

**GREATER HOUSTON  
AIRSTREAM CLUB  
UNIT #155**

**CONSTITUTION**

**BYLAWS**

**POLICIES**

**GREATER HOUSTON AIRSTREAM CLUB UNIT #155  
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 Greater Houston Airstream Club, a Unit of the Wally Byam Caravan Club International, Inc.

**ARTICLE II  
OBJECTIVES**

- Sec. 1 The objective of this non-profit organization shall be to furnish encouragement and assistance in the development of the Unit and thus afford fraternization for Airstream 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; and 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 in this Unit.
- Sec. 2 There are two classes of membership in this Unit, Regular Member and Affiliate Member.
- 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.

- .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 or 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 or on the dissolution of the Unit or the merger of the Unit with another Unit.
- Sec. 6 Applicants for membership in this Unit must submit dues and join the International Club simultaneously or 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 that own a single Airstream Recreational Vehicle.

#### **ARTICLE IV OFFICERS AND THEIR ELECTION**

- Sec. 1 The Officers of the Unit shall consist of a President, a First Vice President, a Second Vice President, a Third Vice President, a Corresponding Secretary, a Recording Secretary, a Treasurer, an Assistant Treasurer, and four Trustees.
- Sec. 2 The Officers shall be elected at the annual business meeting and shall be installed and shall assume office at the annual Christmas rally. An officer, except 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, Treasurer or Assistant 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 commencing at the annual Christmas rally, 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.

- 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.
- 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, third) 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.
- 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 BUSINESS MEETING**

- Sec. 1 The annual business meeting of this organization, shall be held during the month of May in each calendar year. Such a meeting shall be announced by written notice and delivered to the members not less than fifteen days prior to the meeting. The notice shall indicate the date, time and location of the meeting. A quorum for conducting business at the annual meeting, or at any additional business meeting, shall be not less than 15 percent of members.
- Sec. 2 Additional business meetings of the members may be held at a suitable time and place during the second day of each rally of the members. If the rally or meeting is of less than two days duration, written notice to the members indicating the time, location and purpose of such meeting shall be delivered to the members not less than ten days prior to the meeting.

- Sec. 3 The Executive Board, by majority vote, may call additional business meetings of the members.
- Sec. 4 The President or any two members of the Board may call a business meeting of the Executive Board at any time deemed necessary.
- Sec. 5 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, Sec. 8.
- Sec. 6 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 not inconsistent 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 two-thirds vote of the members present and 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 mailed first-class to each member of the Unit at least fifteen days prior to such a meeting.
- Sec. 3 All amendments to this Constitution shall become effective upon adoption.

**This Unit Constitution was revised and became effective December 9, 2016, by a two-thirds vote of the GHAC members present at Couthatte RV Resort, Bellville, Texas.**

**GREATER HOUSTON AIRSTREAM CLUB UNIT #155  
BYLAWS**

**ARTICLE I  
ORDER OF BUSINESS**

- 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 or Bylaws of this Club.
- Sec. 2 The order of business shall be:
1. Opening Ceremonies
    - A. Invocation (nonsectarian)
    - B. Pledge of Allegiance (the United States
- Pledge of Allegiance may be omitted at all WBCCI rallies, events, and functions held outside the United States)
2. Roll Call of Executive Board and determination of quorum
  3. Approval of Minutes
  4. Reports of Officers and Committees
  5. Special Orders
  6. Unfinished Business
  7. New Business
  8. Announcements
  9. Adjournment

**ARTICLE II  
COMMITTEES**

- Sec. 1 Standing Committees may include:
1. Budget
  2. Caravan
  3. Constitution and Bylaws
  4. Ethics and Grievances
  5. Family/Youth
  6. Historical
  7. Hospitality
  8. Legislative
  9. Membership
  10. Publicity
  11. Public Relations
- The President shall appoint and be an ex-officio member of all committees except the Nominating Committee.
- Sec. 2 All Standing Committees shall 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**

**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 calendar (or fiscal) year next ensuing.

**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.

**Constitution and Bylaws** To conduct a continuing review and study of the Unit and the International Constitution and Bylaws to make recommendations for any amendments or additions deemed desirable and in the best interest of the Club.

**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.

**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.

**Historical** To record events including written and pictorial material associated with Unit activities and to maintain an historical record of such.

**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.

**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.

**Membership** Be the Unit/Club contact for prospective new members and explain the purpose and objective of the Wally Byam Caravan Club International. Extend invitations to prospective members to attend a rally or meeting when making applications for membership.

**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.

**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.

### **ARTICLE III GUESTS & MEMBERSHIP PRIVILEGES**

- 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 A Unit, once each calendar year, may host a rally or 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, (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 recreational vehicle family.

The non-member RV family to be invited is intended to be one which is a prospective member and one that 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 hopes they might decide to purchase an Airstream and join the Club. A Buddy Rally is not intended to be used by past or current WBCCI members to attend a WBCCI rally in their non-Airstream product.

- Sec. 4 Members in good standing of other units affiliated with WBCCI may attend activities of the Unit provided that such member, and where required, shall have made prior reservations for each attendance.



Sec. 5 Except as authorized in Section 3 of this article, only Members of WBCCI traveling in a recreational vehicle manufactured by Airstream, Inc., and their guests, and visitors, especially authorized by the executive committee of the International club, may be admitted to an intra-club, a unit, a region, or a national caravan or to an Intra-Club, a unit, a region, a special events, a national, or an International rally. However, members of the International Club may attend an intra-club, a unit, a region or an International rally without their recreational vehicle manufactured by Airstream, Inc. when it is inconvenient or impossible for them to travel in said recreational vehicle, provided such members do not attend in any other make of recreational vehicle. The requirements of this section shall not be applicable to members of the International club traveling outside the North American continent in caravans organized under the sponsorship of the International Relations Standing Committee.

#### **ARTICLE IV NOMINATING COMMITTEE**

- Sec. 1 Each calendar year the Unit Nominating Committee shall consist of the Immediate Past President and two other Past Presidents in order of succession. The Immediate Past President shall serve as Chairman of the Nominating Committee.
- Sec. 2 If the Immediate Past President or any other Past President(s) identified in Sec. 1 are unable or unwilling to serve in their assigned post(s) on the Nominating Committee, other Past President(s) in order of succession shall be requested by the Board to serve, with the most recent as chairman. If no Past President(s) are able or willing to serve, then the current Executive Board shall appoint a three (3) member Nominating Committee identifying one as a chairman.
- Sec. 3 The Nominating Committee shall, after having obtained the prior consent of proposed nominees, place in nomination one candidate for each office and trustee to be filled by election at the annual business meeting of the Unit, and submit a written report to the Executive Board which shall include the names of all nominees, and the President shall distribute the report to the membership not less than fifteen days prior to said business meeting. Additional candidates, who have previously consented, may be placed in nomination from the floor of that meeting. No seconds are required for any nomination.
- Sec. 4 The duties of the annual Nominating Committee shall be deemed complete and the Nominating Committee shall be dissolved coincidentally with the annual election of Unit Officers.

**ARTICLE V  
DUTIES OF OFFICERS**

- 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 have such power and duties as normally pertain to the principal executive office.
- Sec. 2 The 1st Vice President shall attend all business meetings of the Unit and the Executive Board and shall assist the President and assume the duties of the President in his/her absence.
- Sec. 3 The 2nd Vice President shall attend all business meetings of the Unit and the Executive Board and shall assist the President and 1st Vice President and assume the duties of the President and 1st Vice President in his/her absence, and will perform the duties assigned by the Executive Board.
- Sec. 4 The 3rd Vice President shall attend all business meetings of the Unit and the Executive Board and shall assist the President and 1st and 2nd Vice Presidents and assume the duties of the President and 1st and 2nd Vice Presidents in their absence, and will perform the duties assigned by the Executive Board.
- Sec. 5 The Corresponding Secretary shall issue notices of all meetings of the Unit and the Executive Board as prescribed by Article VI, Section 1 and 2 and Article VIII, Section 2 of the Constitution. He/she shall prepare an agenda of pending business for use by the presiding officer at each meeting. He/she shall keep a register of all members of the Unit.
- Sec. 6 The Recording Secretary shall record and preserve minutes of the official meetings of the Unit and the Executive Board; copies of same shall be handed out to the members of the Executive Board at the next Executive Board meeting. He/she shall record the attendance of the officers and trustees at each meeting and advise the presiding officer if a quorum is present.
- Sec. 7 The Treasurer shall maintain the financial records of the Unit and shall receive all monies and promptly deposit them in the bank previously chosen by the Executive Board; shall notify members of expiration of dues and issue receipts for dues paid; submit a full written report of finances to the Executive Board at each meeting and before his/her retirement shall have his/her books and accounts audited by a committee of not less than three members selected by the incoming President. He/she shall deliver all books, monies and property of the Unit held by him/her promptly to his/her successor.
- Sec. 8 The Assistant Treasurer shall work closely with the Treasurer to understand the duties and responsibilities of the job in order to be able to carry out any and all such duties and responsibilities in the absence of the Treasurer.

- Sec. 9 The duties of the Trustees shall be as prescribed in Section 1, Article IV, of the Constitution and to attend all meetings of the Unit and the Executive Board; to accept special assignments as directed by the President.

#### **ARTICLE VI DELEGATES**

- Sec. 1 The Executive Board shall appoint one Delegate and one Alternate from among the Regular Members of this unit, who will attend the annual Delegates' Meeting of the parent organization, 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. 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.
- Sec. 2 The Delegate and Alternate shall be instructed to cast the Unit entitled votes on all proposed amendments to the Constitution of the International Club as determined by mail-in ballot before the annual meeting in May of each year. Ballots will be included in the March newsletter sixty days (60) prior to the annual meeting. Ballots may be returned to the Unit Recording Secretary before the date of the Unit's annual business meeting or special meeting called for that purpose. The mail ballots shall be counted at such regular meeting or the special meeting and the delegate shall be bound by the results indicated by the received ballots.

#### **ARTICLE VII DUES**

- Sec. 1 The annual 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 Treasurer 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:
1. 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 goodwill to all peoples and countries.

2. To be ever mindful of what we say or print with respect to the affect on others so as to avoid disharmony and ill feelings among club members and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.
3. 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.
4. To maintain our camps in an orderly manner and leave them in 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 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 be effective upon adoption.

#### **ARTICLE XI 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 other 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. Whether the Unit merges with another Unit, or consolidates with other Units, or the Unit dissolves, none of the funds or property of this Unit shall enure to the benefit of any member.

**These Unit Bylaws were revised and became effective  
May 29, 2010, by a two-thirds vote of the GHAC members  
present at Lake Conroe KOA, Montgomery, Texas.**

## **UNIT POLICIES**

### **ARTICLE I PURPOSE AND DEFINITION**

- Sec. 1 The purpose of these guidelines is to document policies and procedures for ready references and guidance in conducting the business of GHAC by Unit Officers.
- Sec. 2 Policy shall be adopted by a majority vote of the Executive Board at any official Executive Board Meeting. Policy may be changed by a majority vote of the membership present at any official Unit Business Meeting.
- Sec. 3 Policy shall remain in effect until it is changed by the provisions of Article I, Sec. 2 of Unit Policies.

### **ARTICLE II RALLY FEES**

- Sec. 1 The basic rally fee per person shall be determined by the number of host provided meals at a rate of up to \$5.00 for a dinner, \$3.00 for a breakfast, \$2.00 for a continental breakfast, and \$2.00 for a pot luck dinner plus site charges and the cost of catered meals. Children under 6 are free. Children between 6-12 years of age are half rate.
- Sec. 2 Drop-ins participating in any rally meal shall pay the amount specified in Section 1 for the meals they eat.
- Sec. 3 Rally hosts are encouraged to budget within their rally fee income amount when planning their rallies. Rally income may be calculated by multiplying the number of attendees (reservations) by the individual rally fee. If extra monies, beyond the rally fee income amount, are required to conduct a special rally, the hosts may request a specific additional budget amount for that rally from the Unit President.
- Sec. 4 Advanced deposits for site reservations fees, catered dinners or other Unit functions may be required from time to time. Notification of the deposit requirements and cut-off date(s) will typically appear in the Unit newsletter. Individual Unit Members shall be responsible for handling their reservations in a manner that does not place the Unit at risk of losing Unit funds. Cancellation of reservations by members should be made at least (5) days in advance or as soon as possible depending on circumstances. In the event of a cancellation or no-show by a Member who previously made a reservation for a Unit function, refund can be made to the Member from the Unit only if the stated requirements have been met and the Unit is not penalized by the campground or caterer.

**ARTICLE III  
RALLY SCHEDULE**

- Sec. 1 The Unit shall have a minimum of nine (9) rallies per year.
- Sec. 2 Additional rallies may be scheduled as unofficial rallies by membership choice or at the discretion of the President.
- Sec. 3 The January Luncheon meeting shall not count as a rally.

**ARTICLE IV  
WBCCI BADGES**

- Sec. 1 New members' badges and unit pins shall be a Unit administrative cost and shall be presented to the new member(s) by the President or the President's appointed representative at the time of initiation.
- Sec. 2 Incoming officers' badges shall be exchanged for new badges at no cost to the individual officers. However, incoming officers may retain their old official badges provided they pay for the new badges from personal funds.
- Sec. 3 In the event of loss or damage to any member's badge the member shall purchase a new replacement badge from personal funds.

**ARTICLE V  
ADVERTISING**

- Sec. 1 Limited paid advertising, for presentation in the Unit Newsletter may be accepted from time to time by the Executive Board.

**ARTICLE VI  
RALLY ACTIVITY REPORTING**

- Sec. 1 Rally hosts shall report upcoming rally events to the Newsletter Editor no later than five (5) days following the most recent previous rally. The following minimum information should be included:
  - A. Location of upcoming rally
  - B. Telephone number of the RV park
  - C. Directions to park
  - D. Names of Hosts and Co-Hosts
  - E. Activity schedule
  - F. A "respond no later than" date
  - G. Reservation instructions

**ARTICLE VII  
FINANCIAL RESPONSIBILITY**

Sec. 1 The President, as principal officer, shall have final accountability for disbursement of Unit funds, excluding rally fees and catered meal fees which shall be collected by the Rally Hosts and submitted to the Unit Treasurer for final disbursement.

**These Unit Policies were revised and became effective  
May 28, 2011, by a majority vote of the GHAC members present  
at McKinney Falls State Park, Austin, Texas.**