair reports to the executive board as needed. NorCal Leadership Guides are available for each position marked with an asterisk*. The standing committees for NorCal are:

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

Sec. 2 **Duties:** Standing Committee's General Duties

1. Audit Committee (at least three members)
 - Becomes familiar with the responsibilities of the Treasurer.
 - Reviews the records of the Treasurer.
 - Presents a written report to the Executive Board within one month of audit.
2. Budget Committee
 - Chaired by the Treasurer and includes the incoming Treasurer (if applicable).
 - Presents to the Executive Board a report in December that projects the Club's estimated income and expenses for the next year.
3. Caravan and Carally
 - Recruits and guides leaders.
 - Offers advice on planning.
4. Constitution and Bylaws (CBL)
 - Consists of at least three members including the Chair.
 - Updates the constitution, and sees that 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 Membership Handbook, Rally Planning Guide, and LEadership Guides as needed.
5. Directory
 - Is on the distribution list from Headquarters to receive membership information forms for new and renewing members.
 - Generates a membership directory that lists membership and other pertinent information.
 - Updates the document when changes occur.
 - Arranges the distribution of the membership directory.
 - See NorCal Leadership guide for more details.

6. Ethics and Grievance

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

7. Membership

- Chair is on the distribution list from Headquarters to receive forms for new and renewing members.
- Consists of the Chair, the Treasurer, the Directory Chair, and others as needed.
- Keeps track of and reports the current number of Regular and Affiliate members to the executive board.
- Welcomes new members and gives an orientation of NorCal and its culture. Be NorCal's contact for prospective new members.
- 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 NorCal badges and decal, and provides them to members as needed.
- See the NorCal Leadership Guide for more detail.

8. Newsletter Editor

- Collects newsworthy items of interest to Club members.
- Creates at least nine newsletters each year for distribution 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.
- See the NorCal Leadership Guide for more details.

9. Rally Chair

- Recruits and guides rally hosts.
- Is the liaison between the Club and the rally sites.
- See the NorCal Leadership Guide for more detail.

10. Registrar

- Receives information needed to generate a spreadsheet for each rally.
- Deposits checks received for each rally in a timely manner.
- Cooperates with the Rally Chair, Rally Hosts, and the Treasurer as needed.
- See the NorCal Leadership Guide for more detail.

11. Sunshine

- 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 any sunshine information that can be shared (with permission).

12. Webmaster

- Maintains the Club website.
- Provides a common location for the storage of NorCal constitution, bylaws, membership handbook, rally planning guide, and leadership guides.

Sec. 4 **Other Committees:** Special or Ad-Hoc Committees may be appointed by the President as required.

**ARTICLE III
GUESTS**

Sec. 1 **Invited Guests:** NorCal members in good standing may invite guest(s) to stay in the member's Airstream, or a conveniently located cabin, hotel, etc. and participate in NorCal activities. The sponsoring member pays the rally and other fees for the guest(s).

Sec. 2 **Non-Member Airstream Owner Guests:** A NorCal member in good standing may sponsor and invite a non-member Airstream owner, as a prospective member, to attend NorCal rallies and other activities.

Sec. 3 **International Club Members:** Members at Large or members in good standing of other Clubs in WBCCI can attend NorCal rallies and/or activities, provided they have properly registered and paid for the necessary reservations.

Sec. 4 **Buddy Rallies or Caravans:** Twice each year, NorCal may offer a buddy rally or caravan. Each NorCal member in good standing may ask one guest to participate in the activity. A buddy rally or caravan is not to be used by current or past WBCCI members to participate using another brand of RV. At no time can buddy rallies or caravans exceed 50% of annual NorCal events.

Sec. 5 **Prospective Members:** The guest/family is invited to the buddy rally or caravan to introduce them to the WBCCI "Way of Life" and to encourage the prospective members to become Airstreamers and join the Club.

**ARTICLE IV
NOMINATING COMMITTEE**

Sec. 1 **Nominating Committee Creation:** The Executive Board shall appoint a three-member Nominating Committee not less than ninety (90) days before NorCal's annual business meeting in November. This committee consists of three (3) members with the First Vice President serving as the Chair. This committee shall solicit NorCal members to volunteer to stand for any open leadership positions. The Committee should also encourage self-nomination for any position. Submits to the Executive Board a written report listing the names of all candidates who have agreed to serve. The President shall distribute the proposed

slate to the membership not less than fifteen (15) days before an election. The election is by electronic ballot only. The election closes at least fifteen (15) days before the annual business meeting, where the results are announced. If there is more than one candidate for a given office, the candidate who received the most votes shall be elected.

ARTICLE V DUTIES OF OFFICERS

Sec. 1 **Executive Board Members.** NorCal Executive Board Members have all the powers and responsibilities associated with their prospective position. NorCal Leadership Guides are available for each position marked with an asterisk*. Executive Board Members are expected to:

- Attend all business, general membership, and executive board meetings.
- Arrange for a proxy in case of absence.
- Become familiar with the NorCal Constitution, Bylaws, and appropriate Leadership Guides.

Sec. 2 The President* shall:

- Preside at all Club and Executive Board meetings.
- Enforce the Constitution and Bylaws.
- Appoint all Committee Chairs, and the Parliamentarian.
- Issue notices of all meetings to Club members and the Executive Board as described in Article VII, business meetings, and Article IX, amendments of the constitution.
- Prepare and distribute an agenda prior to each meeting.
- Arrange for a substitute to attend a Region or International Rally.

Sec. 3 The 1st Vice President* shall:

- Assist the President.
- Assume the duties of the President in the President's absence.
- Work with the Rally Chair to develop a Rally schedule for the year in which he/she will be President. Present the proposed rally schedule to the Executive Board for consideration at or before the September meeting.

Sec. 4 The 2nd Vice President* shall:

- Assist the President and the First Vice President.
- Assume the duties of the First Vice President in the absence of said officer.
- Assume the President's duties in the absence of the President and the First Vice President.
- Perform other responsibilities as requested by the Executive Board.

Sec. 5 The Secretary shall:

- Record and preserve the minutes of all official NorCal meetings.
- Record the attendance of the officers at each meeting, and advise the presiding officer if a quorum is present.
- Arrange for the approval and distribution of NorCal meeting minutes to the membership within 21 calendar days after each meeting.

Sec. 6 The Treasurer* shall:

- Chair the NorCal Budget Committee.
- Maintain the Club's financial records, and receive all monies, as prescribed in International Policies for Financial Management and Financial Data Guidelines, and promptly deposit them in the Club's bank account chosen by the Executive Board.
- Is on the distribution list from Headquarters to receive membership information forms for new and renewing members.
- Maintain a list of all current Regular and Affiliate members.
- Submit a full written report of finances to the Executive Board at each meeting.
- Provide books and accounts to the Audit Committee at the March Rally. The Audit Committee will audit the books and accounts.
- Before retirement, deliver all books, monies, and property of NorCal to the incoming Treasurer.

Sec. 7 The Trustees* shall:

- Ensure that decisions of the Executive Board meet governance requirements.
- Chair or serve on committees when needed.
- Accept special assignments as requested by the President.

Sec. 8 The Immediate Past President shall:

- Be a member of the Executive Board. Is part of the institutional memory of NorCal.
- Serves a one-year term.
- Function in an advisory role for the Club President and Executive Board to ensure the continuity of Club functions. Provide perspective when needed.

Sec 9 The Parliamentarian is an appointed position, and has no vote. The Parliamentarian shall:

- Sit adjacent to the Presiding Officer to give help, guidance, and support during the meeting.
- Assist with the updating of the governing documents.

ARTICLE VI MEETING TYPE

Sec. 1 **Electronic Meetings:** Any Business or Executive Board meeting of NorCal may be held electronically with a minimum of ten (10) days notification to the Membership and the Board. Such notification shall include all necessary information for participation. All electronic meetings shall be conducted as outlined in NorCal Constitution Article VI.

Sec. 2 **Electronic Meeting Quorum:** Any electronic meeting will meet the quorum requirements established in the NorCal Constitution.

**ARTICLE VII
DUES**

- Sec. 1 **Setting of Dues:** The Executive Board determines the dollar amount of NorCal dues. NorCal Members whose dues are current will be listed in the WBCCI Membership Directory.
- Sec. 2 **Failure to Pay Dues:** A member who fails to pay the required International dues may not be included in the Annual Membership Directory for the following year. For members who joined before August 1, 2021, the dues must be paid and received by the Club or International on or before December 31. Those who joined after August 1, 2021, must pay the dues by their anniversary date. The membership will be terminated if the dues are not paid by the applicable deadline.

**ARTICLE VIII
CODE OF ETHICS**

- Sec. 1 **Code of Ethics:** All members shall abide by the following Code of Ethics:
- A. **Conduct:** 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. **Discourse:** To be ever mindful of what we say or print with respect to the effect on others of our diverse membership to avoid disharmony and ill feelings among club members of various 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. **Enthusiasm:** To conduct ourselves in a manner that inspires others engaged in recreational vehicle travel to fully appreciate the intent and meaning of this code.
 - D. **Tidiness:** To maintain our campsites in an orderly manner and leave them the same way or better.

**ARTICLE IX
LIABILITY**

- Sec. 1 **Officer Liability Exemption:** Neither the Club nor its officers are responsible for the loss of or damage to property or 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 on the premises.
- Sec 2 **Liability Insurance Requirement:** The Club's parent organization, WBCCI, provides liability insurance for sanctioned Club rallies, caravans, and functions. A Certificate of Liability Insurance is available, defining coverage and liability limits upon request from WBCCI headquarters. Publishing events is necessary to ensure they are considered sanctioned activities of the Club. WBCCI liability insurance applies only to sanctioned activities.

**ARTICLE X
POLICY**

- Sec. 1 **Policies:** Policy consistent with the Constitution and Bylaws of the Club and with the Constitution, Bylaws, and Policy of the Wally Byam Caravan Club International, Inc., containing additional provisions for the government of the Club may be adopted by the Executive Board.
- Sec. 2 **Pet Policy:** Well-behaved pets are always welcome at rallies and NorCal events, however the following rules must be observed:
- A. Members traveling with pets are responsible to know and follow the pet policy at each individual RV Park or campground location.
 - B. All pets must be under control on a leash when outside the Airstream. Owners must pick up after their pets.
 - C. A size-appropriate pet containment system may be used at the campsite, unless not allowed by RV Park rules.
 - D. Pets are not permitted in buildings, or at outside gatherings while food is served.
 - E. Service animals will be allowed according to State laws and the Americans with Disabilities Act (ADA) policies.

**ARTICLE XI
AMENDMENTS**

- Sec. 1 **Bylaw Amendments:** 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 before such meeting.
- Sec. 2 **Amendment Effective Date:** Such amendments shall become effective upon adoption.

**ARTICLE XII
MERGER, CONSOLIDATION, OR DISSOLUTION OF THIS CLUB**

- Sec. 1 **Changing Club Charter:** In the event the members of this Club deem it desirable to merge with another Local Club, or to consolidate with one or more Local Clubs, or for the Local Club to dissolve, the members shall, through the President of this Club, follow the appropriate procedures as prescribed in ARTICLE VII, Sec.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.

Version History:

01/10/2025 - Revisions made per recommendations from WBCCI CBL Committee.

03/02/2019 - Bylaws approved by NorCal Executive Board at Greenfield, CA

01/07/2025- Bylaws reformatted and updated in accordance with WBCCI Model Bylaws dated 04/01/2024, and WBCCI CBL Committee Review dated 01/09/2025.

03/02/2019 - Bylaws submitted and approved by WBCCI CBL Chair.

04/18/2022 - Article III, Section 4, Treasurer updated

10/14/2022 - Article VII, Delegates deleted

11/05/2022 - Article I, Annual Business Meeting, Article III, Responsibilities of Members of the Executive Board, Article IV Standing Committees, Article V Nominating Committee, and Article VII Dues were updated

11/11/2023 - Article III, Responsibilities of Members of the Executive Board, Article IV, Standing Committees, Article V Nominating Committee, and Article VII, Dues were updated

11/24/2024 - Article VIII Policies, added Pet Policy, approved by NorCal Executive Board via electronic vote.

01/07/2025 - Reformatted the NorCal Bylaws to conform to WBCCI Model Bylaws issued 4/1/2024

03/08/2025 - Adopted by NorCal Executive Board at Paso Robles, CA.

03/08/2025 - ACI CBL Committee provides written approval. Next review will be in 2030.