

BYLAWS AND POLICY

ARTICLE I PARLIAMENTARY AUTHORITY

- Sec. 1 Parliamentary procedures for all meetings of the Unit 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 shall be:
- A. Call to order
 - 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 shall be:
- A. Budget
 - B. Rallies
 - C. Membership
 - D. Newsletter
 - E. Internet communications

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 Chair and as many members as deemed necessary by the President. Chairs of Standing Committees shall report at each meeting of the Executive Board.

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 motorhome or staying in a non-RV facility such as a cabin, motel room, etc., may attend activities of the Unit. 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 Unit may sponsor and invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the Unit.
- Sec. 3 Members in good standing in the International Club may attend activities of the Unit provided that such members, and where required, shall have made prior reservation for each attendance.
- Sec. 4 A unit, once each calendar year, may host a rally or caravan or combination thereof with a recreation 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 unit in any calendar year) a buddy rally or a buddy caravan or combination thereof to which each member of the unit may invite not more than one non-member recreation vehicle family. The non-member RV family to be invited is intended to be one which is a prospective member and one which does not own an Airstream.

The family is invited to the buddy rally or caravan to introduce them to the WBCCI "Way of Life" and the Unit/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 NOMINATION & ELECTION OF OFFICERS

- Sec. 1 The Executive Board shall, not less than ninety (90) days prior to the unit'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 candidates for each office to be filled by election. A written report submitted to the Executive Board shall include the names of all candidates considered and the President shall distribute the report to the membership not less than fifteen (15) days before the 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. Those individuals that agree to be nominated will be presented to the membership and a vote will then be taken.

ARTICLE V DUTIES OF OFFICERS

Sec. 1 The President shall:

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

Sec. 2 The 1st Vice President shall:

- Attend all business meetings of the Unit and the Executive Board.
- Shall assist the President.
- Assume the duties of the President in the President's absence.

Sec. 3 The 2nd Vice President shall:

- Attend all business meetings of the unit 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.
- Perform the duties as assigned by the Executive Board.

Sec. 4 The Corresponding Secretary shall:

- Issue notices of all meetings of the Unit and the Executive Board as prescribed in Article VI, Sections 1 and 2 and Article VIII, Section 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 Unit.

Sec. 5 The Recording Secretary shall:

- Record and preserve the minutes of all official meetings of the Unit and the Executive Board, and distribute copies to the members of the Executive Board not more than fifteen days following each meeting.
- Record the attendance of the officers at each meeting and advise the presiding officer if a quorum is present.

Sec. 6 The Treasurer shall:

- Maintain the financial records of the Unit and receive all monies, as prescribed in International Policy 16.6.1, Financial Management, Items K - M and Policy, 16.6.2, Financial Data Guidelines, and promptly deposit them in the bank previously chosen by the Executive Board.
- Notify members of expiration of dues, issue receipts for dues paid, and maintain an up-to-date roster of paid-up members, and direct the members to renew their International and Unit/Club dues. 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 their anniversary date in order that the membership Chair might assist the Treasurer in contacting those members to collect their dues.
- 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 Unit shall be delivered promptly to the incoming Treasurer.

- Sec. 7 The duties of the Trustees (or Directors) shall be:
- To attend all meetings of the Unit and the Executive Board.
 - To accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.

ARTICLE VI MEETING TYPE

- Sec. 1 Any Business Meeting of the Club or the Executive Board may be held as an electronic meeting with a minimum of ten (10) days notification to the membership and Board. Such notification will include all necessary information for participation by the membership and Board.
- Sec. 2 Any electronic meeting will meet the quorums established in the Club's Constitution.

ARTICLE VII DELEGATES

- Sec. 1 The Executive Board shall appoint one delegate and one alternate from among the Regular Members who will attend any Constitutional Delegates meeting of the Wally Byam Caravan Club International, Inc. An Affiliate Member of this Local Club, who is a Regular Member in the same region may be appointed if the Unit has no Regular Members attending the Constitutional 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 Unit on matters to come before the meeting. The Delegate should also be instructed to vote their conscience should there be any amendment to a Constitutional amendment be presented at the meeting. The President and Secretary shall certify to these appointments.

ARTICLE VIII DUES

- Sec. 1 The annual Unit 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 Unit 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 Unit on or before December 31, the membership will be terminated.

**ARTICLE IX
CODE OF ETHICS**

- Sec. 1 All members shall abide by the following Code of Ethics:
- A. To be ever mindful of our responsibility to 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 good will to all peoples and countries.
 - B. To be ever mindful of what we say or print with respect to its 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 X
LIABILITY**

- Sec. 1 Neither the Unit 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 Unit 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 XI
POLICY**

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

**ARTICLE XII
AMENDMENTS**

- Sec. 1 These Bylaws may be amended at any business meeting of the Executive Board by a two-thirds (2/3) vote, provided the proposed amendment has been submitted to all members of the Executive Board ten (10) days prior to such meeting.
- Sec. 2 Such amendments shall become effective upon adoption.

**ARTICLE XIII
MERGER, CONSOLIDATION OR DISSOLUTION OF THIS UNIT**

- Sec. 1 In the event the members of this Unit deem it desirable for this Unit to merge with another Unit, or for the Unit to consolidate with one or more Units, or for the Unit to dissolve, the members shall, through the President of this Unit, 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 Unit merges with another Unit, or consolidates with other Units, or the Unit dissolves, none of the funds or property of this Unit shall enure to the benefit of any member.

**ARTICLE XIV
FISCAL YEAR**

Sec. 1 The fiscal year of the Unit shall be the same as the fiscal year of the Wally Byam Caravan Club International, Inc. (Currently August 1 to July 31).

**ARTICLE XV
REVIEW**

Sec. 1 The Constitution and Bylaws of the Unit shall be periodically reviewed and amended, as needed, by the Executive Committee.

Sec. 2 The Unit's Constitution and Bylaws shall be submitted to the International Constitution and Bylaws Committee for review and approval every five (5) years.

These Bylaws, as last amended, were adopted on September 1, 2021 in Phoenix, Arizona

A handwritten signature in cursive script, appearing to read "Sergio Z. Quiros".

Sergio Z. Quiros