

1 **BYLAWS OF THE**
2 **WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.**
3 **AMATEUR RADIO CLUB**

4 **ARTICLE I**
5 **ORDER OF BUSINESS**
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8 Sec. 1 Parliamentary procedures for all meetings of the Club and the Executive
9 Board shall be governed by the current edition of ROBERT'S RULES OF
10 ORDER except when they are in conflict with the Constitution or Bylaws
11 of this Club or of the WBCCI.
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13 Sec. 2 The order of business at the Club's Annual Business Meeting shall be:

- 14 A. Roll call of Executive Board and determination of a quorum
- 15 B. Reading of Minutes of previous meeting
- 16 C. Treasurer's Report
- 17 D. Reading of correspondence
- 18 E. Reports of Committee Chairmen
- 19 F. Unfinished business
- 20 G. New business
- 21 H. Announcements
- 22 I. Adjournment
23

24 **ARTICLE II**
25 **COMMITTEES**
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28 Sec. 1 Standing Committees of the Club shall be:

- 29 A. Director of Nets
- 30 B. ARRL Liaison
- 31 C. Bulletin Editor
- 32 D. Silent Key Manager
- 33 E. Club Advisor
- 34 F. Webmaster
- 35 G. VE Exams Manager
- 36 H. Nominating
37

38 The President shall appoint and be an ex-officio member of all committees
39 except the Nominating Committee.
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41 Sec. 2 All Standing Committees shall consist of a Chairman and as many members
42 as deemed necessary by the President. Chairmen of Standing Committees
43 shall report at each meeting of the Executive Board.
44

45 **STANDING COMMITTEES**

46 **General Duties**

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- 49 1. Director of Nets: The duties of the Director of Nets include:
- 50 a. To organize the ARC/WBCCI RV Service Nets to maintain
51 radio communications among all recreational vehicles, caravans
52 and parties interested therein.
- 53 b. To work with the ARC/WBCCI RV Service Net Managers and
54 Net Control Operators ensure that the operation of the Club's
55 nets are in compliance with the applicable Federal
56 Communications Commission (FCC) rule and regulations and
57 that the nets follow the "best operating procedures"
58 recommended by the American Radio Relay League (ARRL).
- 59 c. To supply the Bulletin Editor a current Emergency Contact
60 List, operating frequencies and Net Operating Schedules, as
61 needed.
- 62 d. To supply WBCCI Headquarters a current list of Net Control
63 Stations complete with names, addresses and telephone
64 numbers, if requested.
- 65 e. To supply the Webmaster any updates needed to ensure the RV
66 Service Net information on the Club's online pages is accurate.
67
- 68 2. ARRL Liaison: The duties of the ARRL Liaison include:
- 69 a. To complete the American Radio Relay League's (ARRL)
70 Annual Club Report as needed and return it within deadlines in
71 order to maintain ARC/WBCCI's status as an ARRL Affiliated
72 Club.
- 73 b. To communicate to the Club any pertinent information
74 received from ARRL.
- 75 c. To register all ARC/WBCCI RV Service Nets with the ARRL
76 as needed in order to be listed in the ARRL Net Directory.
77
- 78 3. Bulletin Editor: The duties of the Bulletin Editor include:
- 79 a. To publish and mail two Club Bulletins at least annually (Fall
80 and Spring).

- 81 b. To publish a current directory of all members of the Club
82 including names and amateur radio operator's call signs in the
83 Spring Issue.
84
- 85 4. Silent Key Manager: The duties of the Silent Key Manager include:
86 a. To verify any death notice then to inform the Club, the Bulletin
87 Editor, Webmaster and the Treasurer if a member becomes a
88 Silent Key.
89 b. To solicit contributions from the Club's members to a self-
90 supporting Silent Key Memorial Fund.
91 c. To honor Silent Keys using the protocol established by the
92 Club. This may include a donation in the SK's name to the
93 ARRL Spectrum Defense Fund.
94 d. SK Memorials must be entirely funded through the Silent Key
95 Memorial Fund.
96
- 97 5. Club Advisor: The duties of the Club Advisor include:
98 a. To conduct a continuing review and study of the Club
99 Constitution and Bylaws and make recommendations for any
100 amendments or additions deemed desirable and in the best
101 interest of the Club.
102 b. To conduct continuing review and study of the Policy &
103 Procedures of the Club.
104 c. To keep records of all changes and amendments to the Club's
105 official documents.
106 d. To make recommendations for any changes of the Club
107 functions and procedures.
108 e. To inform the Executive Directors of any WBCCI procedures,
109 policies or actions that may impact the Club.
110
- 111 6. Webmaster: The duties of the Webmaster include:
112 a. To maintain the Club's Web page, which is on the WBCCI
113 server.
114 b. To help the Club's officers promote the Club on social media.
115
- 116 7. VE Exams Manager: The duties of the VE Exams Manager include:
117 a. Responsibility for all aspects of any Volunteer Examiner (VE)
118 test sessions sponsored by the Club. These include, but are not
119 limited to:
120 i. Notifying the American Radio Relay League (ARRL) of
121 the date, time and location of the amateur radio exams

- 122 given during the International Rally or other Club
123 functions.
- 124 ii. Ordering the exam packet from the ARRL.
 - 125 iii. Recruiting accredited VEs to administer the exams.
 - 126 iv. Making sure the ARRL's and the Federal
127 Communications Commission's (FCC) rules and
128 examination procedures are followed during the VE
129 sessions.
 - 130 v. Returning the required documentation to the ARRL
131 Volunteer Examiner Coordinator (VEC) within
132 deadlines.
- 133 b. The VE Exams Manager must hold a valid Amateur Extra class
134 license issued by the Federal Communications Commission
135 (FCC).
 - 136 c. The ARRL Liaison and VE Exam Manager may, at the
137 discretion of the President, be combined into one committee.
- 138
- 139 Sec. 3 Special Committees may be appointed by the President as required.
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142 **ARTICLE III**
143 **NOMINATING COMMITTEE**

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145 Sec. 1 The Executive Board shall prior to the Club's Annual Business Meeting
146 request a slate of candidates for Club officers from the Nominating
147 Committee chaired by the Immediate Past President, who is the first year
148 director. If the Immediate Past President cannot serve, the second-year
149 director will chair the Nominating Committee. If the first and second-year
150 directors cannot serve, the President shall appoint a member of the
151 Executive Board to chair the Nominating Committee.

152

153 The committee shall, after having obtained the prior acceptance for office
154 of each nominee if elected, place in nomination one candidate for each
155 office to be filled by election, and submit a report to the Executive Board,
156 which shall include the names of all candidates considered.

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158 Candidates for President, First Vice President, Second Vice President,
159 Third Vice President, Corresponding Secretary, Recording Secretary and
160 Treasurer must hold valid Amateur Radio License and maintain
161 membership in the WBCCI during his or her term in office. Article Five of
162 these Bylaws describes an exception to the Amateur Radio License
163 requirements for some officer positions in this Club.

164
165 The President shall make public the proposed Slate of Candidates to the
166 club members attending the International Rally. This may be through the
167 Rally Newsletter, the Rally's Morning Net, the club's table at the Rally's
168 registration area and/or other appropriate media.

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170 Additional candidates who have previously consented to accept the office if
171 elected, may be placed in nomination from the floor at the Annual Business
172 Meeting. No seconds are required for any nomination.

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175 **ARTICLE IV**
176 **DUTIES OF OFFICERS**

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178 **Sec. 1** The duties of the President include:

- 179 1. Presiding at all meetings of the Club and the Executive Board.
 - 180 a. The President shall issue notices of all meetings of the Club and
 - 181 the Executive Board as prescribed in ARTICLE VI and
 - 182 ARTICLE VIII of the Constitution.
 - 183 b. The President shall prepare and distribute to the Executive
 - 184 Board an agenda of pending business before each meeting.
- 185 2. Enforcing the Club's Constitution and Bylaws.
- 186 3. Appointing members to all standing committees.
- 187 4. Notifying the WBCCI International Club Headquarters no later than
- 188 30 days after the annual business meeting of the new officers of the
- 189 Club.
- 190 5. Completing and sending in any reports required of the club by the
- 191 WBCCI.
- 192 6. Any such powers and duties that normally pertain to the principal
- 193 executive officer of a WBCCI intra-club.

194
195 **Sec. 2** The duties of the First Vice President include:

- 196 1. Attending all business Meetings of the Club and the Executive Board.
- 197 2. Assisting the President, as needed.
- 198 3. Assuming the duties of the President in the President's absence.
- 199 4. Performing appropriate duties as assigned by the President or the
- 200 Executive Board.

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202 **Sec. 3** The duties of the Second Vice President include:

- 203 1. Attending all business meetings of the Club and the Executive Board.
- 204 2. Assisting the President and the First Vice President, as needed.

- 205 3. Assuming the duties of the First Vice President in the absence of said
206 officer.
207 4. Assuming the duties of the President in the case of the absence of the
208 President and the First Vice President.
209 5. Performing appropriate duties as assigned by the President or the
210 Executive Board.

211

212 Sec. 4 The duties of the Third Vice President include:

- 213 1. Attending all business meetings of the Club and the Executive Board.
214 2. Assisting the President, the First Vice President and Second Vice
215 President, as needed.
216 3. Assuming the duties of the Second Vice President in the absence of
217 said officer.
218 4. Assuming the duties of the First Vice President in the absence of said
219 officer.
220 5. Assuming the duties of the President in the case of the absence of the
221 President, the First Vice President and the Second vice President.
222 6. Performing appropriate duties as assigned by the President or the
223 Executive Board.

224

225 Sec. 5 The duties of the Corresponding Secretary include:

- 226 1. Properly handling any correspondence sent to the Club.
227 2. Working with the Treasurer to maintain the Club's membership
228 database.
229 3. Working with the Treasurer to maintain a mailing list of all members
230 and net members of the Club.
231 4. Working with the Treasurer to provide the Bulletin Editor with a
232 mailing list of all members and net members prior to the mailing dates
233 of Club publications. These mailing addresses may be electronic or
234 conventional, as the member prefers.
235 5. Working with the Treasurer to receive and process new and/or
236 renewal applications for membership.
237 6. Working with the Treasurer to provide the Bulletin Editor a
238 membership list including calls and names suitable for publication in
239 the Club's newsletter.
240 7. Performing appropriate duties as assigned by the President or the
241 Executive Board.
242 8. The Corresponding Secretary and Treasurer may, at the discretion of
243 the President, be concurrently served by the same person.

244

245 Sec. 6 The duties of the Recording Secretary include:

- 246 1. Recording and preserving the Minutes of all official meetings of the
247 Club and the Executive Board.
- 248 2. Mailing, emailing or electronically distributing copies of the same to
249 the members of the Executive Board not more than fifteen (15) days
250 following each meeting.
- 251 3. Recording the attendance of the officers and directors at each meeting,
252 and advising the presiding officer if a quorum is present.
- 253 4. Performing appropriate duties as assigned by the President or the
254 Executive Board.

255
256 Sec. 7 The duties of the Treasurer include:

- 257 1. Maintaining the financial records of the Club.
 - 258 2. Receiving all monies due the Club and promptly depositing them in
259 the bank previously chosen by the Executive Board
 - 260 3. Notifying members of expiration of dues and issuing receipts for dues
261 paid.
 - 262 4. Submitting a full written report of finances to the Executive Board at
263 each meeting.
 - 264 5. Working with the Corresponding Secretary to maintain the Club's
265 membership database.
 - 266 6. Working with the Corresponding Secretary to maintain a mailing list
267 of all members and net members of the Club.
 - 268 7. Working with the Corresponding Secretary to provide the Bulletin
269 Editor with a mailing list of all members and net members prior to the
270 mailing dates of Club publications. These mailing addresses may be
271 electronic or conventional, as the member prefers.
 - 272 8. Working with the Corresponding Secretary to receive and process
273 new and/or renewal applications for membership.
 - 274 9. Working with the Corresponding Secretary to provide the Bulletin
275 Editor a membership list including calls and names suitable for
276 publication in the Club's newsletter.
 - 277 10. Having the Club's financial books and accounts audited annually by a
278 committee of not less than two members selected by the incoming
279 President or by an independent "professional CPA."
 - 280 11. Delivering all books, databases, database access codes, monies,
281 accounts and property of the Club promptly to the incoming Treasurer
282 when leaving this office.
 - 283 12. Performing appropriate duties as assigned by the President or the
284 Executive Board.
 - 285 13. The Corresponding Secretary and Treasurer may, at the discretion of
286 the President, be concurrently served by the same person.
- 287

- 288 Sec. 8 The duties of the Directors include:
289 1. Serving as Directors on the Executive Board of the Club for two
290 years.
291 a. The immediate past president, who is the first year Director,
292 will serve as Chair of the Nominating Committee.
293 b. The second year Director serves on the Nominating Committee.
294 2. Providing advice and guidance to the President and Executive
295 Directors, as required.
296 3. Performing appropriate duties as assigned by the President or the
297 Executive Board.
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300 **ARTICLE V**
301 **WAIVER OF LICENSE**
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- 303 Sec. 1 The requirement of a valid Amateur Radio operator's license is hereby
304 waived for Treasurer, Corresponding, or Recording Secretary in the event
305 any of these elected officers are serving while his or her spouse is serving
306 as a duly elected and installed officer.
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309 **ARTICLE VI**
310 **LIFE MEMBER**
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- 312 Sec. 1 An individual member or net member shall be eligible for Life
313 Membership after five (5) years of continuous service while a member in
314 good standing during the same time period in either/or combination of
315 Treasurer, Director of Nets, Bulletin Editor, Silent Key Program Manager,
316 Net Control (operating as Net Controller for 30 hours per year), Webmaster
317 or any other individual so designated by the Executive Board. Candidates
318 eligible for life membership must be nominated by the President and
319 confirmed by the Executive Board.
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- 321 Sec. 2 The President and Treasurer shall create and give a Life Membership
322 certificate to all members meeting the requirements of Sec. 1 of this Article.
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325 **ARTICLE VII**
326 **DUES**
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- 328 Sec. 1 Dues for Club membership shall consist of an initiation fee, which will
329 be a one-time fee for new members and net members, and an annual fee for

330 all members and net members. Membership dues shall be reviewed
331 annually and set by the Executive Board. Dues are due July 1 for the
332 ensuing year. The Club's fiscal year shall be from July 1 to June 30.

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334 Sec. 2 Life Members and Past Presidents are exempt from paying dues.
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337 **ARTICLE VIII**
338 **LIABILITY**

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340 Sec. I Neither the Club nor its officers are responsible for the loss of or damage
341 to property or for injury to or death of a person on the premises of any Club
342 function. This freedom from responsibility for Loss or damage to property
343 applies regardless of whether that property has been received by any
344 member or officer or left upon the premises.
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347 **ARTICLE IX**
348 **AMENDMENTS**

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350 Sec. I These Bylaws may be amended at any business meeting of the Executive
351 Board by two-thirds vote, provided the proposed amendment(s) has/have
352 been submitted to all members of the Executive Board prior to such
353 meeting.
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355 Sec. 2 Such amendments shall become effective upon adoption.
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358 **ARTICLE X**
359 **DISSOLUTION**

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361 Sec. 1 In the event of dissolution of this Club the members shall, through the
362 President, assign all assets to the International Club to be held in trust until
363 such time as the Charter is restored, the Club is reorganized, or a new
364 Charter is issued when such assets shall be returned or transferred to the
365 new functioning Club. This procedure is in accordance with the meaning of
366 Section 501(c) (7) of the Internal Revenue Service Code. None of the funds
367 or assets shall inure to the benefit of any member and all International Club
368 property shall be returned to International Club Headquarters.
369

370 These Bylaws adopted by the Executive Board on June 25, 2002

371 These Bylaws amended by the Executive Board on February 15, 2017