

BYLAWS

FLORIDA AIRSTREAM CLUB, Unit 27 OF THE WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

*ARTICLE I

PARLIAMENTARY AUTHORITY

Sec. 1 Parliamentary procedures: 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 the unit.

Order of business: The order of business shall be:

- A. Opening Ceremonies
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).
- B. Roll Call
- C. Approval of Minutes
- D. Reports of Officers and Committees
- E. Special Orders
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournment

*ARTICLE II

COMMITTEES

Sec. 1 Committees of the Executive Board: The Executive Board, by resolution adopted by the majority of the Board in office, may designate one or more committees, each of which shall consist of two or more Board Members. Which committees, to the extent provided in said resolution, shall have and exercise that authority of the Executive Board in management of the unit as fully permitted by Ohio Law Chapter 1702.01 Non-profit corporation law definitions, but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Executive Board, or any individual Board Member, of any responsibility imposed upon them by law.

Sec. 2 Other Committees: Other committees not having and exercising the authority of the Executive Board in the management of the Unit may be designated by a resolution adopted by a majority of the Executive Board present at a meeting at which a quorum is present. Except as otherwise provided in such resolution a member of each such committee shall be a Unit member and the President shall appoint the members. Members thereof may be removed by the Executive Board whenever, in their judgment, the best interests of the unit shall be served by such removal. The President shall be an ex-officio non-voting member of the committee(s).

Sec. 3 Term of Office: Each member of a committee shall continue as such until the next annual meeting of the Executive Board and until their successor is appointed, unless the committee shall be sooner terminated, or

unless such member shall cease to qualify as a member thereof.

- Sec. 4 Chairman: One member of each committee shall be appointed chairman.
- Sec. 5 Vacancies: Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.
- Sec. 6 Quorum: Unless otherwise provided in the resolution of the Executive Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.
- Sec. 7 Rules: Each committee may adopt rules for its own governance not inconsistent with these bylaws, or with rules adopted by the Executive Board.
- Sec. 8 Standing Committees & General Duties: Standing Committees with General Duties outlined shall be:
- (A) Historical Committee - To record events including written and pictorial material associated with Unit activities and to maintain an historical record of such.
 - (B) Membership Committee – 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 15th.
- Sec. 9 Nominating Committee: 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 the 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 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.
- Sec. 10 Budget: The Budget Committee shall be comprised of three Unit members selected by The Unit President. It shall, in cooperation with the incoming Treasurer and/or the current Unit Treasurer, prepare for the Executive Board a budget projecting the Unit’s income and expenditures for the next year.
- Sec. 11 Rally Chairman: The Rally Chairman shall:
- (A) Consist of the Unit Rally Chairman (First Vice President)
 - (B) Plan and organize an aggressive rally schedule
 - (C) Encourage unit members to host unit rallies
 - (D) Be available to assist Rally Host in planning the Budget and Rally.
 - (E) Request approval for any rally subsidy/shortfall from the Executive Board

- (F) Receive from the rally host and review the rally report (unless the rally is a wash then there is no report needed) and forward the report to the unit Treasurer within thirty (30) days of the rally conclusion. Submitted Rally reports shall be included, as an addendum to the Treasurer's report.

Sec. 12 Rally Host: Rally Host shall:

- (A) Plan and execute a unit rally.
- (B) Provide to the Rally Chairman a rally budget to include the rally fee, projected incomes and expenditures based on expected attendance. Submission shall be as soon as is practical to allow timely publication of the rally fee and specifics to the membership.
- (C) Maintain a written record of all incomes and expense with attached receipts.
- (D) Provide to the Rally Chairman for review, an itemized rally report to include all incomes, expenses, shortfalls or disposition of excess income, within fifteen (15) days of the rally conclusion. Again, no rally report needed if the rally is a wash.
- (E) The Rally Host should provide WBCCI insurance paperwork to the campground Manager when needed or requested.

Sec. 13 Audit Committee: Each year the books and accounts of the Unit will be reviewed by a committee selected by the incoming President.

*ARTICLE III GUESTS

- Sec. 1 Invited Guests: 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 Sponsor Non-Member with Airstream: 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 International Club Members: 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 Buddy Rally: 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.

Prospective Members: 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 DUTIES OF OFFICER

The President shall:

- Preside at all meetings of the Unit and Executive Board. The President shall perform such other duties as are necessarily incident of the office
- Enforce the Constitution and Bylaws.
- Appoint all standing committees and the Parliamentarian.
- Attend the Region Board Meeting at the Region Rally.
- Be the delegate at the International Rally.
- Host the Annual Business Meeting/Rally in the month of October.

The 1st Vice President shall:

- Attend all business meetings of the Unit and the Executive Board. Shall assist the President as required.
- Assume the duties of the President in the President's absence.
- Serve as program chair and schedule all rallies
- In general, perform all duties incident to the office of the First Vice President and such other duties as from time to time may be assigned to him/her by the President or by the Executive Board

The 2nd Vice President shall:

- Attend all business meetings of the unit and the Executive Board.
- Assist the President and the First Vice President as required.
- 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.
 - In general, perform all duties incident to the office of the Second Vice President and such other duties as from time to time may be assigned to him/her by the President or by the Executive Board.

The Corresponding Secretary shall:

- Attend all business meetings of the Unit and the Executive Board
- Issue notices of all meetings of the Unit and the Executive Board.
- Give prompt and courtesy response to all correspondence that is not related to another office or committee.
- Maintain and distribute to membership an accurate membership directory. To do so the Corresponding Secretary will have to work closely with the Membership Chairman and the Treasurer.

The Recording Secretary shall:

- Record and preserve the minutes of all official meetings of the Unit and the Executive Board, and mail or electronically send copies to the members of the Executive Board not more than fifteen days following each meeting.
- Record the attendance of the officers and members at each meeting and advise the presiding officer if a quorum is present.

The Treasurer shall:

- Attend all business meetings of the Unit and the Executive Board
- Maintain the financial records of the Unit and receive all monies as prescribed in International Bylaws, Article XVI Financial Management Sec. 12-14 and Policy, Financial Data Guidelines and promptly deposit them in the bank approved by the Executive Board.
- Notify members of expiration of dues, issue receipts for dues paid, 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 and to the Presiding President monthly. Before expiration of term of office, all books, monies and property of the Unit shall be delivered promptly to the incoming Treasurer.

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.

***ARTICLE V DELEGATE**

- Sec. 1 Appointment: In the absence of the President and the First Vice President the Executive Board shall appoint one delegate and one alternate from among the Regular or Affiliate Members who will attend the annual Delegates meeting of the parent organization, The Wally Byam Caravan Club International, Inc. 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 VI DUES**

Dues: The annual Unit dues of Regular and Affiliate members shall be set by the Executive Board.

- Sec. 2 Delinquent Payment: 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 VII
CONTRACTS, CHECKS, DEPOSITS, AND GIFTS**

- Sec. 1 Contracts: The Executive Board may authorize any officer or officers, agent or agents of the Unit, in addition to the officers so authorized by these bylaws, to enter into any contracts or execute and deliver any instrument in the name of and on behalf of the Unit and such authority will be confined to specific instances.
- Sec. 2 Checks: All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Unit shall be signed by such officers, agent or agents of the Unit, (traditionally the Treasurer) and in such manner as shall from time to time be determined by resolution of the Executive Board.

In the absence of such determination by the Executive Board, such instruments shall be signed by the President and countersigned by the First vice President.

- Sec. 3 Deposits: All funds of the Unit shall be deposited from time to time to the credit of the Unit in such banks, trust companies or other depositories as the Executive Board may select.
- Sec. 4 Gifts: The Executive Board may accept on behalf of the Unit any contribution, gift bequest or devise for the general purpose or for any special purpose of the Unit.

**ARTICLE VIII
FISCAL YEAR**

- Sec. 1 Fiscal Year: The fiscal year of the Unit shall be based on the Calendar Year.

**ARTICLE IX
BUDGET**

- Sec. 1 Budget: At each Annual Meeting the Executive Board shall present a budget for the ensuing year. The incoming President must be available in person or electronically to vote on the new budget that will be in effect during his/her term of office.

**ARTICLE X
CODE OF ETHICS**

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

- (A) To be ever mindful of our responsibility of 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 its effect on others of our diverse membership so as to avoid disharmony and ill feelings among club members of diverse ethnicities, religious beliefs for 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 XI LIABILITY**

Sec. 1 Liability: 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 XII

POLICY

Sec. 1 Policy: 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 XIII
AMENDMENTS**

Sec. 1 Amendments: 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.

Effective Date: Such amendments shall become effective upon adoption.

***ARTICLE XIV
MERGER, CONSOLIDATION OR DISSOLUTION OF THIS UNIT**

Sec. 1 *Merger/Consolidation/Dissolution:* 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, Sec. 1 through 6 of the Bylaws of the International Club. These procedures are in accordance with Sec. 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 ensure to the benefit of any member.

These Bylaws, as last amended, were adopted on October 20, 2018 by a membership vote at the Annual Members Meeting held at River Run Condo Association Club House, 6685 River Run Blvd., Weeki Wachee, FL 34607.

