

HOLIDAY RAMBLER RECREATIONAL VEHICLE CLUB, INC.

ADVENTURES WEST CHAPTER #411

BY-LAWS

ARTICLE I - IDENTIFICATION

Section 1.01 - Name and Location:

- a. The official name of this organization shall be Adventures West Chapter #411 of the Holiday Rambler Recreational Vehicle Club, Inc. of Wakarusa, Indiana, hereinafter referred to as HRRVC, to be known informally as the Holiday Ramblers, with the principal office address at 600 East Wabash Avenue, PO Box 587, Wakarusa, Indiana 46573. The HRRVC is a nonprofit association incorporated under the direction and supervision of the HRRVC.
- b. The principal address of the chapter shall be Mission Viejo, California, and it is recognized as a chapter, for administrative and operational purposes, within the State of California.

ARTICLE II - PURPOSE

Section 2.01 - Purpose: The purpose of this chapter organization shall be:

to provide year round opportunities for its members to: Enjoy good fellowship and pleasant associations with fellow members and expanded use of their recreational vehicles; to foster friendship among all; to set an example of courtesy on the highway and of model conduct at meeting sites and in public campgrounds; to encourage the growth of recreational vehicle facilities in the United States; to disseminate advisory and educational information to its members and the public; to encourage the expansion and improvement of existing recreational parking areas at reasonable fees; to participate in and be supportive of State, Regional and National HRRVC programs and activities in order to promote the success and welfare of the entire Club organization and thus, in turn, its members.

to form a mini-caravan chapter for the sole purpose of mini-caravaning and subsequently forming additional mini-caravan chapters.

ARTICLE III - MEMBERSHIP

Section 3.01 - Membership:

a. Membership in the HRRVC (National) is a prerequisite for membership in a chapter of the HRRVC. Chapter membership will automatically cease when a member discontinues his National membership. A member of the HRRVC may belong to more than one chapter. Their dues, privileges and obligations shall be the same as all other members of the chapter except they shall not have the right to hold an elective office in more than one chapter at the same time.

b. Membership (National and local) shall be confined to any individual or family owning or jointly owning a travel trailer, fifth wheel, self-contained wide body van, truck camper, mini-motorhome or motorhome manufactured by Holiday Rambler, except as provided in "j" of this Article. Membership is automatically rescinded when a member ceases to own such a vehicle.

(1) In the instance joint ownership, each joint owner shall be required to have a membership in the HRRVC for both to enjoy the privileges of the HRRVC. Each such joint owner will be issued a separate membership number, which must be displayed on the jointly owned unit.

c. Applications for National membership shall be sent to the HRRVC Headquarters for approval and processing.

(1) Applications for local chapter membership shall be presented to the chapter officers for approval and processing. Final acceptance of an applicant for local chapter membership is at the discretion of the majority of members in good standing with the chapter.

d. As prescribed in HRRVC policy, each chapter shall submit annually the following forms:

(1) a membership roster (HRRVC Form 2) to the State Manager,

(2) Campout schedule and chapter officers for the ensuing year (HRRVC Form 10) to National Headquarters.

e. Resignation from the HRRVC, and thus the local chapter(s) becomes automatic with non-payment of National dues. Likewise, resignation from the chapter becomes automatic with non-payment of local chapter dues.

f. Reinstatement of members delinquent for any reason shall follow the same procedures as that for new members (National and local) except that they may be reassigned their original National number.

g. Every owner and spouse is entitled to one vote each and to the full privileges of the HRRVC and its activities.

h. A member-at-large shall be a member who is a member of HRRVC National but not affiliated with an HRRVC local chapter.

i. An Associate HRRVC membership may be issued to National Headquarters staff, to Holiday Rambler dealers and certain other personnel involved in the sale, servicing, and manufacturing of Holiday Rambler recreational vehicles who may not otherwise meet the membership requirements in "b" above. Their dues, privileges, and obligations shall be the same as a regular member except they shall not have the right to vote or hold office (including spouse), nor shall they have the right to participate in HRRVC caravans, adventures, or cruises as field staff unless specifically authorized to do so by a majority of the HRRVC Board of Directors. An Associate membership is automatically rescinded when the person no longer is engaged in the activity which served as the basis for the associated membership, or upon non-payment of annual dues. Dues for Headquarters staff may not be paid from HRRVC funds.

j. A member (including spouse) who has ownership in or employment with a sales and servicing dealer of Holiday Rambler, shall not hold any National or State level Club office; however, he may hold a Chapter level office. This restriction also applies to any member who is actively engaged in the recreational vehicle industry through involvement in the sale of RV parts and accessories, RV service and repair, or any other business endeavor associated with recreational vehicles.

ARTICLE IV - MEMBERSHIP CONDUCT AND RESPONSIBILITY

Section 4.01 - Documents of Governance: All members shall abide by the Code of Ethics for Recreational Vehicle Owners (see Chapter 1, Paragraph 1.03), the rules and regulations as set forth in

these By-laws, the National By-laws, Policies and Procedures, and other operating procedures and guidelines of the HRRVC.

Section 4.02 - Purpose: It is to be recognized by all members that as a social association, HRRVC exists primarily for the purpose of offering opportunities for members to come together and share in camping, rallies, travel and other RV related activities. Members are expected to participate in such a manner, through proper attitude and behavior, so as to create and maintain an atmosphere of friendliness and fellowship with and among fellow members, and in relation to the general public. The character and dignity of all persons will be respected.

Section 4.03 - Disruptive Conduct: All members shall be ever mindful of how their actions, attitudes and behaviors, when functioning in the role of a member, reflect upon camping and campers as a whole, and specifically upon the image and reputation of HRRVC and fellow members. Disruptive or undignified conduct is not acceptable on the part of an HRRVC member.

Section 4.04 - Statements Made in Print: Members shall say or issue in print nothing to other general members or to the general public, that may reflect unfavorably on others. Documents and discussions necessary to a grievance or the resulting investigative procedures conducted in confidence, by HRRVC officials (see paragraph 4.05 below) are waived from this Section.

Section 4.05 - Membership is a Privilege:

a. National: Persons adjudged in the evaluation of the majority of the National Board of Directors HRRVC, to be detrimental to the HRRVC, will have their membership in the HRRVC and, thus, all local organizations discontinued by National Board action. Notification will be sent to the parties involved.

b. Local chapter: Likewise the Board of Directors of each local chapter has the authority for such determination regarding members of the local chapter and may for sufficient cause, upon majority vote of the Board, revoke a local membership. Notification will be sent to the parties involved. Guidance of the State Manager and/or Region's National Director should be sought before completing revocation. Reasons of cause will be set down in writing with copies submitted to the State Manager and the Region's National Director and the National President.

Section 4.06 - Liability: The HRRVC and the Adventures West Chapter #411 of the HRRVC assume no responsibility or liability nor is any officer, director or other person authorized to assume any responsibility or liability for any personal injury or property damage suffered by its members and/or their family in attendance at or on the road to or from any HRRVC chapter, State, Regional, National or International HRRVC sponsored event.

Section 4.07 - Responsibility of Chapter Members: (paragraph revised 3/12/06)

- a. Since the overall costs are shared by the membership, each member must take a turn as wagonmaster or assistant wagonmaster on a mini-caravan.
- b. Members, following participation in at least one mini-caravan, are encouraged to submit a proposal, within one year, to lead or assist on a future mini-caravan. The final plan, including location and time, is to be submitted to the chapter President for approval and scheduling.

- c. Members who have participated in a mini-caravan and are subsequently unwilling to commit to lead or assist on a caravan may be dropped from the rolls.
- d. The membership application will include a statement of the membership requirements.

ARTICLE V - MEMBERSHIP DUES

Section 5.01 - National HRRVC:

- a. The National Board of Directors shall have authority and responsibility for establishing the National membership dues. Dues will be reviewed by the Board annually, in relation to the financial condition of the Club and costs of operation. Adjustments in the dues amount may be made by the Board as deemed necessary.
- b. Membership dues shall be established on both a one year and a three year membership basis.
- c. Dues shall be payable on or before the last day of the month of the anniversary of acceptance into the HRRVC. (e.g., dues of a member who joined sometime during the month of October, 1985, would be payable on or before October 31, 1986 (yearly) or 1988 (3 years)).

Section 5.02 - Local Chapters:

- a. Annual chapter dues of this chapter shall be \$15.00 payable on or before the first day of November.
- b. The chapter secretary shall submit a list of chapter members to the State Manager on or before January 1st of each year (Chapter Officers' Registration and Membership Roster [HRRVC -2]).

ARTICLE VI - OFFICERS AND THEIR ELECTION

Section 6.01 - Officers: The officers of this organization shall consist of a President, Vice President, Secretary and Treasurer.

Section 6.02 - Board of Directors: The Board of Directors shall consist of the chapter President, who serves as Chair of the Board, Vice President, who serves as Chair of the Board in the President's absence, Secretary, Treasurer, the immediate past chapter President, and three (3) members from the general membership (other than the spouse of the aforelisted board members).

Section 6.03 – Term of Office: The term of office for all officers and directors shall be November 1 to October 31.

Section 6.04 - Elections: Elections of the Board will be held annually on the following schedule:

- a. President to appoint a nominating committee - in June;
- b. Nominations complete - in July/August;
- c. Ballots to members - immediately following completion of nominations;

- d. Ballots returned - by October 1;
- e. New officers and directors installed - at annual meeting in October;

Section 6.05 - Filling Vacancies: In the event of a vacancy on the Board of Directors, the vacancy shall be filled by a majority vote of the remaining directors at an executive meeting held for that purpose.

Section 6.06 - Quorum: A quorum of the Board of Directors shall be a simple majority.

ARTICLE VII - DUTIES OF OFFICERS

Section 7.01 - President: The President shall preside at meetings of the chapter and Board of Directors, enforce the By-laws, appoint all standing committees, and have such other powers and duties as normally pertain to the principal officeholder. The President shall not be entitled to vote on the affairs of the Board of Directors except in the case of a tie vote. He/she shall maintain the *Chapter Officers' Manual and Reference Guide*, keeping it up-to-date with all changes, and he/she shall pass it to his/her successor, in current status, when the term of office is over. The chapter President serves as an official member of the HRRVC State Council. The President is responsible for development of a two (2) year plan for mini-caravans.

Section 7.02 - Vice President: The Vice President shall attend meetings of the chapter. He/she shall assist the President and act as President, in his/her absence. In case of a vacancy in the office of President, such office shall be filled by the Vice President until the President's successor has been elected by the Board of Directors. He/she shall have such duties as delegated by the President or Board of Directors. The Vice President is responsible for the development of chapter publicity and membership recruiting.

Section 7.03 - Secretary: The Secretary shall attend to all chapter correspondence. He/she shall keep a register of all members, record and file for permanent record the minutes of the business meetings and shall determine if a quorum exists.

Section 7.04 - Treasurer: The Treasurer shall keep the financial records of the chapter accounts, receive all contributions and dues, and deposit such moneys received within two weeks in a bank selected by the Board of Directors in the legal name of the chapter. The chapter account name or title shall be followed by the letters "HRRVC". The Treasurer shall ensure chapter bank account(s) are in compliance with HRRVC Policies and Procedures which require three signatories to the chapter bank account(s) -- that of the State Manager, Chapter President, and Chapter Treasurer. He/she shall notify members at expiration of dues and collect membership dues and issue receipts. He/she shall report in writing to the Board of Directors semi-annually, giving a complete financial statement. Before retiring, the books shall be closed by an auditing committee of three chapter members appointed by the President. He/she shall deliver to the successor all books, papers, moneys and properties of the chapter entrusted to his/her care.

Section 7.05 - Board of Directors: The Board of Directors shall see that the By-laws of the chapter are duly enforced. They shall have supervision over the financial affairs of the chapter and shall ensure necessary arrangements have been made to designate the persons who can draw on the chapter treasury (see Section 7.04 above). The Board of Directors shall have supervision over all real and personal property of the chapter. They shall act as a Due Process Committee (trial board) and shall be governed in all matters of policy by the Chapter By-laws.

Section 7.06 - Dissolution of Chapter: Upon dissolution or forfeiture of charter, all chapter assets, records, charter, etc. shall be transferred to the HRRVC Headquarters(National Club).

ARTICLE VIII - MEETINGS

SECTION 8.01. Month of Business Meeting. An official business meeting of the members, conducted by the chapter officers, shall be held at least once each year, with a scheduled meeting to be held in October.

SECTION 8.02. General Business Session. A general business session should be conducted as part of each scheduled gathering of the chapter.

SECTION 8.03. Special Meetings. The President and the Board of Directors may call additional special membership meetings during the year if deemed necessary.

SECTION 8.04. Quorum. A quorum consists of 50% of total chapter memberships or 20 individual members, whichever is less.

SECTION 8.05. Board of Directors. A minimum of two scheduled meetings of the chapter Board of Directors shall be held during each year. Unscheduled special meetings may be called by the President or by a simple majority of the Board (with 72 hour prior notification to ALL board members), whenever pertinent chapter business so demands.

ARTICLE IX - CONDUCT OF MEETINGS

SECTION 9.01. Governing Rules. The rules of parliamentary practice contained in *Roberts Rules of Order*, Revised Edition, shall govern the chapter in all cases to which they are applicable, except when they are inconsistent with the By-laws of the chapter.

SECTION 9.02. Order of Business. The order of business shall be as follows:

1. Pledge of Allegiance.
2. Reading of minutes of previous meeting.
3. Treasurer's report.
4. Reading of correspondence.
5. Reports of committee chairs.
6. Unfinished business.
7. New business.
8. Announcements.
9. Adjournment.

ARTICLE X - STANDING COMMITTEES

SECTION 10.01. Appointments. The President shall appoint standing committee chairs as necessary.

SECTION 10.02. Duties. The duties of the standing committees shall be prescribed by the Board of Directors. Special committees may be appointed from time to time to handle specific assignments that may not be covered by the work of a standing committee.

SECTION 10.03. Number of Members. All standing committees shall consist of a chair and as many members as considered necessary by the President and the chair. The chair shall report either orally or in writing to the Board of Directors or President as requested by the President.

ARTICLE XI - AMENDMENT PROCEDURE

SECTION 11.01. Proposed Changes. Proposed changes, modifications and amendments to these By-laws shall be submitted to the chapter President and the Board of Directors in writing.

SECTION 11.02. Board Action. If a simple majority of the full chapter Board of Directors, while present at a legal and duly called meeting of the Board of Directors approves the proposal, it shall be presented and read to the chapter membership for discussion, at two consecutive business sessions, conducted during scheduled chapter gatherings.

- a. A copy of the Board-approved proposal will be given to all members present at the first reading. Following the first reading, a copy of proposed changes will be mailed to all members not present at the first reading. If multiple changes are involved, the proposal copy will be in such form that line-item discussion and/or voting may be made by the members.

SECTION 11.03. Vote. Following the second reading and discussion of the proposal, it will be brought to a vote of the membership. A simple majority of the chapter members present is required for passage.

SECTION 11.04. Final Approval. Upon acceptance by the chapter members, the proposal in writing will be forwarded for endorsement to the State Manager and then to the region's National Director for final approval by the National Board of Directors' Executive Committee.

SECTION 11.05. Communication of Change. Upon final approval, the By-laws amendment(s) will be sent to each member to update his personal copy of the By-laws.

SECTION 11.06. Revision Control. All By-laws pages will be numbered and dated to enable members to verify the version. Changes will require new revision dates for any affected pages. Copies of revised pages will be sent to all members to update their copies of the By-laws.