

BY-LAWS OF THE TRAVELING RAMBLERS OF WHITTIER

ARTICLE I - NAME

The Traveling Ramblers of Whittier accepts the general policies of The Traveling Ramblers of Whittier.

ARTICLE II – PURPOSE

The Traveling Ramblers of Whittier is a community club whose mission is to provide and enrich the senior population of Whittier and its surrounding areas, with traveling experiences, fellowship, and volunteer opportunities, in a healthy social environment. The Traveling Ramblers of Whittier is a 501-C7 Organization.

ARTICLE III – MEMBERSHIP

Sec. 1. Membership of this club shall consist of senior members (55+), or an adult associated with a senior member of the community who is interested in the purpose as outlined in Article II.

Sec. 2. The annual Membership Drive for the new fiscal year of The Traveling Ramblers of Whittier shall begin at the October meeting.

Sec. 3. Annual membership fee of \$30, adjusted to \$20 starting in July thru to September Club meeting. No new memberships for current calendar year starting in October.

Sec. 4. Only a paid member in good standing may sign-up for trips including following year's trips presented in September annually.

Sec. 5. A member may have their membership terminated by a majority vote of the board or by refusal to agree to the club Code of Conduct.

ARTICLE IV – MEETINGS

Sec. 1. General meetings shall be held at the East Whittier United Methodist Church (EWUMC) on the second Monday of each month at 10 a.m., except for date changes due to trip or scheduling conflicts. The November meeting date may change yearly due to Thanksgiving. EWUMC is located at 10005 Cole Road., Whittier, CA.

Sec. 2. The General meeting will include the Flag salute, a devotional message and presentation in addition to Chair reports.

Sec. 3. The Executive Board (Board) meeting will be held one week prior to the General meeting.

Sec. 4. Copy of current bylaws will be available to read at monthly General meetings.

ARTICLE V – EXECUTIVE BOARD

Sec. 1. The Board shall consist of elected officers: President, Vice-President, Secretary and Treasurer. The Travel Club Director and Membership Chairperson, non-elected members, shall also hold a place on the Board.

Sec. 2. If the majority vote for any issue is not met by the Board, the vote goes to membership.

ARTICLE VI – DUTIES OF THE EXECUTIVE BOARD

Sec. 1. The President shall:

- A. preside at all meetings of the club and Board.
- B. be an ex-officio member of all Committees
- C. provide general support to the membership and tour companies.

Sec. 2. The Vice President shall:

- A. in the absence of the President, the Vice President shall perform all the duties of the President.
- B. coordinate month setup details with meeting site
- C. coordinate meeting presentations and required audio visual.
- D. provide general support to the membership and tour companies.

Sec. 3. The Secretary shall:

- A. record and read minutes of all Board and General meetings.
- B. keep records of attendance at monthly meetings.
- C. send get well, sympathy & other cards to members as recommended by the Board.
- D. provide general support to the membership and tour companies.

Sec. 4. The Treasurer shall:

- A. maintain a permanent record of the club account and all expenditures and income within the Travel Club.
- B. present to the Board and the General Meeting a Treasurer's Report itemizing receipts, expenditures, and balance on hand.
- C. E-file all forms needed by the IRS and the State Board of Equalization annually. Due by May 1.
- D. prepare annual budget in January with full Board participation.
- E. write checks for all approved expenses.
- F. coordinate memorial gift/donation, not to exceed \$50, as directed by Board.
- G. provide general support to the membership and tour companies.

Sec. 5. The Travel Director shall:

- A. provide oversight of Hospitality and Refreshment leads.
- B. select tours with a professional travel agency.
- C. contact travel agency to schedule monthly trips, yearly out-of-state trips and one extended trip (5-6 days).
- D. keep Travel Club members updated on the status of all upcoming trips.
- E. prepare name tags for each trip.
- F. keep updated files of emergency contacts.
- G. communicate trip changes to members as needed by Tour Company, e.g. change in restaurant menu, pickup time change, etc.
- H. contact members in regards to late payments and assist as needed per manifest provided by Tour Company. Tour Company will provide manifest 1 week prior to payment deadline.
- I. for last minute trip cancellations, not filled by member who cancelled and if there is no wait list, a “love gift” for that trip will be offered to the Board and the two Lead volunteers first via text. If no Board member or Lead is available, then members that might be able to fill reservation will be contacted. Once a person gets the “love gift” they are moved to the bottom for others may get this same opportunity.
- J. work as assistant to tour company for the health & wellbeing of members.
- K. support members at restaurants, entertainment venues and tour stops with seating, tickets, handing our items/food, assist with setup of giveaways/reception items, etc. as needed by Tour Company
- L. monitor and make sure all members on trips are accounted for. This includes at every stop, on tours, and at airports. Pickup end of group as needed.
- M. support members that have health issues or injury on the trip, e.g. stay with member while health or injury is being addressed, provide Release of Liability form if needed, contact emergency contact if needed, check on member or stay with member if they are not able to participate.
- N. address problem members on trips e.g. not following Code of Conduct, late back to bus, not following directions, etc.

Sec. 6. The Membership Chairperson shall:

- A. coordinate the updating and printing of membership and emergency cards as well as envelopes and postage.
- B. distribute membership cards to new members and help members complete information and accept registration payments for processing in computer system.
- C. keep and maintain membership cards/files on all new and returning members.
- D. present a monthly report of registered members in the Travel Club database, to both the Board and to members at General Meetings.
- E. be responsible in seeing that all inactive cards are purged from the files at the end of each fiscal year in preparation for new year memberships.
- F. provide general support to membership and tour companies.
- G. provide the Treasurer with all membership dues collected.

Sec. 7. The Board shall approve expenditures of club funds.

Sec. 8. The Board shall receive, review and take action regarding member's conduct including providing written and/or verbal correction notification to member. The Board shall terminate membership by majority vote.

ARTICLE VII COMMITTEES

Sec. 1. The Refreshment Lead shall:

- A. be responsible for coordination of refreshments (including pickup of donuts) and refreshment area setup at meetings.
- B. be responsible in providing receipts for expenditures to the Treasurer.
- C. be responsible for coordinating the volunteers for the refreshment area.

Sec. 2. The Hospitality Lead shall:

- A. manage hospitality table including setup, ensuring volunteers are at the table to greet guests and members at the monthly meetings.
- B. be responsible in providing receipts for expenditures to the Treasurer.
- C. report attendance and guests to the Secretary.
- D. support monthly drawings

ARTICLE VIII - NOMINATION/ELECTION PROCEDURES

Sec. 1. The Board shall convene prior to the general membership meeting held in the month of August to discuss who they feel should replace open Board positions when their term in office expires in December. In addition, the President will announce open Board positions at the General meeting.

Sec. 2. It is the responsibility of each Board member to ensure the person(s) nominated is willing to accept the nomination and understand the responsibilities of the position they have been selected for.

Sec. 3. The outgoing president will serve as the Vice President for one year. Following VP service, immediate past President will serve as President Emeritus following their one year VP term.

Sec. 4. The term of office shall be two years for President, three years for Secretary and Treasurer. Vice President will serve one year with the understanding they will take the nomination for President.

Sec. 5. If there are no nominees available to serve in an open Board position(s) the current Board member holding that position may extend their term one additional year provided the Board votes unanimously to allow this.

Sec. 6. Election of officers shall take place at the November meeting, and the new officers shall take office at the January meeting. Membership Fiscal year is January 1 – December 31.

ARTICLE IX EXPENSES

Sec. 1. A bill shall be presented to the Treasurer for all expenses (postage, memorials, refreshments etc.) incurred by Board member or Lead in the performance of their duties.

ARTICLE X TRAVEL COMPENSATION

Sec. 1. One Day Trips: One compensated seat for Travel Director or Board Member or Board Designee. Trip Duties outlined under Section 5, J-N.

Sec. 2. Multi-day Trips: \$2500 compensated seat for Travel Director or Board Member or Board Designee. Any trip cost above \$2500 will be paid to the Traveling Ramblers of Whittier on the trip payment due date per Travel Company trip invoice provided to Board member comped and to Treasurer. Trip Duties outlined under Section 5, J-N.

Sec. 3. Additional compensation beyond one compensated seat will be provided in Travel Certificates or cash returned to Traveling Ramblers of Whittier club.

These Bylaws may be amended at any Board meeting by a 2/3's majority vote.

Revised February 6, 2025