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ARTICLE I PARLIAMENTARY AUTHORITY

- Sec. 1 **Meeting Governance:** 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 conflict with the Constitution, Bylaws, or Policy of this Unit.
- Sec. 2 **Agenda:** 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:** These Committees shall be:
- A. Rally Planning and Support
 - B. Membership
 - C. Internet Communications
 - D. Webmaster

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

- Sec. 2 **Composition and Expectation:** All Standing Committees shall consist of a Chair and as many members as the President and the committee chair deem necessary. Chairs of Standing Committees shall report at each meeting of the Executive Board.
- Sec. 3 **Duties:** Standing Committee's General Duties
1. Rally Planning and Support
 - The committee shall plan, organize, and obtain leaders for local club rallies/events operated or conducted by the Club.
 2. Membership
 - Be the Local Club's 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 an application for membership. Coordinate with the Treasurer in creating an

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accurate list of paid-up members. Assist the Treasurer as needed in following up on all members who have not paid their International or Club fees for the membership year.

- Maintain Mailchimp records and update them as needed.
- Send all new memberships to the welcome committee.

3. Internet Communications

- Be the Local Club's contact for coordination and communication with Regular and Affiliate members regarding upcoming rallies, events, and club news.

4. Webmaster

- Maintain an up-to-date website with a current rally schedule and a list of current officers and committee chair members. Coordinate club information with the WBCCI Webmaster.

Sec. 4 **Other Committees:** Special Committees may be appointed by the President as required.

ARTICLE III

GUESTS

Sec. 1 **Invited Guests:** 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 the Unit's activities. Members sponsoring such a guest shall pay one extra rally fee, excluding the parking fee.

Sec. 2 **Non-Member Airstream Owner Guest:** 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 **International Club Members:** International Club members in good standing can attend Unit activities provided they have made and paid for the necessary reservations.

Sec. 4 **Buddy Rallies or Caravans:** The Unit, once each calendar year, may host a rally, caravan, or combination thereof with a recreation vehicle club not chartered by the Wally Byam Caravan Club International, Inc. It may be conducted twice each calendar year (but not more than 50% of the rallies and caravans led by that Unit in any calendar year) a buddy rally and/or caravan. Each Unit member may invite no more than one non-member recreation vehicle family.

Sec. 5 **Prospective Members:** The guest/family is invited to the buddy rally or caravan to introduce them to the WBCCI "Way of Life" and the Unit members, hoping they might decide to purchase an Airstream and join WBCCI. A buddy rally is not intended for current or past WBCCI members to attend a WBCCI rally in their non-Airstream vehicles.

ARTICLE IV

NOMINATING COMMITTEE

Sec. 1 **Nominating Committee Creation:** The Executive Board shall appoint a three-member Nominating Committee not less than ninety (90) days before the Unit's annual business

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meeting. This committee shall solicit Unit members to volunteer to stand for any open leadership positions. The Committee should also encourage self-nomination for any position. After obtaining prior acceptance from each potential candidate, all names for any office shall be nominated. A written report will be submitted to the Executive Board. The President shall distribute the report to the membership not less than fifteen (15) days before an election. The election may be by electronic ballot, mail ballot, or at the business meeting. Additional candidates who have previously consented to stand may self-nominate or be placed in nomination from the floor of said meeting. No seconds are required for any nomination. Those individuals who agree to be nominated will be presented to the membership, and a vote will be taken.

ARTICLE V DUTIES OF OFFICERS

- Sec. 1 The President shall:
- Preside at all Unit and Executive Board meetings.
 - Enforce the Constitution and Bylaws.
 - Make a detailed report at the Annual Business Meeting to include the previous year's accomplishments.
 - Appoint all standing committees.
 - Have such powers and duties as typically pertain to the principal Executive Officer.
 - Review all postings to be distributed via email to the members.
 - Prepare an email for rally approval to the board.
 - Serve as advisor to the rally committee.
 - Read and view all WBCCI and Region news and video reports when possible.
 - Attend a minimum of two rallies per year if possible.
- Sec. 2 The 1st Vice President shall:
- Attend all Unit business and the Executive Board meetings.
 - Shall assist the President.
 - Assume the duties of the President in the President's absence.
 - Perform the duties as assigned by the Executive Board.
- Sec. 3 The 2nd Vice President shall:
- Attend all Unit business and the Executive Board meetings.
 - Assist the President and the First Vice President.
 - Assume the duties of the First Vice President in the absence of said officer.
 - Assume the President's duties in the absence of the President and the First Vice President.
 - Perform the duties as assigned by the Executive Board.
- Sec. 4 The Secretary shall:
- Issue notices of all Unit and the Executive Board meetings 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 the presiding officer at each meeting.

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- Coordinate with the Treasurer to maintain an accurate roster of paid-up Unit members.
- 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 no more than fifteen days after each meeting.
- Record the officers' attendance at each meeting and advise the presiding officer if a quorum is present.
- Record and document all meeting information and file for record keeping and history.

Sec. 6 The Treasurer shall:

- Attend all business meetings of the Unit and the Executive Board.
- Maintain the Unit's financial records, receive all monies as prescribed in International Policies for Financial Management and Financial Data Guidelines, and promptly deposit them in the bank chosen by the Executive Board.
- Notify members of the expiration of dues and direct the members to the Headquarters website to renew their International and Unit dues. They should also maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Secretary and the Membership Chair. The Membership Chair should be informed of any members who have not paid their dues by their anniversary date so that they can assist the Treasurer in reminding those members to submit their dues to the International.
- 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 Unit books, monies, and property shall be delivered promptly to the incoming Treasurer.

Sec. 7 The Trustees shall:

- Attend all business meetings of the Unit and the Executive Board.
- Accept special assignments as directed by the President. Additional duties may include chairing or serving on committees.
- Assist by reviewing the Four Corners Unit Website and Airstream Club International 4CU page quarterly and reporting changes as needed to the President and Webmaster.

ARTICLE VI MEETING TYPE

Sec. 1 **Electronic Meetings:** An electronic meeting can be arranged for any Unit or Executive Board business meeting, provided the membership and Board are notified. The notification should include all relevant information for the membership and Board participation and be conducted as outlined in Article VI of the Constitution.

Sec. 2 **Electronic Meeting Quorum:** Any electronic meeting will meet the quorums established in the Unit's Constitution, Article VI.

ARTICLE VII DUES

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- Sec. 1 **Setting of Dues:** The Executive Board shall set the annual Unit dues of Regular and Affiliate members.
- Sec. 2 **Failure to Pay Dues:** A member who fails to pay the required International dues may not be included in the Annual Membership Directory for the following year. For members who joined before August 1, 2021, the dues must be paid and received by International on or before December 31. Those who joined after August 1, 2021, must pay the dues by their anniversary date. The membership will be terminated if the dues are unpaid by the applicable deadline.
- Sec 3 **Fiscal Year:** The Unit's fiscal year shall be the same as the fiscal year of the Wally Byam Caravan Club International, Inc..

ARTICLE VIII CODE OF ETHICS

- Sec. 1 **Code of Ethics:** All members shall abide by the following Code of Ethics:
- A. **Conduct:** 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 goodwill to all peoples and countries.
 - B. **Discourse:** To be ever mindful of what we say or print with respect to the effect on others of our diverse membership to avoid disharmony and ill feelings among club members of various ethnicities, religious beliefs, or orientations and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.
 - C. **Enthusiasm:** To conduct ourselves in a manner that inspires others engaged in recreational vehicle travel to fully appreciate the intent and meaning of this code.
 - D. **Tidiness:** To maintain our campsites in an orderly manner and leave them the same way or better.

ARTICLE IX LIABILITY

- Sec. 1 **Officer Liability Exemption:** Neither the Unit nor its officers are responsible for the loss of or damage to property or 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 on the premises.
- Sec 2 **Liability Insurance Requirement:** The Unit's parent organization, WBCCI, provides liability insurance for sanctioned Unit rallies, caravans, and functions. A Certificate of Liability Insurance is available, defining coverage and liability limits upon request from WBCCI headquarters. Publishing events is necessary to ensure they are considered sanctioned activities of the Unit. WBCCI liability insurance applies only to sanctioned activities.

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ARTICLE X POLICY

Sec. 1 **Policies:** The Executive Board may adopt policies consistent with the Unit's Constitution and Bylaws and with the Wally Byam Caravan Club International, Inc.'s Constitution, Bylaws, and Policy, containing additional provisions for the Unit's government.

ARTICLE XI AMENDMENTS

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

Sec. 2 **Amendment Effective Date:** Such amendments shall become effective upon adoption.

Sec. 3 **Reviews:** The Executive Committee shall periodically review and amend the Unit's constitution and bylaws, as needed. It shall be submitted to the International Constitution and Bylaws Committee for review and approval every five (5) years.

ARTICLE XII MERGER, CONSOLIDATION, OR DISSOLUTION OF THIS UNIT

Sec. 1 **Changing Club Charter:** In the event the members of this Local Club deem it desirable to merge with another Local Club/Intra-Club, or to consolidate with one or more Local Clubs, or for the Local Club to dissolve, the members shall, through the President of this Unit, follow the appropriate procedures as prescribed in ARTICLE VII, Sec.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.

This Bylaws, as last amended, was adopted by the membership on:

_____ at _____
(Date) (City, State/Province)