

**Wally Byam Caravan Club International,
Inc.**

**Arizona Airstream Club - 003
(Region 11)**



Amended and Restated June 18, 2020

Club Bylaws

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ARIZONA AIRSTREAM CLUB BYLAWS

Amended and Restated June 18, 2020

ARTICLE I PARLIAMENTARY AUTHORITY

- Sec. 1** Parliamentary procedure for all meetings of the Club, and Executive Board, shall be governed by the current edition of ROBERTS RULES OF ORDER NEWLY REVISED except when they are in conflict with the Constitution or Bylaws of this Club.
- Sec. 2** The order of business may be:
1. Opening Ceremonies
 - a. Invocation (Nonsectarian)
 - b. Pledge of Allegiance (Optional)
 2. Roll Call of Executive Board and determination of Quorum
 3. Approval of Minutes of the previous meeting
 4. Reports of Officers and Committees
 5. Unfinished Business
 6. New Business
 7. Announcements
 8. Adjournment

ARTICLE II COMMITTEES

- Sec. 1** Standing Committees shall be:
1. Budget
 2. Membership
 3. Newsletter
 4. Webmaster

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

- Sec. 2** All Standing Committee's may consist of a chairperson and as many members as deemed necessary by the President. Chairpersons of Standing Committees shall attend Executive Board Meetings as requested by the President.

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. **Membership.** Be the point of contact for prospective new members and explain the purpose and objectives of the Wally Byam Caravan Club, International, Inc. 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 15th.
 3. **Newsletter.** To 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.
 4. **Webmaster.** Maintain an up to date website with a current rally schedule listed, have a list of current officers and committee chair members. Post Current and past newsletters and pictures of past rallies.
- 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 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, a Buddy Rally or a Buddy Caravan or combination thereof to which each Club member may invite not more than one non-member recreational 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 Club 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 annual Business Meeting, appoint a three-member Nominating Committee. This Committee 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 nominated. The President shall distribute the report to the membership not less than ten (10) days prior to said business meeting. 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 Club and Executive Board, enforce the Constitution and Bylaws, appoint all Standing Committees and have such powers and duties as normally pertain to the principal executive officer. The duties and responsibilities of the President shall include but not be limited to the following:
- Assume Power & Duties of Executive Officer
 - Preside at Meetings of Club & Executive Board
 - Enforce Constitution and Bylaws
 - Appoint Standing Committee, Chairman & Members
 - Review Draft of Newsletter Prior to Publication
 - Prepare Agenda of Pending Business for all Meetings
 - Initiate Notices of all Meetings of Club & Executive Board
 - Participate & Act as Rally Coordinator for all Rallies
 - Participate in Computation of all Rally & Parking Fees
 - Participate as Ex-Official Member of all Committee, except Nominating Committee
 - Appoint Special Committees as Required
 - Present Club Annual Budget to Executive Board for Approval
 - Notify WBCCI of and Changes to AZ Club Schedule of Planned Rallies and Activities
 - Appoint a Member to be Responsible for AZ Club Equipment

- Sec. 2** The duties and responsibilities of the Vice President shall include but not be limited to the following:
- Attend Business Meetings of Club & Executive Board
 - Assist President & Perform Duties as Assigned by Executive Board
 - Assume Duties of President during Absences
 - Appoint Committee Members for Yearend Audit of Books & Accounts
 - Select Sites and Set Dates for the Next Year's Rallies
 - Submit listing to WBCCI of AZ Club Officers, Membership, and Planned Rallies and Activities for the next year
- Sec. 3** The duties and responsibilities of the Secretary shall include but not be limited to the following:
- Issue notices of all meetings of the Club and the Executive Board as directed by President and as set forth in the Articles of the Constitution
 - Attend Business Meetings of Club & Executive Board
 - Record & Preserve Minutes of all official Meetings
 - Distribute Copies of Meeting Minutes to Executive Board prior to Next Official Meeting
 - Record Attendance of Officers & Trustees
 - Advise if Quorum is Present
 - Answer Correspondence after Consultation with Appropriate Officer
 - Send Get Well Card for Sickness of Member or Spouse
 - Send Message of Condolence for Death of Member or Spouse.
 - Prepare Column for the Newsletter reporting the sickness and/or death of any Member and submit to Newsletter Editor
 - Notify the Blue Beret of the death of any Member for inclusion in the "In Memoriam Column"
- Sec. 4** The duties and responsibilities of the Treasurer shall include but not be limited to the following:
- Attend Business Meetings of Club & Executive Board
 - Maintain Official Financial Records of the Club following Article XVI Financial Management Sec. 12 -13 and Policy, Financial Data Guidelines in the International Bylaws
 - Write Checks for AZ Club Expenses and maintain AZ Club Checkbook
 - Receive all Monies and Promptly Deposit same
 - Submit Full Record of Finances to Executive Board at each Meeting, Post Copies of Financial Report at each Rally
 - Prepare Club Annual Budget for President
 - Assist Audit Committee Appointed by VP in the Annual Audit of Books & Accounts
 - Deliver all Monies, Books & Property to Successor
 - Appoint Member to develop and maintain Membership Listing and Identify Members with Delinquent Dues
 - Accept Special Assignments as Directed by President
 - Participate in Computation of all Rally & Parking
- Sec. 5** The duties and responsibilities of the Trustees shall include but not be limited to the following:
- Attend Business Meetings of Club & Executive Board
 - Accept Special Assignments as Directed by President
- Sec. 6** The duties and responsibilities of the Executive Board shall include but not be limited to the following:
- Approve all Expenditures over \$100
 - Set Annual Member Dues Amounts
 - Appoint Delegates to Attend Annual WBCCI Meeting
 - Appoint Nominating Committee Member(s)
 - Ensure Cash Reserves are Maintained in an Amount Not Less than \$10 per Member
 - Approve Annual Budget as presented by President

**ARTICLE VI
DELEGATES**

Sec. 1 The Executive Board shall appoint one Delegate and one Alternate from among the Regular Members of this Club, who will attend the annual Delegates meeting of the parent organization, Wally Byam Caravan Club International, Inc. An 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 Delegate's Meeting. Any vacancy occurring following such selection shall be filled by appointment by the President. The President and Secretary shall certify to these appointments. The delegate and alternate should be instructed on how to vote regarding issues to come before the delegates.

**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 November 30 may not be listed in the Annual Membership Directory of the International Club for the following year. If dues are not paid and received by the Treasurer on or before December 31, membership will be terminated.

**ARTICLE VIII
CODE OF ETHICS**

Sec. 1 All members shall abide by the following Code of Ethics:

- 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 good will to all people and countries.
- 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.
- 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.
- 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 of damage to property applies regardless of whether that property has been received by any member or office or left upon the premises.

**ARTICLE X
POLICY**

Sec. 1 Policy consistent with the Constitution and Bylaws of the Club 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 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 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 Unit/Club, or for the Club to consolidate with other Units/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.

These Bylaws, as last amended, were adopted on June 18th, 2020