

Lazy Daze Caravan Club

Bylaws, Rules, & Procedures



Robert T. Filler
Chairperson

January 1, 2015
Date

Table of Contents

***Introduction*..... 3**

***Bylaws*..... 3**

Article I: Members..... 3

Article II: Organization..... 4

Article III: Officers and Their Duties 4

 Chairperson 4

 Vice Chairperson 5

 Secretary 5

 Treasurer 6

 Statistician..... 6

 Caravaner Editor/Publisher 7

 Membership Officer..... 7

***Duties:*..... 7**

Article IV: Executive Board..... 8

Article V: Group Representatives 8

Article VI: Enforcement 9

Article VII: Amendments..... 9

***Rules* 9**

Section 1: Caravan Hosting..... 9

Section 2: Caravan Registration..... 9

 Registration 9

 Members and Guests10

 First Timers11

 Check Out11

 Caravan Credit11

Section 3: Parking Rules..... 12

 Parking and Space Saving.....12

 Electrical Spaces12

 Enforcement.....13

Section 4: Campground Rules..... 13

Section 5: Amendment of the Rules..... 13

***Procedures*..... 13**

Section 1: General Communication..... 13

 Anniversary Badges13

 Active Mailing List14

 Newsletter14

 Caravaner14

 Bulletin Boards14

 Website14

 Announcements and CB Radio Usage15

Lazy Daze Caravan Club Bylaws, Rules and Procedures

Revised: November 18, 2014

Section 2: Safety Team 16
 Procedures.....16

Section 3: General Meeting 17
 General.....17
 Agenda.....17

Section 4: Conduct 18
 When in Camp18
 Pets in Camp18

Section 5: Caravan Club Activities..... 18
 Church.....18
 Volunteer Activities19

Section 6: Charitable Contributions..... 19
 Monetary19
 Non-monetary19

Section 7: Amendment of the Procedures 19

Introduction

1. The Lazy Daze Caravan Club is a not for profit organization formed exclusively for the social and recreational enjoyment of the members who are owners of LAZY DAZE motorhomes. Members have the opportunity to participate in periodic outings, arranged by the Caravan Club members; to engage in the dissemination of information pertaining to hobbies, crafts, travel and other interest of the members.
2. Lazy Daze Inc. has granted approval for the use of their name in the title of the Caravan Club. Accordingly, it is of the utmost importance that members are aware that the Lazy Daze Caravan Club is a separate entity from LAZY DAZE Inc. in all respects, including operation, financial responsibility and ownership. The Caravan Club belongs to the members and, as such, is owned and operated solely by the membership. These Bylaws, Rules and Procedures have been written to help members further their enjoyment of the outdoors and their LAZY DAZE motorhomes.

Bylaws

Article I: Members

1. Membership shall be limited to owners of a LAZY DAZE motorhome.
2. All members must be able to provide proof of insurance on their motorhome and tow vehicle as required by California law.
3. Members shall be responsible for their actions as well as their family, pets and guests.
4. Members shall not utilize the Caravan Club for the sale of articles or services for profit without the prior approval by the Executive Board.
5. Outside vendors may be scheduled to demonstrate or sell products at a Caravan Club outing (henceforth referred to as a Caravan) when such products are related to RV comfort, safety or enjoyment. Prior approval of the Executive Board is required.
6. Copies of these Bylaws, Rules and Procedures shall be given to all members of the Executive Board and Group Representatives. The Bylaws will be posted on the club website to allow member access. If a member requests a printed copy, one will be provided at no cost.

Article II: Organization

1. The Lazy Daze Caravan Club shall have two permanent committees:

Executive Board

Responsible for the general direction and management of the Caravan Club, including its financial affairs.

Group Representatives

Responsible for gathering information, suggestions or complaints from their respective group members. Group representatives must attend scheduled meetings on a regular basis.

2. The General membership may choose to affiliate with recognized groups within the Caravan Club and be represented at the Group Representatives meeting. Members who choose not to affiliate with a recognized group shall be "At Large" and may bring information, suggestions, or complaints to the chairman, at any time. No distinction will be made between "Affiliated" and "At Large" member rights.

Article III: Officers and Their Duties**Chairperson**

Definition: The presiding officer of the Lazy Daze Caravan Club

Duties:

1. Establish the caravan schedule for the year
2. Obtain venues for all caravans through negotiating and signing contracts.
3. Be the exclusive liaison with all venue management prior to, during and after each caravan.
4. Assist the treasurer in paying the fees to the venue.
5. Authorized signature on Lazy Daze Caravan Club checking account.
6. Authorized to address club problems that may arise
7. Preside over the General Meeting to conduct club business, introduce 1st Timers and acknowledge caravan anniversaries.

Vice Chairperson

Definition: One who assists the Chairperson

Duties:

1. Assist the Chairperson and be available to officiate when the Chairperson is absent.
2. Assist the Chairperson on any club problems and/or issues that may arise.
3. Authorized signature on Lazy Daze Caravan Club checking account
4. Oversee the "Hosting Group" to assure the caravan is going smoothly.
5. Maintain good, reliable communication with the groups representatives and members: be available to assist, answer questions and resolve problems when needed.
6. Be prepared to move into the Chairperson position when Chairperson's term ends.

Secretary

Definition: Person in charge of records, minutes of meetings and correspondence

Duties:

1. E-mail to all members the club "Newsletter" to include the check-in slip two weeks prior to every caravan. Members may request to have Newsletter mailed.
2. Compile the "Monthly Activity Schedule" and submit to the Editor for printing and distribution.
3. Create and supply any forms, signs or posters when needed.
4. In conjunction with the Statistician produce a yearly Membership List (Roster) for distribution.
5. Maintain all significant and historic records of the club.
6. Record minutes of the executive board meetings and group representative meetings.
7. Minutes of the representative meeting will be e-mailed to the Group Reps

Treasurer

Definition: Person in charge of club funds

Duties:

1. Collect and reconcile camp fees each night during caravan
2. Compile and record necessary fees to pay the venue
3. Accompany the Chairperson to pay venue fees
4. Reimburse submitted invoices
5. Maintain complete and accurate records of all financial transactions
6. Distribute to the Chairman, Executive Board and Group Representatives a Financial Report pertaining to each caravan.
7. Once a year submit records necessary for an independent audit of the club's financial condition. Results will be announced at next general meeting.
8. Authorized signature on Lazy Daze Caravan Club checking account.

Statistician

Definition: person who maintains written accounts of information and events

Duties:

1. Maintain record of members attending each caravan
2. Produce a list of caravan anniversaries for each caravan
3. Inform Badge maker of needed anniversary badges and pins
4. Maintain a complete directory of current members and produce for distribution a Membership List (Roster) once a year.
5. Keep all computer records up-to-date and print requested reports

Caravaner Editor/Publisher

Definition: person who prepares and issues printed material

Duties:

1. Compile, edit and proof all information received from members to create the monthly Caravaner.
2. Arrange to have the Caravaner and Activity Schedule printed, collated and stapled.
3. Ship finished product to the Hosting Groups designated member a week before the scheduled Caravan.
4. Send invoices to club Treasurer for payment.
5. Prepare version of the Caravaner for publication on the club web page.

Membership Officer

Definition: person who orientates new members

Duties:

1. Instruct new members about the club's purpose, background and membership requirements
2. Provides new members a summary of the club's camping venues including the highlights that each campground provides
3. Provide new members with information on the groups within the club and the responsibilities of the host group
4. Instructs new member on the operation of a caravan and the general meeting
5. Receive new member applications
6. Assigns each new member owner a rig number
7. Photograph the new members
8. Provide new member information and rig number to the Statistician and Secretary
9. Receive badge orders and send them to the badge maker

Article IV: Executive Board

1. The Executive Board shall consist of the club officers as defined in Article III.
2. All officers shall be elected by the general membership
3. Officers will stand for re-election yearly, with no term limit.
4. The new term will start in January and end in December.
5. Election of the Executive Board will be by voice vote at the November/December General Meeting with the exception being a paper ballot if one or more positions is contested. The results will be announced at the November/December caravan. Candidates for open positions are encouraged to notify the Chairperson of their intent to run by the end of the October caravan.
6. Meetings of the Executive Board will be held during each Caravan.
 - a) Secretary will record the minutes
 - b) Four members must be present for a quorum
 - c) Expenditures over \$1,000 must have Board approval, exceptions would be for payments of camping fees or deposits for campground reservations.

Article V: Group Representatives

1. The Group Representatives shall be made up of one representative and one alternate from each of the recognized groups having five or more rigs within that group. Each recognized group shall submit an updated membership list to the Statistician each year no later than the October meeting. Groups that diminish in size below five rigs are encouraged to merge with another group.
2. Each Representative is to report promptly, after each meeting, on the topics discussed to those members whom he/she represents.
3. The Chairman, or in his/her absence the vice Chairman shall preside at the Group Representatives meetings.
4. The Secretary shall record the minutes of the meeting.
5. The Group Representatives shall be responsible for assisting the Executive Board to provide programs, activities and entertainment for the Caravan outings.
6. The Group Representatives are responsible for bringing to the attention of the Executive Board any concerns or suggestions that group members feel need to be addressed.

Article VI: Enforcement

1. Members of the Caravan Club are expected to abide by the Bylaws, Rules and Procedures.
2. When enforcement is needed, it is in the best interests of the Club to informally obtain a satisfactory resolution of the matter.
3. If it is determined to be necessary, the Club may impose the following discipline on a member:
 - a) A verbal warning may be issued for non-compliant behavior
 - b) A written reprimand
 - c) Suspension or expulsion
4. Decision to suspend or expel a member will be made by the Executive Board.

Article VII: Amendments

1. The Bylaws may be amended or revised by an affirmative majority vote of the membership present at a regular or special meeting, provided that an appropriate notice of said meeting contains a summary of the proposed amendments.
2. The Bylaws shall take effect when approved in accordance with the requirements in Article VII, Paragraph 1. The approval shall be indicated by the signature of the Chairperson and the date on the coversheet of this document. The Bylaws shall remain in effect until they are revised or replaced as provided for in Article VII, Paragraph 1 of the Bylaws.

Rules

Section 1: Caravan Hosting

Each caravan is hosted by one of the club's groups. The hosting rotation is fixed and each group will host in the current rotation unless agreement is reached with another group to trade hosting responsibilities with notification of the chairperson. The responsibilities and checklists for hosting are contained within the Host Group Handbook.

Section 2: Caravan Registration**Registration**

1. Everyone attending a Caravan must, upon arrival, pay the published camping fee for the total number of nights they will be in camp during the Caravan period. Normally the period begins on Wednesday and extends until checkout time on Sunday.

2. Members shall have registration slips completely filled out and the money ready with the exact amount required when possible. Members shall be encouraged to check the registration slip carefully to assure that it is complete and correct. If a check is used, the name of the payee shall be left blank.
3. Members arriving early on Sunday, Monday, or Tuesday, should submit their registration slip and pay the Caravan camping fees promptly at 3:00 p.m. on Tuesday.
4. Upon registration the member may receive the following:
 - a) The Caravaner.
 - b) A door prize ticket for the drawings during the Caravan.
 - c) Birthday or wedding anniversary ticket if appropriate.
 - d) A grid map of the campground, to be used by members in noting the location of facilities and their rig after they park. Members shall be encouraged to mark their location on the grid map and keep it near their CB.
5. If a member belongs to a recognized group and is the first in the group to arrive in camp, he/she is encouraged to advise the Host Tent of his/her group name and grid location after parking.
6. If the Host Tent is closed upon arrival, members shall return the following day prior to 9:30 a.m. to register and pay the camping fees.
7. Campgrounds that members have membership in:
 - a) Caravan Club members can take advantage of their campground membership and receive credit for caravans but are not eligible to win the free camping as they didn't pay Caravan Club (see exception below).
 - b) Members must write their Campground Membership Number on the Lazy Daze registration slip and show proof of current Campground Membership to Host Tent upon arrival.
 - c) Members will fill in \$5 (or other amount determined by the Chairperson for Lazy Daze Club costs). Member will pay that amount and will be eligible to win that amount if drawn for free camping.
 - d) The Treasurer will keep track of these Registration Forms and deduct payment for these members to the Campground.

Members and Guests

1. For emergencies and other identification purposes, the rig number shall be

Lazy Daze Caravan Club Bylaws, Rules and Procedures

Revised: November 18, 2014

prominently displayed on the front and back of the motorhome. The preferred location is on the driver's side of the vehicle.

2. With prior approval of the Chairperson, a member may invite non-member guest(s) in his/her own LAZY DAZE or non-LAZY DAZE RV on a space-available basis and not more than once per year per member. For May and December outings at Live Oak, members are allowed to invite an unlimited number of guests without prior approval. A Guest may not exceed three caravans (including Live Oak) in a year.

First Timers

1. First timers will be hosted by the Host Group or individuals on a voluntary basis. Saving sites within the group's area will be permitted and is encouraged in order to make First Timers feel welcome.
2. First Timers will be given a colored name badge to identify them to all others during their first Caravan. Members are encouraged to make First Timers feel welcome.
3. First Timers are required to attend a meeting where they will receive their rig number and membership information.
4. If a First Timer finds it necessary to leave before the First Timers meeting, he/she shall notify the Chairperson or Assistant Chairperson.

Check Out

1. Members leaving prior to the last day must check out with the Host Tent.
2. Members leaving prior to their registered last day may request a refund for the unused paid daily fee. The unused fee may be donated to the club upon request, otherwise the fee will default to the campground.
3. Members shall leave their CB radio on the Caravan Club channel when departing camp so they can be alerted to any problems which may exist such as having left an antenna up, a door open or the step down.

Caravan Credit

1. To receive attendance credit, a member must arrive at a sanctioned Caravan in his or her LAZY DAZE motorhome, pay for one or more nights of camping, and park in an area designated for the Lazy Daze Caravan. Only the owner of the LAZY DAZE will receive credit.

2. Sanctioned Caravans are generally scheduled monthly, except July, August, and November/December.

Section 3: Parking Rules

Parking and Space Saving

1. Some campgrounds will have limited space available for a Caravan, and under this circumstance, the Chairperson may designate that Caravan as a "Limited Parking Event" in the Newsletter prior to that Caravan
2. One Caravan member (1 rig) may save only one space for another member arriving that day or the day following.
3. A Caravan member saving a space for another member shall place a sign indicating the name and rig number of the member for whom the space has been saved and may politely ask other members not to use that space. At all Limited Parking Events, the Chairperson may require saved spaces to be relinquished if needed for earlier arrivals.
4. Caravan members shall not park their motorhome so close to another member as to present a safety hazard or block that member from moving their motorhome.
5. At no time will any area be roped off.
6. Caravan member's vehicles other than their motorhome shall not occupy or restrict another campsite and may be required to be parked in a common area.
7. Reserved spaces may be designated for the Handicapped and First Timers.
8. The spaces not used will be released to Caravan members arriving after noon Friday.
9. Caravan members should communicate prior to a Caravan and be aware of how many members of their group will be attending.

Electrical Spaces

1. At the sole discretion of the Chairperson, the Caravan member saving an electrical space is responsible for paying any extra charge required for the day for which the space is saved.
2. Caravan members shall be charged the electrical site rate if they occupy an electrical space or if they are receiving electricity.
3. An electrical space is defined as a space specifically numbered or otherwise

designated as an electrical space. One rig plugged into another for electricity, if allowed, shall be considered to be occupying a separate electrical space, and charged accordingly.

Enforcement

1. Each of the Group Representatives shall be responsible for seeing that his/her group adheres to the parking rules.
2. The Chairperson or Assistant Chairperson should be notified if any serious parking problems arise and will take appropriate action to resolve the problem.

Section 4: Campground Rules

1. Existing rules and regulations of the campground must also be observed. Caravan members experiencing a problem with the campground should bring it to the attention of the Chairperson or the Assistant Chairperson for resolution.
2. Except in an emergency, members shall not take complaints to the campground management.

Section 5: Amendment of the Rules

1. Rules may be changed by the Chairperson with the approval of the Executive Board.

Procedures

Section 1: General Communication

Anniversary Badges

1. A pin showing the numeral 25 will be presented to members having attended 25 Caravans.
2. A gold colored badge will be presented for attendance at 50 Caravans. A pin showing the numeral 75 will be attached to the badge for those having attended 75 Caravans.
3. A platinum colored badge will be presented to those who have attended 100 or 150

Lazy Daze Caravan Club Bylaws, Rules and Procedures

Revised: November 18, 2014

Caravans, showing 100 Caravans or 150 Caravans respectively. A pin showing 125 Caravans or 175 caravans will be attached to the platinum badge for those having attended 125 or 175 Caravans respectively.

4. A distinctive badge will be presented to those Caravan members attending 200 Caravans and for each additional 25 Caravans thereafter.

Active Mailing List

1. The mailing list is reviewed annually, generally the first of the year. Those not attending a Caravan during the previous two years will be transferred to the inactive list.
2. Any member may become reactivated by attending a Caravan or by notifying the Statistician and requesting reinstatement.
3. Members are responsible for completing the form obtained from the Host Tent to change mailing address, telephone number, and/or other corrections.

Newsletter

The Chairperson's newsletter is generally emailed two weeks prior to the Caravan. Members should notify the Secretary if the newsletter is not received.

Caravaner

1. The Chairperson shall appoint the Caravaner Editor, with the approval of the membership.
2. The Caravaner will be published after each Caravan and distributed to members attending the following Caravan. A color version will be available on the club website.
3. Members are encouraged to read the Caravaner which provides an accounting of the prior Caravan and information regarding future events.
4. All content of the Caravaner shall be coordinated with the Chairman.

Bulletin Boards

1. Members are encouraged to read the board located near the Host Tent, which will list all scheduled Caravan activities. Sign-up sheets are available for needed volunteers.
2. All scheduled social activities shall be coordinated with the Chairperson and posted on the board.

Website

Lazy Daze Caravan Club Bylaws, Rules and Procedures

Revised: November 18, 2014

1. The Chairman shall appoint the Caravan Club website Webmaster.
2. The Caravan Club website is located on the internet at

<http://www.lazydazecaravanclub.org/>
3. Members are encouraged to examine the website for general information about the Caravan Club as well as review the information describing the upcoming Caravan.
4. All postings to the website shall be coordinated with the Chairperson

Announcements and CB Radio Usage

1. Normally caravan broadcasts are announced on the Caravan Club CB Channel 30 at 8:00 a.m. each morning Thursday through Saturday. At the end of the morning broadcast, the Host Group may invite members to make additional comments. Members wishing to do so should respond with their rig numbers only. When the Host Group acknowledges his/her rig number, the member will proceed with his/her comments.
2. Should Channel 30 not be available due to non-Caravan Club radio traffic or other reasons, the Caravan Club will use Alternate Club CB Channel 7.
3. CB radios shall be set to the Caravan Club channel for the duration of the Caravan for the purpose of communications. Host Tent personnel will monitor the Caravan Club CB channel whenever the tent is in operation.
4. CB quiet time shall be maintained between the hours of 10:00 p.m. and 8:00 a.m. The exception shall be to report a safety or medical emergency.
5. An alternate CB channel should be used for any scheduled activity using the CB radio.
6. Caravan members expecting another member to arrive or depart during quiet hours shall make prior arrangements to utilize an alternate CB channel. Extended conversations by Caravan Club members or CB radio tests shall also be conducted on alternate channels.
7. Proper CB etiquette and procedures shall be followed at all times.

Special Items

Membership rosters are available for sale at the host tent during the Caravan. ROSTERS ARE ONLY FOR USE BY CARAVAN CLUB MEMBERS AND ARE NOT TO BE DISTRIBUTED BEYOND CLUB MEMBERSHIP.

Section 2: Safety Team

Procedures

1. The Chairperson and/or the Assistant Chairperson of the Lazy Daze Caravan Club and the Safety Team Chairperson shall be notified of all emergencies as soon as possible.
2. A volunteer safety team will help handle emergencies at the Caravan outings.
3. The Safety Committee Chairperson will schedule meetings as required.
4. Safety members will check in at the host tent and make their presence known.
5. A Code Red announcement on the Caravan Club CB channel will be used to report any fire or other hazardous condition such as a propane leak.
6. A Code Blue announcement on the Caravan Club CB channel will be used to report any medical emergency.
7. Safety Team members shall monitor the Caravan Club CB channel at all times when in camp to respond to an emergency.
8. When reporting a Code Red or Code Blue emergency by CB radio, members shall repeat the message after several seconds to better assure that it is heard and understood. The grid location, the rig number, and the type of emergency should be given each time. If possible, the headlights of the motorhome where the emergency is located should be turned on and a horn used to assist those responding to the emergency.
9. Radio silence will be enforced during a Code Red or Code Blue emergency. The only exception will be communications by the Safety Team or to report another emergency.
10. First Aid Kit and Portable Blood Pressure Kit will be kept at the Host Tent until tent tear down on Saturday. They will be picked up by the Safety Team chairperson to be kept at his/her rig.

11. The "Heart Start Home Defibrillator" (AED) will be kept with the Safety Team chairperson or assistant at all campouts.
12. The local authorities shall be notified of any Code Red or Code Blue emergency when directed to do so by the person in charge of the emergency. In case of fire or propane leak it is necessary to report to local authorities for insurance repair purposes.

Section 3: General Meeting

General

1. The General Meeting will generally take place on Saturday afternoon at a time announced by the Chairperson or Assistant Chairperson. The General Meeting shall be conducted by the Chairperson or, in his/her absence, by the Assistant Chairperson:
2. Every Caravan Club member attending the Caravan is requested to attend the General Meeting.
3. There will be no smoking or pets other than service dogs permitted in the meeting area during the meeting.

Agenda

1. First Timers will be introduced at the General Meeting.
2. Announcements of upcoming events, winners of various activities, and other information of a general nature will be provided.
3. Special Caravan badges and other special awards will be presented.
4. Drawings and raffles:
 - A drawing for birthday and anniversary tickets will be called. Members with winning tickets must be present to win.
 - A drawing for Pot-of-Gold tickets will be called. Members with winning tickets do not have to be present to win.
 - A drawing for free camping will be called. Members with winning tickets must be present to win. Winners will be reimbursed for camping fees paid beginning Wednesday.

Section 4: Conduct

When in Camp

1. When campground rules differ from club rules campground rules supersede.
2. Members operating generators should limit their use to as short a time as possible. Motorhome engines and generators shall not be operated between 9 p.m. and 8 a.m.
3. Generators may be operated as required during a declared emergency in camp by the person supervising the emergency.
4. Campers are responsible for their campfires. Campfires are allowed when permitted by campground regulations. Fires in above-ground containers are encouraged. Campfires must be attended at all times and fully extinguished with water until cold, Fires in above-ground containers must be fully extinguished, but the container may be covered in lieu of using water, Ashes, hot or cold, shall never be dumped into trash containers.
5. When driving in the campground, vehicle speed shall not exceed 5 mph. Lower speeds will be maintained when posted by the campground, when safety dictates, or when there is a dust problem.
6. Leave the campground in better condition than you found it.
7. Fill any and all leveling holes.
8. Holding tank contents shall not be drained on the ground.

Pets in Camp

1. Members with pets shall control their pets so as not to disturb others.
2. Both dogs and cats shall be on a leash not exceeding 6 feet in length.
3. Members shall clean up after their pets.
4. Pets are not allowed in meetings or other scheduled events where large numbers of people are present.

Section 5: Caravan Club Activities

Church

The non-denominational church services will be on Saturday afternoon.

Crafts, Hobbies, and Sales

1. A craft show and sale is generally held during the May and December Caravans Only items made by Caravan Club members may be displayed and sold.
2. Meetings about hobbies or activities of common interest such as ham radio, computers, genealogy, horseshoes, washer toss, photography, etc. may take place at each Caravan. Members are encouraged to hold activities.

Volunteer Activities

1. Coffee, hot chocolate and tea are provided for most Caravan outings
2. All members are encouraged to volunteer for Caravan duties such as Host Tent, Council member, Safety Committee, and other tasks as they may arise.
3. Sign up sheets are posted near the Host Tent for some volunteer duties. Other requests for assistance may be announced on the CB.

Section 6: Charitable Contributions

Monetary

No monetary contributions will be made to charitable organizations by the club.

Non-monetary

With the prior approval of the Chairperson, members may collect non-monetary contributions for charitable causes.

Section 7: Amendment of the Procedures

Procedures may be changed at the discretion of the Chairperson with the approval of the Executive Board.