

Constitution and Bylaws of the Sierra Nevada Unit of the Wally Byam Caravan Club, International

I. The Organization

A. Name

1. This organization is a chartered Unit of the Wally Byam Caravan Club International, Inc., hereinafter WBCCI, and shall be known as the Sierra Nevada Unit of the Wally Byam Caravan Club International, Inc. hereinafter SNU.

B. Objectives

1. The SNU is a nonprofit association of Airstream brand recreational vehicle (RV) owners. Its objectives and goals shall be as described in the WBCCI Constitution Article III.

II. Members

A. Qualification

1. A person recognized as a Regular Member of the WBCCI as defined in the WBCCI Constitution Article VI and who has paid both SNU and WBCCI dues shall be considered a Unit Member with all rights to vote in SNU Affairs and hold SNU Office or as otherwise specified in the WBCCI Constitution, Bylaws, and Policies.

2. Any person who is recognized as a Regular member of the WBCCI may become an Affiliated Member of the SNU by payment of SNU dues with rights and privileges restricted as described in the WBCCI Bylaws Article IV Section 3.

3. Members of the SNU are obligated to support its objectives, ethics, and standards of behavior for members as described in these SNU Constitution and Bylaws and the WBCCI Constitution, Bylaws, and Policies.

B. Dues

1. The annual dues of Affiliate and Unit members shall be set by the Executive Board.

C. Delegates

1. The Executive Board shall appoint one delegate and one alternate from among the Unit Members who will attend the annual Delegates meeting of the WBCCI. An Affiliate Member of this unit, who is a Regular Member in the same Region, may be appointed if the unit has no Regular Members who are going to attend the Delegates Meeting. Any vacancy occurring following such selection shall be filled by appointment by the President. The delegate should be instructed with respect to the wishes of the SNU members on matters to come before the meeting. The President and Secretary shall certify to these appointments.

III. Officers

A. Officers

1. The officers of the SNU shall consist of a President, a Secretary, a Treasurer, and two Trustees.

2. The Officers shall be elected at the annual business meeting of the SNU and shall be installed and assume office upon election.

3. 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 Secretary or Treasurer provided said officers are duly nominated and elected for each term of office.

4. In the event of the death or resignation of the President or the death, advancement or resignation of a Trustee, or an officer's inability to fulfill the duties of office, the next ranking Trustee by earliest time of election shall advance thereto. 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.

5. An officer who advances to an office pursuant to the provisions of the previous section on succession of office 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.

6. The Trustees shall be elected at the annual business meeting, each for a term of two years commencing on election but arranged so that only one-half such Trustees terms expire in any one year. No Trustee shall serve more than **two** two-year term consecutively unless said Trustee is duly nominated and elected for each term of office.

B. Duties of officers

1. The President shall preside at all meetings of the SNU and its Executive Board, enforce the Constitution and Bylaws, appoint all committees and have such powers and duties as normally pertain to the principal executive officer.

2. The Secretary shall issue notices of all meetings of the Unit and the Executive Board as required by these bylaws; shall prepare an agenda of pending business for use by the presiding officer at each meeting; and shall keep a register of all members of the Unit. The Secretary shall record and preserve the minutes of all official business meetings of the SNU and the Executive Board. Copies of same shall be provided to the members of the Executive Board not more than fifteen days following each meeting. The Secretary shall record the attendance of the officers and trustees at each

meeting and advise the presiding officer if a quorum is present.

3. The Treasurer shall maintain the financial records of the SNU and shall receive all monies as prescribed in International Bylaws, Article XVI, Financial Management, Sec. 12-13 and Policy, 16.6.1, Financial Data Guidelines, and promptly deposit them in the bank previously chosen by the Executive Board; shall notify members of expiration of dues; submit a full written report of finances to the Executive Board at each meeting and before retirement from office shall have the books and accounts audited by a committee selected by the incoming President; shall deliver all books, monies and property of the SNU promptly to the incoming Treasurer.

4. The duties of the Trustees shall be to participate in all meetings of the Unit and the Executive Board; to accept special assignments as directed by the President; and to perform such other duties as normally required of directors, trustees, and to serve as a member of the executive board of the SNU.

C. Executive Board

1. The Executive Board shall consist of all current SNU Officers plus the immediate past President of SNU. If the immediate past President is no longer a member of the SNU, the Executive Board may appoint the most immediate past President to hold this position.

2. The Executive Board shall be the administrative body of the SNU, shall define the policies of the SNU, have full administrative authority in all matters pertaining to the SNU, and shall exercise general control and supervision of all officers and committees.

IV. Meetings

A. Procedure

1. Parliamentary procedures for all meetings of the SNU and its Executive Board shall be governed by the current edition of *Robert's Rules of Order Newly Revised* except when they are in conflict with these bylaws of the SNU.

2. A quorum for conducting business at the annual business meeting, or at any additional business meeting, shall be not less than 20 percent of the number of SNU Unit Members at the time of the beginning of the meeting.

3. Ballots Submitted by E-mail, regular mail or facsimile may also be accepted from Regular Members. Votes allowed in this manner should be received by the Unit 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.

B. The Annual Business Meeting

1. The annual business meeting of the SNU shall be held during the month of October in each calendar year. Such a meeting shall be announced by written notice and delivered to the members not less than fifteen days prior to the meeting. The notice shall indicate the date, time and location of the meeting. If the meeting is to be a virtual meeting the notice will provide all appropriate link information for participation by the membership. A quorum for conducting business at any business meeting shall be not less than 20% percent of the membership.

2. The Executive Board shall, not less than ninety (90) days prior to the SNU annual business meeting, appoint a three member Nominating Committee who shall, after having obtained the prior acceptance for office of each nominee if elected, place in nomination one candidate for each office and trustee to be filled by election, and submit a written report to the Executive Board which shall include the names of all candidates considered, and the President shall distribute the report to the membership not less than fifteen (15) days prior to said business meeting. Additional candidates who have previously consented to accept the office if elected, may be placed in nomination from the floor of said meeting.

C. Meetings of the Executive Board

1. A quorum of the Executive Board shall consist of a majority of its members.

2. The President or any two members of the Board may call a meeting of the Executive Board at any time deemed necessary.

D. Other Meetings

1. Additional business meetings of the members, meeting the require minimum quorum, may be held at a suitable time and place after the first day of each rally of the members. if the rally or meeting is of less than two days duration, written notice to the members indicating the time, location and purpose of such meeting shall be delivered to the members not less than fifteen days prior to the meeting.

2. The Executive Board, by majority vote, may call additional business meetings of the members with a minimum of fifteen days prior notification.

E. Voting Methods

1. Ballots or other methods for obtaining a vote on any proposal or election in the SNU or **WBCCI** will

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be distributed and collected using a method deemed acceptable by the Executive Board. Any reasonable distribution and collection method may be used, including E-mail and other Internet methods. A combination of methods may also be used except when mail-in ballots are used. The President and Secretary shall insure no member casts more than one ballot.

2. In all cases all the results of any balloting will be presented at a Unit Business Meeting and the balloting must represent a quorum of the membership as defined in Section A of these Bylaws.

3. Such amendments shall become effective upon adoption.

This Constitution, as last amended, was adopted by the membership on *month day, 2022* at *City, State*.

LINKS TO THE REFERENCED WBCCI CONSTITUTION AND BYLAWS ARE: **PROVIDE THE LINKS!**

V. Policies

1. Policy consistent with these Bylaws of the Unit and with the Constitution, Bylaws, and Policy of the WBCCI that embody additional provisions for the governance of the Unit may be adopted by the Executive Board or the Unit Members at any Business Meeting.

VI. Liability

1. Neither the SNU 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.

2. Nothing in these Bylaws shall be considered to limit any liability protections provided by pertinent law for officers, volunteers, or members acting properly on behalf of the SNU.

VII. Merger, Consolidation or Dissolution

1. In the case of merger or consolidation of SNU with another Unit or dissolution of SNU, WBCCI Bylaws, Article VII, Sec. 1 – 6 shall apply.

VIII. Amendments

1. The SNU membership may adopt amendments to this document embodying additional provisions for the governance of the SNU consistent with the Constitution, Bylaws, and Policies of the WBCCI.

2. These Bylaws may be amended at a business meeting of the Membership by two thirds vote, provided the proposed amendment has been submitted to all members of the SNU by the Executive Board in writing fifteen (days) prior to such meeting.

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