

# **VIRGINIA AIRSTREAM CLUB**

**CLUB 109, REGION 3  
WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.  
(WBCCI)**

**CONSTITUTION**

**AND**

**BYLAWS**

# **VIRGINIA AIRSTREAM CLUB CONSTITUTION**

## **ARTICLE I NAME OF ORGANIZATION**

- Sec. 1 This organization is a chartered Club of the Wally Byam Caravan Club International, Inc. and shall be known as the Virginia Airstream Club of the Wally Byam Caravan Club International, Inc.

## **ARTICLE II OBJECTIVES**

- Sec. 1 The objectives of this non-profit organization shall be:
- To furnish encouragement and assistance in the development of the Club and thus afford fraternization for recreational vehicle owners.
  - To encourage safe driving and assist in improving the general welfare of the recreational vehicle public through assistance and active participation of all its members in building a strong organization for the betterment of good will toward recreational vehicle travel.
  - To coordinate with and participate in the interests and activities of the International and the Region.
  - To cooperate with other organizations and clubs within our sphere which are seeking to elevate the standards and ethics of the various groups.
  - To disseminate information of an advisory and educational nature which will be of value to its members and the public.
  - To study, advise and recommend legislation which is in the interest of the recreational vehicle public and oppose all legislation which is discriminatory and injurious to the recreational vehicle public.
  - To encourage government and private agencies to provide more and better recreational vehicle parks and facilities.

## **ARTICLE III MEMBERSHIP QUALIFICATIONS**

- Sec. 1 An adult who owns a fully self-contained and hard-sided recreational vehicle manufactured by Airstream Inc. shall be eligible for membership.
- Sec. 2 There are two classes of membership in this club -- Regular and Affiliate Members.

- Sec. 3 An applicant for membership in this Club must submit an application in writing, or an online application via the WBCCI web site, and upon the payment of International and Club dues, shall be a Regular Member of this Club.
- Sec. 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 ARTICLE VI, Sec. 2, 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.
- Sec. 5 Regular Members of another Club may become Affiliate members in this Club by an application to the Membership Committee 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 on any amendment to the Club or the International Constitution.
  - The right to vote on the dissolution of the Club with one or more clubs, or the merger of the Club with another Club.
- Sec. 6 Applicants for Affiliate membership in this Club must submit dues and show evidence of membership in the International Club through another duly chartered club.
- Sec. 7 Failure to pay either Club or International dues will automatically terminate membership in the club.
- Sec. 8 In those cases of co-ownership of a hard-sided recreational vehicle manufactured by Airstream, Inc., the rights and privileges of membership shall be deemed to include the spouses or partners of such co-owners but collectively such co-owners, spouse or partner shall each possess one vote except such co-owners, spouse or partner 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.

## ARTICLE IV OFFICEERS AND THEIR ELECTIONS

Sec. 1 The officers of the Club shall be Regular members of the Club and shall consist of the following:

- \*\*President.
- First Vice President
- Second Vice President
- \*\*Corresponding Secretary
- \*\*Recording Secretary
- \*\*Treasurer
- Four (4) Trustees
- \*\*Social Media Administrator/s

\*\*Sec. 2 The Officers shall be elected at the annual business meeting and shall be installed and shall assume office on October 1. An officer, except for Trustees, 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 Recording Secretary, Corresponding Secretary, Treasurer or Social Media Administrator/s provided said officers are duly nominated and elected for each term of office.

\*\*Sec. 3 The Trustees shall be elected at the annual business meeting, each for a term of two years, but arranged so that only one-half of such Trustees terms expire in any one year. No Trustee shall serve more than one two-year term consecutively.

\*\*Sec. 4 An officer, except for Trustees, who advances to an office pursuant to the provisions of Sec. 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.

\*\*Sec. 5 In the event of the death or resignation of the President or the death, advancement or resignation of a Vice President, or an officer's inability to fulfill the duties of office, the next ranking Vice President (in the order first, second) 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.

## **ARTICLE V EXECUTIVE BOARD**

- Sec. 1 The Executive Board shall consist of all club officers plus the immediate Past President of the club.
- Sec. 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.
- Sec. 3 The President or any two members of the Board may call a business meeting of the Executive Board at any time deemed necessary.
- Sec. 4 A quorum of the Executive Board shall consist of a majority of its members.

## **ARTICLE VI CLUB BUSINESS MEETINGS**

- Sec. 1 The annual business meeting of this organization shall be held during the month of August in each calendar year. Additional business meetings may be held during any rally of the Club, and also 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 in writing at least fifteen days prior to the meeting. A quorum for conducting business at the annual meeting, or at any additional business meeting, shall be not less than 10% percent of the members.
- Sec. 2 All Regular Members, including spouse or partner, voting at the annual or additional business meetings of this organization, shall each have one vote. Co-owners, including spouse or partner who pay International and Club dues to this Club as provided for in Article III, Sec. 8, shall each have one vote.
- Sec. 3 Ballots submitted by e-mail, regular mail or facsimile may also be accepted from Regular members unable to attend regular or special business meetings. The President and Recording Secretary shall ensure no member casts more than one ballot. Votes allowed in this manner should be received by the club 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 business meeting.

## **ARTICLE VII BYLAWS**

Sec. 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 AMENDMENTS**

Sec. 1 Proposed amendments to this Constitution shall be submitted to the Executive Board in writing. The Executive Board shall submit all such amendments to the members for their consideration.

Sec. 2 Any Article or Section of this Constitution may be amended by a two-thirds vote of the members voting at a business meeting of the Club or a special meeting called for that purpose. In either case, a notice containing the proposed amendment or amendments has been delivered by first-class mail or electronically to each member of the Club at least fifteen days prior to the meeting. Provision for balloting may follow Article VI, Sec. 3, of this Constitution.

Sec. 3 All amendments to this Constitution shall become effective upon adoption.

This Constitution, as last amended, was adopted by the membership on **Month** 17, 2020, at **City**, Virginia.

## VIRGINIA AIRSTREAM CLUB BYLAWS

### ARTICLE I PARLIAMENTARY AUTHORITY

- Sec. 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 are in conflict with the Constitution, Bylaws, or policy of this Club.
- Sec. 2 The order of business **may** be:
- A. Opening Ceremonies
    - Invocation (Nonsectarian)
    - Pledge of Allegiance (The United States Pledge of Allegiance may be omitted at all WBCCI rallies, events, and functions held outside the United States).
  - B. Roll Call
  - C. Approval of Minutes
  - D. Reports of Officers and Committees
  - E. Special Orders
  - F. Unfinished Business
  - G. New Business
  - H. Announcements
  - I. Adjournment

### ARTICLE II COMMITTEES

- Sec. 1 Standing Committees **may** be:
- A. Budget
  - B. Caravan
  - C. Constitution and Bylaws
  - D. Ethics and Grievances
  - E. Family/Youth
  - F. Historical
  - G. Hospitality
  - H. Legislative
  - I. Membership
  - J. Publicity
  - K. Public Relations

The President shall appoint and be an ex-officio member of all committees except the Nominating Committee.

- Sec. 2 All Standing Committees shall consist of a Chairperson and as many members as deemed necessary by the President. Chairpersons of Standing Committees shall report at each meeting of the Executive Board.

## **STANDING COMMITTEES**

### **General Duties**

1. Budget In cooperation with the incoming and outgoing Treasurer of the Club, prepare for the Executive Board a budget projecting the club's income and expenditures for the next year.
2. Caravan Plan, organize, and obtain leaders for club caravans that are operated or conducted for the Club within the scope of the WBCCI Caravan Handbook. To develop an aggressive Club Caravan program and to coordinate club caravan matters with appropriate Region and International Caravan Committee personnel.
3. Constitution and Bylaws Conduct a continuing review and study of the Club and the International Constitution and Bylaws and to make recommendations for any amendments or additions deemed desirable and in the best interest of the Club.
4. Ethics and Grievance Investigate and assess all grievances or complaints made by members and others according to Article V of the WBCCI Bylaws and to make recommendations thereon to the Club Executive Board.
5. Family/Youth Plan programs to encourage participation of family/youth at club functions and to be the liaison person between the Club and International Family/Youth Standing Committee.
6. Historical Record events including written and pictorial material associated with club activities and to maintain an historical record of such.
7. Hospitality Receive and make welcome guests and new members at club functions. Recommend ways to meet and greet all club members and guests at rallies and/or seasonal functions.
8. Legislative Study, advise, and recommend legislation in the interest of the Club and its members; to recommend opposition to all legislation which is discriminatory and injurious to the interest of the Club and its members.



9. Membership Be the Club contact for prospective new members and explain the purpose and objectives of the Wally Byam Caravan Club International. Extend invitations to prospective members to attend a rally or meeting when making application for membership. Coordinate with the Treasurer to ensure having an accurate list of paid-up members, and to assist the Treasurer, as needed, in following up on all members who have not paid dues by December 1<sup>st</sup>.
- 10 Publicity Collect newsworthy items of interest to club members and to publish monthly a newsletter containing past and future events of the Club, Region and International. To publish yearly a roster in the form and content as directed by the Executive Board. Forward material to Headquarters for publishing in the Blue Beret and Directory with respect to the Club's activities schedule.
- 11 Public Relations Maintain communications with the International and Region Public Relations Committees for maintaining a continuing program of public relations between WBCCI and communities being exposed to rallies and caravans.

Sec. 3 Special Committees may be appointed by the President as required.

### **ARTICLE III GUESTS**

- Sec. 1 A guest (or guests) sponsored and invited by a member in good standing, and using the member's trailer or motor home or staying in a non-RV facility such as a cabin motel room, etc., may attend activities of the Club. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee.
- Sec. 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 rallies and other activities of the Club.
- Sec. 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.

Sec. 4 The Club, once each calendar year, may host a rally, caravan or combination thereof with a recreational vehicle club not chartered by the Wally Byam Caravan Club International, Inc., and it may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by that club in any calendar year) a buddy rally or a buddy caravan or combination thereof to which each member of the club may invite not more than one non-member recreational vehicle family.

The family is invited to the buddy rally or caravan to introduce them to the WBCCI “Way of Life” and the Club members in the hope they might decide to purchase an Airstream and join WBCCI. A buddy rally is not intended to be used by current or past WBCCI members to attend a WBCCI rally in their non-Airstream vehicles.

#### **ARTICLE IV NOMINATING COMMITTEE**

Sec. 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 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 self-nominate or be placed in nomination from the floor of said meeting. No seconds are required for any nomination.

#### **ARTICLE V DUTIES OF OFFICERS**

Sec. 1 The President shall:

- Preside at all meetings of the Club and 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.

Sec. 2 The 1<sup>st</sup> Vice President shall:

- Attend all business meetings of the Club and the Executive Board.
- Shall assist the President.
- Supervising the hosts of rallies and luncheons planned the previous year.
- Assume the duties of the President in the President's absence.

Sec. 3 The 2<sup>nd</sup> Vice President shall:

- Attend all business meetings of the club and the Executive Board.
- Assist the President and the First Vice President.
- Assume the duties of the First Vice President in the absence of said officer.
- Assume the duties of the President in the case of the absence of the President and the First Vice President.
- Plan and organize the hosts for caravans, rallies and luncheons of the for upcoming year or the year they are the 1<sup>st</sup> VP.
- Perform the duties as assigned by the Executive Board.

Sec. 4 The Corresponding Secretary shall:

- Issue notices of all meetings of the Club and the Executive Board as prescribed in Article VI, Sec. 1 and 2 and Article VIII, Sec. 2, of the Constitution and Article XI, Sec.1, of the Bylaws.
- Prepare an agenda of pending business for use by the presiding officer at each meeting.
- Coordinate with the Treasurer to maintain an accurate roster of paid-up members of the Club.

Sec. 5 The Recording Secretary shall:

- Record and preserve the minutes of all official meetings of the Club and the Executive Board, and mail copies to the Executive Board not more than fifteen (15) days following each meeting.
- Record the attendance of the officers and trustees at each meeting and advise the presiding officer if a quorum is present.

Sec. 6 The Treasurer shall:

- Maintain the financial records of the Club and 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 chosen by the Executive Board.

- Notify members of expiration of dues, issue receipts for dues paid through the Club, and maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Corresponding Secretary, the Newsletter Editor, and the Membership Chair. In addition, the Membership Chair shall be notified of all members who have not paid their dues by December 1, in order that the membership chair might assist the Treasurer in contacting those members to collect their dues prior to December 31.
- Submit a full written report of finances to the Executive Board at each meeting. Each year a committee selected by the incoming President will audit the books and accounts. Before retirement, all books, monies and property of the Club shall be delivered promptly to the incoming Treasurer.

Sec. 7 The duties of the Trustees shall be:

- To attend all meetings of the Club and the Executive Board.
- To accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.

Sec. 8 The duties of the Social Media Administrator/s shall be:

- To attend all meetings of the Club and the Executive Board.
- Update the website and social media outlets per the needs and approval of the Club.

## **ARTICLE VI DELEGATES**

Sec. 1 The Executive Board shall appoint one Delegate and one alternate from among the officers and Regular Members who will attend the annual Delegates meeting of the parent organization, the Wally Byam Caravan Club International, Inc. Any Affiliate Member of this club who is a regular member in the same region may be appointed if the club 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 Club on matters to come before the meeting. The President and Secretary shall certify to these appointments.

## **ARTICLE VII DUES**

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

- Sec. 2 A member who fails to pay properly assessed International and Club dues before December 31 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 on or before December 31, the membership will be terminated.

## **ARTICLE VIII CODE OF ETHICS**

- Sec. 1 All members shall abide by the following Code of Ethics:
- A. To be ever mindful of our responsibility to the Wally Byam Caravan Club International, Inc., and through conduct, indicate to the public that membership in this organization is an assurance of our courtesy on the road and goodwill to all peoples and countries.
  - B. To be ever mindful of what we say or print with respect to the effect on others of our diverse membership so as to avoid disharmony and ill feelings among club members of diverse ethnicities, religious beliefs or orientation and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.
  - C. To conduct ourselves in a manner to inspire others engaged in recreational vehicle travel to a full appreciation of the intent and meaning of this code.
  - D. To maintain our camps in an orderly manner and leave them the same way.

## **ARTICLE IX LIABILITY**

- Sec. 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 that property has been received by any member or officer or left upon the premises.

## **ARTICLE X POLICY**

Sec. 1 Policy consistent with the Constitution and By-laws of the Club and with the Constitution, Bylaws, and Policy of the Wally Byam Caravan Club International, Inc., containing additional provisions for the government of the Club may be adopted by the Executive Board or the Club members.

## **ARTICLE XI AMENDMENTS**

Sec. 1 These Bylaws may be amended at any business meeting of the Executive Board by two-thirds vote, provided the proposed amendment has been submitted to all members of the Executive Board in writing or electronically ten (10) days prior to such meeting.

Sec. 2 Such amendments shall become effective upon adoption.

## **ARTICLE XII MERGER, CONSOLIDATION OR DISSOLUTION OF THIS CLUB**

Sec. 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 other Clubs, or for 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 the Club dissolves, none of the funds or property of this Club shall ensure to the benefit of any member.

These Bylaws, as last amended, were adopted by the Board on **Month X**, 2020, at **City**, Virginia.