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**SUGGESTED MODEL**  
**OF**  
**UNIT/CLUB CONSTITUTION**  
**AND**  
**UNIT/CLUB BYLAWS**

**NOTES**

1. This Model provides guidance to the Units/Clubs for the preparation and review of their Unit/Club Constitutions and Bylaws (C&BL) in accordance with ARTICLE VI, Sec. 2 of the WBCCI Bylaws. Submission of Unit/Club C&BL is accomplished by sending one copy electronically to WBCCI Headquarters.
2. Units/Clubs are not required to follow the Model verbatim in its entirety; however, where this is acceptable to the Unit/Club, it greatly facilitates the preparation of the documents by the Unit/Club and the review and approval process by the WBCCI Constitution and Bylaws Committee. Those ARTICLES and/or Sections, which are expected to be verbatim in the Unit/Club documents are marked with an asterisk. Any changes to these portions of the documents must be supported by rationale—which may or may not be approved. Worthy changes may result in approval of the document and a revision to the Model. The primary criteria to remember is that the Unit/Club Constitution, Bylaws, and Policy must be consistent with the Constitution, Bylaws and Policy of the WBCCI. It is recognized that incorporated units/clubs are special cases.
3. All Units/Clubs are encouraged to develop a Policy Document to include policies and practices, which have been adopted during Executive Board and Unit Business Meetings—or simply from past practice. These policies and practices avoid cluttering up the Bylaws with details, and are normally permitted to be more easily approved, amended, or stricken at any meeting by a majority vote of the Board or the Membership. They are a valuable help to the Unit/Club in being available to assist new officers and new members in understanding the operation of the Unit/Club. As with the Constitution and Bylaws, the Policy document should be furnished to all members. The inclusion of all three documents in the Unit/Club Directory and or website is encouraged.

**Comments in RED are there for guidance and should not be included in any Unit/Club documents. This is a model and a model simply suggests language for the drafting of the Unit/Club Constitution and Bylaws or specifics language to be used where needed. All Units that have changed their name to include CLUB rather than UNIT should change that term in their Constitution and Bylaws to correctly reflect if they are a Unit or Club under WBCCI.**

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**SUGGESTED MODEL OF UNIT CONSTITUTION**

**\*ARTICLE I  
NAME OF ORGANIZATION**

- Sec. 1 This organization is a chartered Unit of the Wally Byam Caravan Club International, Inc. and shall be known as the \_\_\_\_\_ Unit/**Club** of the Wally Byam Caravan Club International, Inc. **(You should be specific here, Unit or Club and if you are a Club, not Unit, your Constitution and Bylaws should reflect that usage. In other words, where the Model says Unit and you are a Club change Unit to Club.)**

**ARTICLE II  
OBJECTIVES**

- Sec. 1 The objectives of this non-profit organization **may** **(The word “may” here allows the Unit/Club to state their own objectives. The final document should use the word “shall”.)** be:
- To furnish encouragement and assistance in the development of the Unit 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 units 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 hard-sided recreational vehicle manufactured by Airstream, Inc. shall be eligible for membership.
- Sec. 2 There are two classes of membership in this unit--Regular Members and Affiliate Members.
- Sec. 3 An applicant for membership in this Unit must submit an application in writing and, upon the payment of International and Unit dues, shall be a Regular Member of this Unit
- 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 Unit pursuant to the provisions of Sec. 2 ARTICLE VI 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.

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- Sec. 5 Regular Members of another Unit may become Affiliate members in this Unit by an application to the Membership Committee and upon acceptance shall possess all the rights and privileges of the Unit except:
- The right to hold office in the Unit.
  - The right to vote in the selection or election of officers in the Unit, Region or International or on any amendment to the Unit or the International Constitution.
  - The right to vote on the dissolution of the Unit, consolidation of the Unit with one or more units, or the merger of the Unit with another Unit.
- Sec. 6 Applicants for Affiliate membership in this Unit must submit dues and show evidence of membership in the International Club through another duly chartered unit.
- Sec. 7 Failure to pay either Unit or International dues will automatically terminate membership in the unit.
- 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 of such co-owners but collectively such co-owners shall possess one vote only except such co-owners who each pay International and Unit dues to this Unit shall each have one vote. A co-owner is defined as one of two WBCCI members who own a single Airstream Recreational Vehicle. Existing co-owners with more than two memberships on June 25, 2005, are not subject to this two membership limitation, as long as they maintain continuous membership in WBCCI.

#### ARTICLE IV OFFICERS AND THEIR ELECTION

- Sec. 1 The officers of the Unit shall be Regular members of the Unit and **may (The word “may” allows the Unit/Club to state the officers they feel they need. The final document should use the word “shall”.)** consist of:
- \*President
  - First Vice President
  - Second Vice President
  - Corresponding Secretary
  - \*Recording Secretary
  - \*Treasurer
  - \_\_\_\_\_ Trustees (usually two to four)
- \*Sec. 2 The Officers shall be elected at the annual business meeting and shall be installed and shall assume office on \_\_\_\_\_. 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 or Treasurer 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 such Trustees terms expire in any one year. No Trustee shall serve more than one two-year term consecutively. **(This section is included only if the Unit/Club has Trustees.)**
- \*Sec. 4 An officer 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.

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- \*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 of the unit officers plus the immediate Past President of the unit.
- Sec. 2 The Executive Board shall be the administrative body of the Unit and shall define the policies of and have full administrative authority in all matters pertaining to the Unit, 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  
UNIT BUSINESS MEETINGS**

- Sec. 1 The annual business meeting of the Unit/Club shall be held during the month of \_\_\_\_\_ **(usually one of the Fall months)**. Additional business meetings may be held during any rally of the Unit, and also may be called at any time by a majority vote of the Executive Board. The date, time, location and purpose of all Unit business meetings shall be announced to the members in writing at least fifteen days prior to the meeting. A quorum for conducting business at any business meeting shall be not less than \_\_\_\_\_ percent of the membership. **(Normally 10-15%)**
- Sec. 2 All Regular Members voting at the annual or additional business meetings of this organization, and each such membership, identified by the International Club membership number, shall be considered one vote, except for co-owners who each pay International and Unit dues to this unit as provided for in Article III, Section 8.
- Sec. 3 Ballots submitted by email, 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 unit 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.

**\*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 Unit 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 Unit or a special meeting called for that purpose, providing 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 Unit/Club at least fifteen days prior to such a 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 \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City, State, or Province)

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## SUGGESTED MODEL OF UNIT BYLAWS

### 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 may be: Opening Ceremonies **(The use of "may" allows the President leeway in establishing the agenda for a Board or Business Meeting.)**
- 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). (1/17/03)
  - A. Roll Call
  - B. Approval of Minutes
  - C. Reports of Officers and Committees
  - D. Special Orders
  - E. Unfinished Business
  - F. New Business
  - G. Announcements
  - H. Adjournment

### ARTICLE II COMMITTEES

**(Units/Clubs should establish only those Standing Committees they need.)**

- Sec. 1 Standing Committees **may** **(The word "may" here allows the Unit/Club to state their own committees. The final document should use the word "shall".)** be:
- A. Budget
  - B. Caravan
  - C. Constitution and Bylaws
  - D. Ethics and Grievance
  - 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 may consist of a Chairman and as many members as deemed necessary by the President. Chairmen of Standing Committees shall report at each meeting of the Executive Board.

### STANDING COMMITTEES

#### General Duties

**(Include only those Standing Committees your Unit/Club establishes.)**

1. Budget In cooperation with the incoming and outgoing Treasurer of the Unit, prepare for the Executive Board a budget projecting the unit's income and expenditures for the next year.

2. Caravan To plan, organize, and obtain leaders for unit caravans that are operated or conducted for the Unit within the scope of the WBCCI Caravan Handbook. To develop an aggressive Unit Caravan program and to coordinate unit caravan matters with appropriate Region and International Caravan Committee personnel.
3. Constitution and Bylaws To conduct a continuing review and study of the Unit 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 To investigate and assess all grievances or complaints made by members and others and to make recommendations thereon to the Unit Executive Board.
5. Family/Youth Plan programs to encourage participation of family/youth at unit functions and to be the liaison person between the Unit and International Family/Youth Standing Committee.
6. Historical To record events including written and pictorial material associated with unit activities and to maintain an historical record of such.
7. Hospitality To 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 To 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 Unit/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 October 15<sup>th</sup>
10. Publicity - To collect newsworthy items of interest to club members and to publish monthly a newsletter containing past and future events of the Unit, 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 Unit's activities schedule.
11. Public Relations - To 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 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 members in the hope they might decide to purchase an Airstream and join the club. 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 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 one candidate for each office 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 be placed in nomination from the floor of said meeting. No seconds are required for any nomination.)

**ARTICLE V  
DUTIES OF OFFICERS**

**(The officers every Unit/Club must have are marked with an asterisk.)**

- \*Sec. 1 The President shall:
- Preside at all meetings of the Unit 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 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.



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- 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 mail 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 Bylaws, **Article XVI Financial Management Sec. 12 - 13 and Policy, 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 through the unit, 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 Chairman. In addition, the Membership Chairman shall be notified of all members who have not paid their dues by October 15th in order that the membership chairman might assist the Treasurer in contacting those members to collect their dues prior to November 1st.
  - 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 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.

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**\*ARTICLE VI  
DELEGATES**

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

**\*ARTICLE VII  
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 November 15 may not be listed in the Annual Membership Directory of the International Club for the following year. If the dues are not paid and receipted by the Unit or International 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 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 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 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 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 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 XI  
AMENDMENTS**

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

Sec. 2 Such amendments shall become effective upon adoption.

**\*ARTICLE XII  
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.

\*These Bylaws, as last amended, were adopted by the Board on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City, State, or Province)