

Greater Los Angeles Airstream Club Constitution and Bylaws

GREATER LOS ANGELES AIRSTREAM CLUB CONSTITUTION

Article I NAME OF ORGANIZATION

Section 1 This organization is a chartered Club of the Wally Byam Caravan Club International, Inc. and shall be known as the Greater Los Angeles Airstream Club (Airstream Inc. has authorized the use “Airstream” in the Club name)

Article II OBJECTIVES

Section 1 The Objectives of this non-profit organization shall be:

- To promote the Airstream lifestyle and promote Fun, Friendship, and Adventure
- To coordinate with and participate in the interests and activities of the International and all regions of WBCCI.
- The Club Vision, Mission, and Objectives shall be the same as, and a subset of, the International Vision, Mission and Objectives. (Reference Article III of the WBCCI Constitution).

ARTICLE III MEMBERSHIP QUALIFICATIONS

Section 1 An adult who owns a hard-sided recreational vehicle manufactured by Airstream, Inc. shall be eligible for membership.

Section 2 There are two options for membership in this Club - Regular Members and Affiliate Members.

Section 3 An applicant for membership in this Club shall apply and upon the payment of International and Club dues, shall be a Regular Member of this Club,

Section 4 Regular Members who have sold their recreational vehicle manufactured by Airstream, Inc., may, upon request, retain their membership as Regular Members of this Club pursuant to the provisions of Section 2 ARTICLE VI 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. .

Section 5 Regular members of another Club or Unit may become Affiliate members of this Club by an application to the Membership Chairperson and upon acceptance shall possess all the rights and privileges of the Club except:

- The right to hold office in the Club.
- The right to vote in the selection or election of officers in the Club, Region or International or any amendment to the Club or the International Constitution.
- The right to vote on the dissolution of the Club, consolidation of the Club with one or more Clubs, or the merger of the Club with another Club.

- Section 6 Applications for Affiliate memberships in this Club must submit dues and show evidence of membership in the International Club through another duly chartered Club.
- Section 7 Failure to pay either Club or International dues will automatically terminate membership in the Club.
- Section 8 In those cases of co-ownership of the hard-sided recreational vehicle manufactured by Airstream, Inc., the rights and privileges of the membership shall be deemed to include the spouses of such co-owners but collectively such co-owners shall possess one vote only except such co-owners who each pay International and Club dues to this Club shall each have one vote. A co-owner is defined as one of two WBCCI members who own a single Airstream Recreational Vehicle. Existing co-owners with more than two memberships on June 25, 2005, are not subject to this two-membership limitation, as long as they maintain continuous membership in WBCCI.

ARTICLE IV OFFICERS AND THEIR ELECTION

- Section 1 The officers of the Club shall be Regular members of the Club and shall consist of:
- President
 - 1st Vice President
 - 2nd Vice President
 - Recording Secretary
 - Treasurer
- Section 2 The Officers shall be elected via electronic voting, and shall be installed at the December meeting, and shall assume office immediately upon installation. An officer shall serve in office for a term of two years 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 and Treasurer provided said officers are duly nominated and elected for each term of office.
- Section 3 An officer who advances to an office pursuant to the provisions of Section 5 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.
- Section 4 In the event of the death or resignation of the President or the death, advancement or resignation of the Vice President, or an officer's inability to fulfill the duties of office, the next ranking officer shall advance thereto. All other vacancies on the Executive Board shall be filled by a majority vote of the Executive Board.

**ARTICLE V
EXECUTIVE BOARD**

- Section 1 The Executive Board shall consist of all the Club Officers, the Event Chairperson and the Membership Chairperson.
- Section 2 The Executive Board shall be the administrative body of the Club and shall define the policies of and have full administrative authority in all matters pertaining to the Club, and shall exercise general control and supervision of all officers and committees.
- Section 3 The President or any two members of the Board may call a business meeting of the Executive Board at any time deemed necessary.
- Section 4 A quorum of the Executive Board shall consist of four of its members.
- Section 5 The immediate Past President shall serve as a non-voting advisor to the Executive Board for one year.

**ARTICLE VI
CLUB BUSINESS MEETINGS**

- Section 1 An annual business meeting of the Club shall be held each calendar year. Additional business meetings may be held during any event of the Club, and may be called at any time by a majority vote of the Executive Board. The date, time, location and purpose of all Club business meetings shall be announced to the members electronically at least fifteen (15) days prior to the meeting. A quorum for conducting business at any business meeting shall be not less than 10% percent of the membership.
- Section 2 All regular Members voting at the annual or additional business meetings of this organization, and each such membership, identified by the International Club membership number, shall be considered one vote, except for co-owners who each pay International and Club dues to this Club as provided for in ARTICLE III, Section 8.
- Section 3 Voting can occur either electronically or at a business meeting, as determined by the Executive Board. If votes are held electronically ballots will be sent out to the membership at least 15 days before the deadline for voting. Results of electronic voting will be announced within 7 days of the voting deadline.

**ARTICLE VII
BYLAWS**

- Section 1 Bylaws consistent with this Constitution and with the Constitution, Bylaws and Policy of the Wally Byam Caravan Club International, Inc., embodying additional provisions for the government of the Club may be adopted by the Executive Board.

**ARTICLE VIII
STANDARDS OF CONDUCT**

Section 1

- A. To always conduct ourselves responsibly when interacting with the public and fellow members, recognizing that we represent the Wally Byam Caravan Club International. This representation is an assurance of a commitment to courtesy on the road and good will to peoples and country.
- B. To always conduct ourselves as examples to others engaged in recreational vehicle travel and to inspire them to a full appreciation of our intent to promote Fun, Friendship, and Adventure.
- C. To maintain our camps in an orderly manner and leave them the same way
- D. The WBCCI code of ethics will be referenced and used as the basis for necessary disciplinary action

**ARTICLE IX
AMENDMENTS**

Section 1

Proposed amendments to this Constitution shall be submitted to the Executive Board electronically. The Executive Board shall submit all such amendments to the members for their consideration.

Section 2

Any Article or Section of this Constitution may be amended by a two-thirds vote of the members voting providing notice containing the proposed amendment or amendments has been provided to each member of the Club at least 15 days prior to such a vote.

Section 3

All amendments to this Constitution shall become effective upon adoption.

*This Constitution, as last amended, was adopted by membership vote on Oct. 15, 2018.

GREATER LOS ANGELES AIRSTREAM CLUB BYLAWS

ARTICLE I PARLIAMENTARY AUTHORITY

- Section 1 Parliamentary procedures for all meetings of the Club and 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.
- Section 2 The order of business shall be:
- A. Roll Call
 - B. Approval of Minutes
 - C. Reports of Officers and Committees
 - D. Special Orders
 - E. Unfinished Business
 - F. New Business
 - G. Announcements
 - H. Adjournment

ARTICLE II COMMITTEES

- Section 1 Standing Committees shall be:
- A. Event
 - B. Membership
 - C. Social Media
 - D. Webmaster
 - E. Newsletter
- The duties of these standing committees are listed in section 4
- The President shall appoint and be an ex-officio member of all committees except the nominating committee.
- Section 2 All standing Committees shall consist of a Chairperson and as many members as deemed necessary by the President and the committee Chairperson. Chairperson of Standing Committees shall report at each meeting of the Executive Board.
- Section 3 Special committees may be appointed by the President as required.
- Section 4 Standing Committee General Duties
1. Event:
 - Surveys members and affiliates in-person and/or via electronic survey for camping preferences and location suggestions.
 - Based on survey results, identifies sites for events for the upcoming year (state, county, federal and private campgrounds or boon dock locations) and attempts to alternate between southern, central and/or northern California.
 - Determines event dates so they do not conflict with Region Rallies, International and special events (i.e. Cali Rally).
 - Obtains copy of contract and cancellation information and shares with president prior to committing club funds and reserving specific number of sites.

- Creates and distributes annual event listing pages via e-mail, on website, and via Urban Update (club newsletter).
 - Assists 1st Vice President with compiling event listing for submission to Blue Beret.
 - Solicits hosts for the various events.
 - Assists hosts with preparing event schedule and flyer as needed; posts to website or provides to webmaster for posting; sends information to Urban Update editor for inclusion in newsletter.
 - Creates and posts the sign up information on the website (including cancellation date) or provides this information to the webmaster for posting so that participants can register electronically and pay for the various events either electronically or via USPS.
 - Provides event accounting form to hosts and requests that all receipts for expenses be submitted to the treasurer within seven days of the event end date.
 - Requests a brief write-up of event's activities along with photos to be submitted to Urban Update editor.
 - Prepares short end of year summary for presentation at annual meeting to assist with future event planning.
2. Membership:
- Act as the Club contact for prospective new members, explain the purpose and objectives of our Club and extend an invitation to persons considering club membership to attend an event or a meeting.
 - Beginning September 1 of each year, conduct a membership renewal campaign and follow up on all members who have not renewed by October 15.
 - Maintain the member roster and distribute as necessary.
 - Keep a record of paid members and communicate with the Treasurer to make sure records are accurate.
 - Send a welcome email and/or a hand-written U.S. mail note.
3. Social Media: Responsible for maintaining all forms of social media.
4. Newsletter: Seek input and coordinate with membership for periodic distribution of the newsletter.
5. Webmaster: Maintain and update website as necessary to remain current.

ARTICLE III GUESTS

- Section 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 Club upon payment of the event fee.
- Section 2 A member in good standing in this Club may sponsor and invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend events and other activities of the Club.

Section 3 Members in good standing in the International Club may attend activities of the Club provided that such members, and where required, shall have made prior reservation for each attendance.

Section 4 A Club may conduct, (but not more than 50%of the events and caravans conducted by that Club in any calendar year) a buddy event or a buddy caravan or combination thereof to which each member of the Club may invite on non-member recreation vehicle family.

ARTICLE IV NOMINATING COMMITTEE

Section 1 The Executive Board shall, not less than ninety (90) days prior to the Club's 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 all qualified candidates for each office to be filled by election, and submit a 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, No seconds are required for any nomination.

ARTICLE V DUTIES OF OFFICERS

Section 1 The President shall:

- Preside at all meetings of the Club and the Executive Board.
- Enforce the Constitution and Bylaws.
- Appoint all standing committees and the Parliamentarian.
- Have such powers and duties as normally pertain to the principal executive officer.
- Represent the Club at International and Region rallies.

Section 2 The First Vice President shall:

- Preside over Club activities in the absence of the president.
- Attend business meetings of the Cub and the Executive Board.
- Assist the President with official communications to International and Regional requests.

Section 3 The Second Vice President

- Preside over club activities in the absence of the President and First Vice President.
- Assist the First Vice President and President as required
- Coordinate biannual and special elections by soliciting members of the nomination committee, preparing and sending out ballots to the membership and reporting the results to the Executive Board and the membership.

- Section 4 The Club Secretary shall:
- Issue notices of all meetings of the Club and the Executive Board as prescribed in Article VI, Sections 1 and 2 and Article VIII, section 2 of the Constitution and Article XI, Section 1 of the Bylaws. (1/19/07)
 - Assist the presiding officer in preparing an agenda of pending business for use by the presiding officer at each meeting.
 - Record and preserve the minutes of all official meetings of the Club and Executive Board, and email copies to the members of the Executive Board not more than fifteen (15) days following each meeting.
 - Record the attendance of the officers at each meeting and advise the presiding officer if a quorum is present.

- Section 5 The Treasurer shall:
- Maintain an up-to-date roster of paid members. Changes to this roster shall be shared with all members.
 - In addition to accepting monies related to membership and membership renewal the Treasurer is responsible for accepting and managing monies from the membership for club-sponsored events, including camping fees and/or event fees. The Treasurer is charged with remitting monies to campgrounds/RV parks etc. for club-sponsored events, and subsequently reimbursing club member-hosts for the expense(s) incurred at said events.
 - Treasurer serves to assist the Events person to facilitate down payments or deposits to reserve campgrounds and RV parks for future events.
 - Submit a full written report of finances to the Executive Board at each meeting. Each year the books and accounts will be audited by a committee selected by the incoming President. Before retirement, all books, monies and property of the Club shall be delivered promptly to the incoming Treasurer.

ARTICLE VI DELEGATES

- Section 1 The Executive Board shall appoint one delegate and one alternate from among the Regular Members or Affiliate Members who will attend the annual Delegates meeting of the parent organization, the Wally Bam Caravan Club International, Inc. 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 Club on matters to come before the meeting. The President and Secretary shall certify to these appointments.

ARTICLE VII DUES

- Section 1 The Club dues of Regular and Affiliate members shall be set by the Executive Board.
- Section 2 A member who fails to pay properly assessed International and Club dues before November 15th may not be listed in the Annual Membership Directory of the International Club for the following year. If the dues are not paid and received by the Treasurer by December 31st, the membership will be cancelled.

**ARTICLE IX
LIABILITY**

- Section 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 threat property has been received by any member or officer or left upon the premises.
- Section 2 Pre-notification of events is required to insure status as a Club activity. WBCCI liability insurance only applies to sanctioned club activities.

**ARTICLE X
POLICY**

- Section 1 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., embodying additional provisions for the government of the Club may be adopted by the Executive Board or the Club members.

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

- Section 1 In the event the members of this Club deem it desirable for this Club to merge with another Club, or for the Club to consolidate with one or more Clubs, or the Club to dissolve, the members shall, through the President of this Club, follow the appropriate procedures as prescribed in ARTICLE VII, Section 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. Whether the Club merges with another Club, or consolidates with other Clubs, or dissolves, none of the funds or property of this Club shall ensure to the benefit of any member.

**ARTICLE XII
AMENDMENTS**

- Section 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. (1/19/07)
- Section 2 Such amendments shall become effective upon adoption.

*These Bylaws, as last amended, were adopted by membership vote on Oct. 15, 2018