

SACRAMENTO VALLEY AIRSTREAM CLUB BYLAWS

ARTICLE I PARLIAMENTARY AUTHORITY

- Sec. 1 **Meeting Governance:** Parliamentary procedures for all meetings of the Sacramento Valley Airstream Club and Executive Board shall be governed by *Robert's Rules of Order Newly Revised* except when they conflict with the Constitution, Bylaws, or Policy of this Sacramento Valley Airstream Club.
- Sec. 2 **Agenda:** The order of business may be:
- A. Roll Call and Determination of Quorum
 - B. Approval of Minutes of the Previous Board Meeting
 - C. Reports of Officers and Committees
 - D. Unfinished Business
 - E. New Business
 - F. Announcements
 - G. Adjournment

ARTICLE II COMMITTEES

- Sec. 1 **Standing:** The president shall appoint standing committee chairs. Standing Committees shall be:
- A. Budget
 - B. Constitution and Bylaws
 - C. Membership
 - D. Newsletter
 - E. Rally Committee
 - F. Webmaster/Internet Technology
- The President shall appoint and be an ex-officio member of all committees except the Nominating Committee.
- Sec. 2 **Composition and Expectation:** All Standing Committees shall consist of a Chair and as many members as the President deems necessary. Chairs of Standing Committees shall report at each meeting of the Executive Board. The President may also appoint a Parliamentarian.
- Sec. 3 **Duties:** Standing Committee's General Duties
- 1. Budget: In cooperation with the incoming and outgoing Sacramento Valley Airstream Club Treasurer, prepare a budget for the Executive Board projecting the Sacramento Valley Airstream Club's income and expenditures for the following year.

2. Constitution and Bylaws: Conduct a continuing review and study of the Sacramento Valley Airstream Club and the Wally Byam Caravan Club International, Inc. (WBCCI) Constitution and Bylaws and recommend any amendments or additions deemed desirable and in the best interest of the Sacramento Valley Airstream Club.
3. Membership: Be the Sacramento Valley Airstream Club'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 meeting when making an application for membership. Coordinate with the Treasurer to ensure having an accurate list of paid-up memberships and to assist the Treasurer, as needed, in following up on all members who have not paid their WBCCI or Sacramento Valley Airstream Club dues for their membership year.
4. Newsletter: Collect newsworthy items of interest to the Sacramento Valley Airstream Club members and periodically publish a newsletter containing past and future events of the Sacramento Valley Airstream Club, Region 12, and WBCCI.
5. Rally Committee: Chaired by the First Vice President, the committee oversees the planning for current and future rallies.
6. Webmaster/Internet Technology: Responsible for the public image of the Sacramento Valley Airstream Club related to Internet-based mediums. Creates, updates, and maintains the Sacramento Valley Airstream Club website where appropriate and manages the social media accounts for the Sacramento Valley Airstream Club.

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

ARTICLE III GUESTS

- Sec. 1 **Invited Guests:** 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 the Sacramento Valley Airstream Club's activities. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee.
- Sec. 2 **Non-Member Airstream Owner Guest:** A member in good standing in the Sacramento Valley Airstream Club may sponsor and invite a non-member Airstream recreational vehicle owner, a prospective member, subject to approval of Sacramento Valley Airstream Club President and Vice President in consultation with rally host, to attend rallies and other activities of the Sacramento Valley Airstream Club.
- Sec. 3 **International Club Members:** Members of WBCCI in good standing can attend Sacramento Valley Airstream Club activities provided they have made and paid for the necessary reservations through the Sacramento Valley Airstream Club.
- Sec. 4 **Buddy Rallies or Caravans:** The Sacramento Valley Airstream Club, once each calendar year, may host a rally, 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 led by that Sacramento Valley Airstream Club in any calendar year) a

buddy rally and/or caravan. Each Sacramento Valley Airstream Club member may invite no more than one non-member recreation vehicle family.

- Sec. 5 **Prospective Members:** The guest/family is invited to the buddy rally or caravan to introduce them to the Sacramento Valley Airstream Club members hoping they 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 International rally in their non-Airstream vehicles.

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 the Sacramento Valley Airstream Club's annual business meeting. This committee shall solicit Sacramento Valley Airstream Club members to volunteer to stand for any open leadership positions. The Committee should also encourage self-nomination for any position. After obtaining prior acceptance from each potential candidate, all names for any office shall be nominated. A written report will be submitted to the Executive Board. The President shall distribute the report to the membership not less than twenty (20) days before an election. The election may be by electronic ballot, mail ballot, or at the business meeting.

ARTICLE V DUTIES OF OFFICERS

- Sec. 1 The President shall:
- Preside at all Sacramento Valley Airstream Club and Executive Board meetings.
 - Enforce the Constitution and Bylaws.
 - Make a report at the Annual Business Meeting to include the previous year's accomplishments.
 - Appoint all standing committees.
 - Have such powers and duties as typically pertain to the principal executive officer.
- Sec. 2 The 1st Vice President shall:
- Attend all Sacramento Valley Airstream Club business meetings and the Executive Board.
 - Shall assist the President.
 - Assume the duties of the President in the President's absence.
 - Chair the Rally Committee.
- Sec. 3 The 2nd Vice President shall:
- Attend all Sacramento Valley Airstream Club business meetings and the Executive Board.
 - 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 duties as assigned by the Executive Board.
 - Co-Chair the Rally Committee.

- Sec. 4 The Corresponding Secretary shall:
- Assist the President in issuing notices of all meetings of the Sacramento Valley Airstream Club and the Executive Board as prescribed in Article VI, Sec. 1 and 2 and Article VIII, Sec. 2, of the Constitution and Article XI, Sec.1, of the Bylaws.
 - Assist the President in sending out Sacramento Valley Airstream Club communications.
 - Prepare an agenda of pending business for the presiding officer at each meeting.
- Sec. 5 The Recording Secretary shall:
- Record and preserve the minutes of all official meetings of the Sacramento Valley Airstream Club 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 of board members is present.
- Sec. 6 The Treasurer shall:
- Maintain the Sacramento Valley Airstream Club's financial records and receive all monies, as prescribed in WBCCI Policies for Financial Management and Financial Data Guidelines, and promptly deposit them in the bank chosen by the Executive Board.
 - Consult and coordinate with Membership Chair, to notify members of the expiration of dues and direct the members to the WBCCI website to renew their WBCCI and Sacramento Valley Airstream Club dues.
 - Submit a report of finances to the Executive Board at each meeting. Each year, a committee selected by the incoming President will audit the books and accounts. Before retirement, all Sacramento Valley Airstream Club financial books, monies, account access, and property shall be delivered promptly to the incoming Treasurer.
- Sec. 7 The Trustees shall:
- Attend all Sacramento Valley Airstream Club meetings and the Executive Board.
 - Accept special assignments as directed by the President. Additional duties may include chairing or being a member of committees.
- Sec. 8 The Immediate Past President shall:
- Be a member of the Executive Board.
 - Serves a one-year term, or a two-year term if the current President has a two-year term.
 - Function in an advisory role for the Club President and Executive Board to ensure the continuity of Club functions.

ARTICLE VI MEETING TYPE

- Sec. 1 **Electronic Meetings:** An electronic meeting can be arranged for any business meeting of the Sacramento Valley Airstream Club or the Executive Board, provided the membership and Board are notified. The notification should include all relevant information for the membership and Board participation and be conducted as outlined in Article VI of the Constitution.
- Sec. 2 **Electronic Meeting Quorum:** Attendance at any electronic meeting will count toward meeting the quorums established in the Sacramento Valley Airstream Club's Constitution, Article VI.

ARTICLE VII DUES

- Sec. 1 **Setting of Dues:** The annual Sacramento Valley Airstream Club dues of Regular and Affiliate members shall be set by the Executive Board.
- Sec. 2 **Failure to Pay Dues:** A member who fails to pay the required WBCCI 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 receipted by the Sacramento Valley Airstream Club or WBCCI 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.
- Sec 3 **Fiscal Year:** The fiscal year shall be the calendar year.

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 WBCCI, and through our 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 Sacramento Valley Airstream 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 Sacramento Valley Airstream 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 Sacramento Valley Airstream Club's parent organization, Wally Byam Caravan Club International, Inc, provides liability insurance for sanctioned Sacramento Valley Airstream 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 Sacramento Valley Airstream Club. WBCCI liability insurance applies only to sanctioned activities.

ARTICLE X POLICY

- Sec. 1 **Policies:** The Executive Board may adopt policies consistent with the Sacramento Valley Airstream Club's Constitution and Bylaws and with the Wally Byam Caravan Club International, Inc. Constitution, Bylaws, and Policy, containing additional provisions for the Sacramento Valley Airstream Club's governance.

ARTICLE XI AMENDMENTS

- Sec. 1 **Bylaw Amendments:** These Bylaws may be amended by a two-thirds vote at any business meeting of the Executive Board, 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 Sacramento Valley Airstream CLUB

- Sec. 1 **Changing Club Charter:** In the event the members of this Sacramento Valley Airstream Club deem it desirable to merge with another Airstream Club, or to consolidate with one or more Airstream Clubs, or for the Sacramento Valley Airstream Club to dissolve, the members shall, through the President of this Sacramento Valley Airstream Club, follow the appropriate procedures as prescribed in Article VII, Sec.1 through 6 of the Bylaws of the Wally Byam Caravan Club International, Inc. These procedures are in accordance with Section 501 (c) 7 of the Internal Revenue Service Code.

This Bylaws, as last amended, was adopted by the membership on:

 1-9-25 by electronic ballot