

EAST TENNESSEE AIRSTREAM CLUB
of the
WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

CONSTITUTION

Article I

NAME OF ORGANIZATION

Section 1: This organization is a chartered Club of the Wally Byam Caravan Club International, Inc. and shall be known as the East Tennessee Airstream Club of the Wally Byam Caravan Club International, Inc.

Article II

OBJECTIVES

Section 1: The objectives of this non-profit organization shall be: to furnish encouragement and assistance in the development of the Club 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 interest and activities of the International and the Region; to cooperate with other organizations and clubs 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 to 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; and to encourage government and private agencies to provide more and better recreational vehicle parks and facilities.

Article III

MEMBERSHIP QUALIFICATIONS

Section 1: An adult who owns a hard-sided recreational vehicle manufactured by Airstream, Inc., shall be eligible for membership.

Section 2: There are two classes of membership in this Club: Regular and Affiliate Members.

Section 3: An applicant for membership in this Club must submit an application in writing and, upon payment of International and Club dues, shall be a Regular Member of the Club.

Section 4: Regular Members who have sold their recreational vehicle manufactured by Airstream, Inc. may, upon request, retain their membership as Regular Members of this Club 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.

Section 5: Regular members of another Club may become affiliate Members in this Club by an application to the Membership Committee and upon acceptance shall possess all the rights and privileges of the Club, except: the right to hold office in the Club; the right to vote in the

selection or election of officers in the Club, Region or International or on any amendment to the Club or International Constitution; or the right to vote on the dissolution of the Club, consolidation of the Club with one or more units, or the merger of the Club with another Club.

Section 6: Applicants for Affiliate membership in this Club must submit dues and show evidence of membership in the International Club through another duly chartered Club.

Section 7: Failure to pay either Club or International dues will automatically terminate membership in the Club.

Section 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 Club dues to this Club 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

Section 1: The Officers of the Club shall be Regular members of the Club and shall consist of: a President, a 1st Vice President, a Corresponding Secretary, a Recording Secretary, a Treasurer, and four (4) Trustees.

Section 2: The Officers shall be elected at the annual business meeting and shall be installed and shall assume office at that same meeting. 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.

Section 3: The Trustees shall be elected at the annual business meeting, each for a term of two (2) years, commencing with their election, 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.

Section 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.

Section 5: In the event of the death or resignation of the President, the 1st Vice President shall succeed to the vacancy. All other vacancies on the Executive Board, except that of the immediate Past President, shall be filled by a 50% vote of the Executive Board. (9/27/2014)

Article V EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the Club officers plus the immediate Past President of the Club.

Section 2: The Executive Board shall be the administrative body of the Club and shall define the policies of and have full administrative authority in all matters pertaining to the Club, and shall exercise general control and supervision of all officers and committees.

Section 3: The President or any two members of the Board may call a business meeting of the Executive Board at any time deemed necessary.

Section 4: A quorum of the Executive Board shall consist of 50% of its members.

Article VI

CLUB BUSINESS MEETINGS

Section 1: The annual business meeting of the Club shall be held during the months of May and September. Additional business meetings may be held during any rally of the Club, and also may be called at any time by a majority vote of the Executive Board. The date, time, location and purpose of all Club business meetings shall be announced to the members in writing at least 10 days prior to the meeting. A quorum for conducting business at any business meeting shall be not less than 15% of the regular members.

Section 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 Club dues to this Club as provided for in Article III, Section 8.

Section 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 Club, 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

Section 1: Bylaws consistent with this Constitution, and with the Constitution, Bylaws and Policy of Wally Byam Caravan Club International, Inc., embodying additional provisions for the government of the Club may be adopted by the Executive Board.

Article VIII

AMENDMENTS

Section 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.

Section 2: Any Article or Section of this Constitution may be amended, replaced or repealed by two-thirds vote of the members present and voting at a business meeting of the Club or at a special meeting called for that purpose, providing in either case, a notice containing the proposed amendment or amendments has been submitted to all members in writing at least ten (10) days prior to such a meeting. Provision for balloting may follow Article VI, Sec 3 of this Constitution.

Section 3: All Amendments to this Constitution shall become effective upon adoption.

Original Constitution adopted December 11, 1976 at Alcoa, TN.

Amended and effective December 14, 1996 at Knoxville, TN

Further amended and effective May 3, 1997, at Kodak, TN

Further amended and effective September 24, 2005 at Crossville, TN Further amended and effective September 6, 2008 at Walland, TN

Further amended and effective September 19, 2009 at Walland, TN

Further amended and effective September 18, 2010 at Walland, TN

Further amended and effective May 11, 2013 at Baileyton, TN

Further amended and effective September 27, 2014 at Baileyton, TN

Further amended and effective December 6, 2014 at Oak Ridge, TN

Further amended and effective May 18, 2019 at Williamsburg, KY

EAST TENNESSEE AIRSTREAM CLUB
of the
WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
BYLAWS

Article I
PARLIAMENTARY AUTHORITY

Section 1: Parliamentary procedures for all meetings of the Club 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.

Section 2: The order of business may be:

- A. Roll call of Executive Board and determination of a quorum
- B. Pledge of Allegiance
- C. Reading and approval of Minutes of previous meeting
- D. Treasurer's Report
- E. Reading of Correspondence
- F. Report of Committee Chairmen
- G. Unfinished Business
- H. New Business
- I. Announcements
- J. Adjournment

Article II
COMMITTEES

Section 1: Standing committees shall be:

- A. Budget
- B. Caravan / Rally / Luncheon
- C. Constitution / By-Laws / Legislative
- D. Ethics and Grievance
- E. Membership
- F. Publicity / Public Relations / Communication

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

Section 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

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

2. Caravan / Rally / Luncheon. To plan, organize, and obtain leaders for Club caravan and rallies and luncheons that are operated or conducted for the Club within the scope of the WBCCI Caravan Handbook. To develop an aggressive Club Caravan program and to coordinate club caravan matters with appropriate Region and International Caravan Committee personnel.
3. Constitution / Bylaws / Legislative: To conduct a continuing review and study of the Club and International Constitution and Bylaws and to make recommendations to any amendments or additions deemed desirable and in the best interest of the Club. 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.
4. Ethics and Grievance: To investigate and assess all grievances or complaints made by members and others and to make recommendations thereon to the Executive Board.
5. Membership: Be the 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 15th.
6. Publicity / Public Relations / Communications: 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 Directory with respect to the Unit's activities schedule; 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.

Section 3: Special Committees may be appointed by the President as required.

Article III GUESTS

Section 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 Club. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee.

Section 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.

Section 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 reservations for each attendance.

Section 4: A Club, 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 year, (but not more than 50% of the rallies and caravans

conducted by that Club in any calendar year) a buddy rally or a buddy caravan or combination thereof to which each member of the Club may invite not more than one non-member recreation vehicle family. (7-5-02)

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

Section 1: The Immediate Past President shall be the Chairman of the Nominating Committee. She/he shall, no later than ninety (90) days prior to the Club's Business Meeting, select two (2) additional members and, after having obtained the prior approval or 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 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 nomination.

Article V DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the Club and Executive Board, enforce the Constitution and Bylaws, appoint all standing committees and the Parliamentarian, and have such powers and duties as normally pertain to the principal executive officer.

Section 2: The 1st Vice President shall attend all business meetings of the Club and Executive Board; shall assist the President and assume the duties of the President in the President's absence. The 1st Vice President shall be responsible for planning for the year in which they become president. (9/27/14)

Section 3: The Corresponding Secretary shall issue notices of all meetings of the Club and the Executive Board as prescribed in ARTICLE VI, Sections 1 and 2, and ARTICLE VIII, Section 2, of the Constitution and ARTICLE XI, Section 1 of the Bylaws. The Corresponding Secretary will write a letter of welcome to new members, a letter of sympathy to the family of a deceased member and notify WBCCI of any deceased member.

Section 4: The Recording Secretary shall: record and preserve the Minutes of all official meetings of the Club and the Executive Board and send copies to the members of the Executive Board not more than ten (10) days following each meeting; record the attendance of the Officers and Trustees at each meeting and advise the presiding Officer if a quorum is present.

Section 5: The Treasurer shall: maintain the financial records of the Club 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

Club 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 Club shall be delivered promptly to the incoming Treasurer.

Section 6: The duties of the Trustees shall be: to attend all meetings of the Club 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 DELEGATES

Section 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 Club 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 Club on matters to come before the meeting. The President and Secretary shall certify to these appointments.

Article VII DUES

Section 1: The annual Club dues of Regular and Affiliate members shall be set by the Executive Board.

Section 2: A member who fails to pay properly assessed International and Club Dues before November 15 may not be listed in the Annual Membership Directory of the International Club for the following year. If dues are not paid and receipted by the Club or International on or before December 31, the membership will be terminated and stricken from the roll.

Article VIII CODE OF ETHICS

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

A. 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 elsewhere and of goodwill 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 also 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 to leave them the same way.

Article IX LIABILITY

Section 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 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

Section 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

Section 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.

Section 2: Such amendments shall become effective upon adoption.

Article XII MERGER, CONSOLIDATION or DISSOLUTION OF THIS CLUB

Section 1: In the event the members of this Club deem it desirable for this Club to merge with another Club, or for the Club to consolidate with one or more 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. Whether the Club merges with another Club, or consolidates with other Clubs, or the Club dissolves, none of the funds or property of this Club shall enure to the benefit of any member.

Original Bylaws adopted December 11, 1976 at Alcoa TN
Amended December 14, 1996 at Knoxville, TN
Amended May 18, 2002, at Lake City TN
Further amended and adopted September 19, 2009 at Walland, TN
Further amended and adopted September 18, 2010 at Walland, TN
Further amended and adopted May 11, 2013 at Baileyton, TN
Further amended and adopted September 27, 2014 at Baileyton, TN

Further amended and adopted December 6, 2014 at Oak Ridge, TN
Further amended and effective May 18, 2019 at Williamsburg, KY

EAST TENNESSEE AIRSTREAM CLUB
of the
WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
POLICIES AND PROCEDURES

Policies and Procedures have been gleaned from the Recording Secretary Minutes (RSM) and Standard Operating Procedures (SOP)

A. Rallies, Campouts, Caravans and Meetings

1. There shall be a minimum of six events each calendar year and the State Rally can count as one of those events. (SOP) (RMS p 5 & RMS p 443)

2. Business meetings shall be held as provided by Constitution Article VI.

3. Rally Coordinator shall assume full responsibility for each event including its functions (SOP)(RSM p27)

4 Rally Fees:

(a). Effective May 30, 1999, the club will no longer pay the rally fees and parking for regular members at the Spring Rally, Fall Rally and Christmas Party. The club may subsidize the May and September Business Meeting Rallies only if needed, not to exceed \$300.00 each, and other rallies not to exceed \$100.00 only if needed. The club may subsidize private room rentals for the five monthly luncheons only if needed, not to exceed \$125.00 each. The club may subsidize the December luncheon only if needed, not to exceed \$300 for the meat. The club may also subsidize \$300.00 for any regular member who is elected as our delegate to the International Rally. These subsidizes may be used if money is available in the Treasury or until the Executive Board votes to discontinue it.

(b). Fees for Children, guests and non-club Members: Children ages three (3) and under shall not be charged. Children ages four (4) through twelve (12) shall be charged one-half of the adult fee. In the event a meal is catered, the fee per child shall be set by the caterer. Guests and non-club Members shall pay the adult fee. (RSM p100, p106, p136)

(c). Fees for dignitaries and invited guests shall be paid by the Club if they were invited for official participation (Minutes 9/9/95).

B. Committee & Coordinator Appointments & Responsibilities

1. Rally Coordinators shall be appointed by the President (RSM p27). An accounting policy for the Coordinators provides for an audit trail. Two forms are to be executed where Club funds are used at each function: (2) Record of Receipts and Disbursements and (2) Gross Financial Report. One copy of each shall be sent to the President and Treasurer. The Treasurer shall provide the forms (RSM p199).

2. The President shall appoint all members of needed committees as provided in East Tennessee Airstream Club Bylaws Article V, Section 1.

3. A Club Directory will be sent to all members each year. The directory will include a current membership roster, yearly updates, Club Constitution, Bylaws and Policies and Procedures. (9/27/14)

C. Liability as covered in East Tennessee Airstream Club Bylaws Article IX, Section 1.

D. Flowers and Gifts

1. In the event of a death in the membership, the Corresponding Secretary or a designated representative shall be responsible for sending a memorial of \$50.00 to place specified by the family and to submit to Headquarters a notice of such death. (RSM p96).

2. The Club shall present a gift to the outgoing President. The gift will be selected by the 1st Vice President. The gift should cost no less than \$60.00 and no more than \$80.00. The Treasurer will defray the cost. (9/27/14)

E. Notices, Unpublished Materials and Publications

1. In the event of death or other emergencies, any person having knowledge of such information should contact the President. If that person cannot be reached, proceed to the next Officer.

2. The NEWSLETTER will keep members informed, in writing, about the Club activities and Club members.

3. Previous members in good standing with WBCCI, who for reasons of health or death of a spouse may no longer own an Airstream, and do not own any other brand of RV, can become a Friend of the Club by paying only the Club dues. A Friend of the Club will have no voting privileges and cannot hold office but can attend all Club functions.

4. The WBCCI DIRECTORY is a January publication sent from Headquarters to each Member who has paid annual dues to both Club and International and is in good standing. (SOP)

5. CONSTITUTION & BYLAWS and POLICIES & PROCEDURES shall be distributed to all current Regular Members and to all new Regular Members as they are accepted in the Club. (RSM p158)

6. The EAST TENNESSEE AIRSTREAM CLUB DIRECTORY, which includes the Constitution & Bylaws and Policies & Procedures, shall be directed to each current membership and to each new membership accepted as a bonafide member of the Club. Yearly updates of the perpetuating DIRECTORY shall be distributed to each membership after 1 January each year and to each new membership upon acceptance in the Club (RSM p170).

7. The BLUE BOOK, an official publication of WBCCI, shall be kept by the Club President and 1st Vice President. WBCCI sends revisions to the President who shall make arrangements to make or secure copies of such revisions of the Blue Book for the 1st Vice President. It shall be the duty of each to keep publications updated (SOP). The President should bring his Blue Book to all meetings.

8. The BLUE BERET, the official publication of WBCCI to Members, is published monthly with the exception of January and July. Articles submitted for publication should reach Headquarters approximately two (2) months prior to publication (SOP).

F. RESOURCES

1. Club Membership dues shall be fifteen (15) dollars per year, payable July 1 each year (RSM dated May 18, 2002).

2. The Club Treasurer is authorized to sign checks. The assistant Treasurer, or so designated, will sign in the absence of the Treasurer (RSM p6).

3. The Treasurer may use a interest-bearing checking account if advantageous in producing income for the Club (RSM p121)

4. Rally fees shall be collected by a person or persons named by the Coordinator or each event. All monies shall be received by the Treasurer and receipt given to collectors (SOP). Such fees shall not be collected until such time as the Executive Board and Members elect to cease to underwrite the rally and parking fees. (See Policies & Procedures A.4).

5. A written, dated and signed Financial Report by the Treasurer shall be furnished to the Recording Secretary to be attached to the Minutes of each regularly scheduled Board of Directors Meeting (SOP).

6. The Auditor, as appointed by the President, shall audit the records of the Treasurer and furnish a signed dated report to be attached to the Minutes of the September meeting of the Board of Directors.

7. Upon retirement of the Treasurer, the incoming President shall appoint an Auditor to audit the accounts. (Bylaws, Article V, Section 6).

G. RECORDS

The East Tennessee Airstream Club Board of Trustees authorized the purchase of a letter size, four-drawer filing cabinet to accommodate the records of the Club. A Second updated copy of the Recording Secretary Minutes will be made a part of the file's contents (RSM p251, p258). The file cabinet is located at the residence of Bobbie Jenkins, 2041 Snoderly Street, Alcoa, TN. Bobbie Jenkins is not responsible for liability in case of fire, theft or other major catastrophes, which might destroy the cabinet and/or its contents (RSM p251, p258). The Treasurer and current President will each have a key.