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**ARTICLE I PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern the international club in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the international club. (1/21/94)  
 [see Policy 1.1 Order of Business]

**ARTICLE II CORRESPONDENCE**

All international club correspondence shall be addressed to:

Wally Byam Caravan Club International, Inc.  
 P.O. Box 612  
 Jackson Center, OH 45334 USA

**ARTICLE III COMMITTEES**

**Sec. 1** The Standing Committees shall be: (01/23/20)

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| <b>A.</b> Budget                  | <b>J.</b> International Relations  |
| <b>B.</b> Caravan                 | <b>K.</b> Lifetime Membership Fund |
| <b>C.</b> Constitution and Bylaws | <b>L.</b> Long Range Planning      |
| <b>D.</b> Ethics and Grievance    | <b>M.</b> Marketing                |
| <b>E.</b> Family and Youth        | <b>N.</b> Membership               |
| <b>F.</b> Historical              | <b>O.</b> National Rallies         |
| <b>G.</b> Information Technology  | <b>P.</b> Planning Guides          |
| <b>H.</b> International Rally     | <b>Q.</b> Publications             |
| <b>I.</b> Intl. Rally Site        | <b>R.</b> Technical                |

**Sec. 2** The chairs of all standing committees, except the International Rally, International Rally Site, Lifetime Membership Fund and Budget, shall be appointed by the International President and approved by the Executive Committee.

- A.** Each appointed committee chair will serve for one year and may be reappointed by the incoming International President.
- B.** A standing committee will undertake no program unless approved by the Executive Committee and funding for such program included in the annual budget.
- C.** The President shall fill, by appointment, any vacancy in the chair position occurring by reason of death or resignation. (1/20/17)

**Sec. 3** All Standing Committees should have a minimum of two additional members selected from the membership by the committee chair.

- A. Names and contact information of the committee chairs shall be in the WBCCI directory and website to allow members to contact the chairs directly and volunteer for any committee based upon their interest, experience or expertise.
- B. The chair may also invite members to serve on their committee and in the event of a vacancy occurring by reason of death or resignation the chair shall advertise the opening and select a replacement member.
- C. This section does not apply to the International Rally Site and International Rally Committees, as their composition is defined in Sec. 4 and Sec. 5. (6/25/15)

**Sec. 4** The members of the International Rally Committee shall be the President, the 1st Vice President, the 2nd Vice President, the 3rd Vice President, the Recording Secretary and the Treasurer. (6/22/92)

**Sec. 5** The members of the International Rally Site Committee shall be appointed to serve for a period of four years.

- A. Terms shall be staggered so that only a single member will be appointed each year.
- B. The incoming International 3rd Vice President shall appoint a member to serve.
- C. The incoming International President shall select a member of the committee to serve as chair.
- D. In the event of a vacancy occurring by reason of death or resignation the chair shall advertise the opening and select a replacement member to serve the remainder of the four-year term. (6/25/15)

**Sec. 6** The members of the Lifetime Membership Fund Committee shall be the International 3<sup>rd</sup> Vice President elected in the odd-numbered year who shall serve a two-year term as Committee Chair. A minimum of two additional members shall be selected from the Region Presidents, Vice Presidents or the membership by the committee chair. Costs of administration are to be charged against the lifetime membership fund with approval of the IBT. (6/25/15)

**Sec. 7** The members of the Budget Committee shall be the International 1<sup>st</sup> Vice President, who shall serve as Committee Chair, the International President, the remaining International Vice Presidents, the International Treasurer, the International Treasurer nominee, and the Corporate Manager. The Chair will call an annual meeting prior to the International Rally. (1/20/17)

**Sec. 8** All standing committee chairs will submit a half-year report to the IBT's annual business meetings by December 1 and May 1 of each year.

- A. With the exception of the Budget Committee, no reports are required for the IBT meeting following the International Rally.
- B. The reports will be published on the website WBCCI website in a downloadable format and sent electronically to all members of the IBT prior to the mid-winter and annual business meetings.

- C. The chairs of the standing committees or committee member may be at the meetings to answer any questions arising from the report by either the IBT or the members in attendance.
- D. The reports need not be read aloud at the meetings. Members of the committee shall have the privilege of submitting a minority report on issues of concern. (1/14/16)

**Sec. 9** Special committees may be appointed by the President for the purpose of carrying out projects not within the purview of a standing committee.

**Sec. 10** The President shall appoint a Parliamentarian who shall serve as the principal advisor and consultant to the President on all matters of parliamentary procedure. The Parliamentarian shall attend all delegates meetings; all board of trustees meetings, and upon request of the President, the Executive Committee meetings. (1/19/96)

**Sec. 11** All Standing Committees, or special committees appointed by the President, may conduct the business of the committee electronically. This includes the use of, but not limited to, teleconferencing, video conferencing, or any other appropriate means of electronic communication. (1/11/18)

**Sec. 12** The Executive Committee may meet through electronic communication as long as a quorum is present and all members may simultaneously hear one another and participate during the meeting. (1/21/21)

**Sec. 13** The Executive Committee may transact any business delegated to it by the Constitution by mail (postal or electronic). (1/21/21)

[see Policy 3.11, Standing Committees – General Duties]

#### **ARTICLE IV MEMBERSHIP AND MEMBERSHIP PRIVILEGES (6/24/20)**

**Sec. 1** Membership in the international club (WBCCI) and any Local Club thereof, is restricted to adults who qualify in accordance with Article VI, Sec 1 of the International Constitution.

**Sec. 2** There are two types of memberships in WBCCI, (1) Regular Members (those who have joined a Local Club) and (2) Members at Large (members who have not joined a Local Club).

**Sec. 3** An owner and each co-owner and his/her spouse/partner of a recreational vehicle manufactured by Airstream, Inc., upon becoming a Regular Member or Member at Large of the International Club, shall be deemed to possess one vote per person for International Constitutional issues or International Officers.

An affiliate member and his/her spouse/partner (those who are Regular Members who wish to form a relationship with another Local Club) shall possess all the rights and privileges of a Regular Member of a Local Club, except the following:

- A. The right to hold office in the Local Club;

- B. The right to vote in the election of the Local Club, or Region Officers or International Officers outside of their home Local Club;
- C. The right to vote on any amendment to the Local Club constitution or International level; and
- D. The right to vote on the dissolution, consolidation or merger of the Local Club with another Local Club.

**Sec. 4** To be eligible to serve as an elected officer of a Local Club, a Region, or the International Club a person must be a Regular Member of the International Club. A Member at Large or Regular Member may serve as an Intra-Club officer.

**Sec. 5** No Local Club shall establish, fix or observe a limit as to the number of its members.

**Sec. 6** A Local Club shall not establish a class of membership that is not as defined or listed in the International Constitution, Bylaws or Policy.

**Sec. 7** A co-owner is defined as one of two WBCCI members that share ownership of a single Airstream recreational vehicle with another member. In the case of co-ownership of a recreational vehicle manufactured by Airstream, Inc. only those co-owners paying International and Local Club dues or Member at Large fee shall have all the rights and privileges of an International Club member. A co-owner or owner of a recreational vehicle manufactured by Airstream Inc. may only have one membership in the Wally Byam Caravan Club regardless of the number of said recreational vehicles they own in part or wholly.

**Sec. 8** A Regular Member may invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the Local Club, but will not invite the same non-member RV owner(s) to more than one such rally or activity per year.

**Sec. 9** Except as authorized by Sec. 10 and Sec. 11 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 WBCCI, may be admitted to any Caravan, rally or National Rally sponsored by an Intra-Club, Local Club, Region, or the International Club. However, members of WBCCI may attend such rallies without their recreational vehicle manufactured by Airstream, Inc. when it is inconvenient or impossible for them to travel in said recreational vehicle. This is provided such members do not attend (for the purpose of this section attend is defined as “to be present at any rally activity”) in any other make of recreational vehicle. The requirements of this section shall not be applicable to members of WBCCI traveling outside the North American continent in caravans organized under the sponsorship of the International Relations Standing Committee.

**Sec. 10** A recreational vehicle, that is not manufactured by Airstream, Inc., shall not be admitted to any Caravan, rally or National Rally sponsored by an Intra-Club, Local Club, Region, or the International Club. A semi or fully self-contained motorized recreational vehicle being used to tow a recreational vehicle manufactured by Airstream, Inc. may be admitted to any activity as

described above provided the motorized vehicle is used solely for transportation purposes at a caravan or rally parking site.

**Sec. 11** Special Rally Conditions

- A.** Local Clubs, 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 its scheduled rallies and caravans in any calendar year) a buddy rally or a buddy caravan or combination thereof to which each member of the Local Club may invite not more than one non-member recreational vehicle family. The non-member RV family to be invited is intended to be a prospective member, and 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 Local Club members in the hope the non-member RV family 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.
- B.** The sponsor(s) of a National, Region, State, Commonwealth or multi Local Club rally may invite non-member owners of recreational vehicles manufactured by Airstream, Inc. to attend such rallies.

**Sec. 12** Membership Dues

- A.** International membership dues and fees for Members at Large, or for Regular Members, and dues in any Local Club or chartered body may be collected electronically by Headquarters on the WBCCI website, by mail to Headquarters, or through a Local Club Treasurer. International dues collected by the Local Club will be forwarded to Headquarters twice a month. Local Club dues collected by Headquarters will be forwarded to the Local Club twice a month.
- B.** Renewals of International dues of Regular Members and Members at Large shall be paid after August 1 for the subsequent calendar year. When dues are not received at Headquarters by December 31, a member may not be listed in the print directory for the following year.
- C.** Membership in WBCCI shall be suspended on December 31, if dues are not paid electronically or by mail to Headquarters or to, and receipted by, a Local Club Treasurer on or before December 31. Any membership so suspended may be reinstated anytime within the next 6 months by payment of International dues and any fee and/or Local Club dues for the current year anytime between January 1 and June 30.
- D.** New members of WBCCI are adults who qualify for membership pursuant to the provisions of Article VI of the International Constitution, and such adults have not been members of the International Club in the twelve (12) months immediately prior to the date of application for membership or reinstatement.

[see Policy 4.12.1, Membership, Transfer of Membership dues]

[see Policy 4.12.2, Membership, International Dues]

[see Policy 4.12.3, Membership, Lifetime Membership]

[see Policy 4.12.4, Membership, Membership Stars]

## ARTICLE V DISCIPLINARY PROCEDURES

### Sec. 1 Grievance Filing

- A. Any member, hereafter referred to as the complainant, may file a grievance alleging that another member has violated any WBCCI Constitution, Bylaws, Policies, or Code of Ethics, or any comparable governing rules of any Region or Local Club of WBCCI, or that the member is guilty of any misconduct at a Local Club, Region or International event. Such complaint shall be filed at the lowest appropriate level, with the Local Club, Region, or International President. (See Grievance Process located on the WBCCI website.) (7/20/19)
- B. Complaints resulting from misconduct at a Local Club event should be filed at the Local Club level, Region event at the Region level, and International event at the International level. In every case, the first step will be to attempt a negotiated settlement between parties. All the steps included here shall be followed at all times. (7/22/17)
- C. Local Clubs and Regions will follow the process outlined in their Bylaws. In the case where Local Club or Region Bylaws do not include a procedure, the process use shall conform with Article V of the International Bylaws. (7/22/17)

### Sec. 2 Grievance Procedure

- A. Complaints shall be filed in writing and shall state the date and location of the alleged violation or misconduct, the facts on which the complaint is based and, if applicable, the particular provision of the rule or regulation which was violated. The complaint must be filed with the Local Club, Region, or International President no later than thirty (30) days after the alleged violation or misconduct occurred or was discovered. The complaint must be signed and dated by the complainant, and include his or her Airstream Number. (7/22/17)
- B. Upon receipt of the complaint, the Local Club, Region or International President shall review the complaint and determine if it is filed at the appropriate level. The Local Club, Region or International President shall inform the applicable level Grievance Committee that a complaint has been filed and shall forward a copy of the grievance to the International Ethics and Grievance Standing Committee. (In the case where no Grievance Committee exists, one shall be appointed by the President of the appropriate level.) (1/11/18)
- C. It will be the duty of the Grievance Committee Chair to mail a copy of the complaint by certified mail, return receipt requested, restricted delivery to addressee only, to the accused member, and to notify him or her that any defense which the member may wish



to present on his or her behalf, may be presented in the form of a written response, and further, that a hearing before the Committee may be requested by the accused member. Any such demand for a hearing shall be filed in writing with the Chair of the Committee no later than thirty (30) days following the member's receipt of the complaint. The hearing request shall be sent by certified mail, return receipt requested, restricted delivery to addressee only. (7/22/17)

- D.** The Committee will upon receipt of the complaint, handle the matter confidentially. (7/22/17)
- E.** If the accused member demands a hearing, it shall be the duty of the Committee Chair to set the date and place for such a hearing, and notify the accused member and the complainant by certified mail of such time and place. Such hearing may be held by conference call with agreement of all parties. (7/22/17)
- F.** At such a hearing, all relevant testimony, documents or other evidence shall be admitted and considered by the Committee. Upon conclusion of the hearing, the Committee shall make findings of fact, based upon the above. The Committee's findings, together with its recommendations, shall be reported in writing to the Local Club, Region, or International President. (7/22/17)
- G.** Findings of fact by the Committee shall be based on the complaint, the accused member's response (if any is filed), the testimony presented at the hearing (if any), the written evidence or documents produced and any additional information discovered as the result of the investigation, which may be deemed appropriate by the Committee. (7/22/17)
- H.** The committee's determination may be, but is not limited to: (1) the grievance be dismissed, (2) the member(s) be given a letter of reprimand, (3) the member(s) be suspended from membership in WBCCI for a period of time, or (4) the member(s) be expelled from membership in WBCCI. Suspension from WBCCI by a Local Club requires written approval of their Regions Executive Committee. Any expulsion from WBCCI, at any level, requires the approval, in writing, of the International Executive Committee. (7/22/17)
- I.** It shall be the responsibility of the appropriate Local Club, Region, or International President to send, by certified mail, return receipt requested, delivery to addressee only, a copy of the Committee's determination to the accused member and the complainant. (7/22/17)

### **Sec. 3** Appeal Process

- A.** Any member who has been expelled or suspended from membership in the International Club, may at any time within thirty (30) days following such expulsion or suspension, file a written notice of appeal with the International President. Such notice shall state the errors relied upon as grounds for the reversal of the decision on such expulsion or suspension and may contain a demand for a hearing. (7/22/17)
- B.** Upon receipt of a notice of appeal, it shall be the duty of the International President to appoint an appeals board composed of three members of the International Board of Trustees, one of whom he/she shall name as chair. (7/22/17)

- C. The appeals board, so appointed, shall mail to the complainant a copy of the notice of appeal advising the complainant of the appeal. The appeals board shall obtain the complete record from the original hearing including notices of complaint, accused response, evidence, documents and any record made at the original hearing, including a recording, if available and the written ruling of the prior hearing. (7/22/17)
- D. The hearing on appeal shall be on the original record made, the complainant and the accused may present argument based on the original record only. No further evidence or witnesses shall be heard. (7/22/17)
- E. At any such hearing, equal time shall be accorded the accused and the complainant, and each shall be entitled to question the other. (7/22/17)
- F. Upon conclusion of the hearing, or if no hearing is requested upon receipt of all information provided to the appeals board, the appeals board shall render a judgment, in writing, based upon the written records and the arguments presented at any hearing. Such judgment may affirm, overrule, or modify any judgment previously taken on the complaint, and such judgment so rendered, shall be final and conclusive. If suspension or expulsion is recommended, the International President will then inform the Region and Local Club Secretaries as well as the Corporate Manager, who will notify the secretaries of all Local Clubs of the name and address of the person expelled. The approval of the International Executive Committee shall not be required for suspension or expulsion as determined by the appeals board. (7/22/17)
- G. Any member expelled or suspended as provided in section 3 hereof who fails to file an appeal within 30 days of the mailing of notice, shall be deemed expelled or suspended as the case may be after the 30 days have expired. If suspension or expulsion is recommended, the International President will then inform the Region and Local Club Secretaries as well as the Corporate Manager, who will notify the secretaries of all Local Clubs of the name and address of the person expelled. (7/22/17)

**Sec. 4** The suspension or expulsion of any member, as provided in this article, may be deemed to include, any spouse or significant other of that member. (7/22/17)

**Sec. 5** Grievance Conclusion

- A. The information supplied to, or received by, any fact-finding committee, complainant, or accused, during any investigation, at all levels, shall be strictly confidential. Violating this provision may result in disciplinary action. (7/22/17)
- B. Upon conclusion of all the steps of the process, including appeal, the applicable President, (Local Club, Region or International,) may report to the assembly, a final decision of the action. All details and evidence of the case shall remain confidential in perpetuity. (7/22/17)

**Sec. 6** Expelled members may at any time, after two years following expulsion, file with the office of the Executive Committee of WBCCI a written petition for reinstatement. The Executive Committee, upon receipt of any such petition, and after conducting inquiries and investigation,

as it deems necessary, shall grant or deny the same. The determination of the Executive Committee is at its sole and absolute discretion. (7/22/17)

- Sec. 7** Subject to the other provisions of this article, any discipline imposed pursuant to this article shall be recognized and enforced by the international, region, and Local Club organizations of WBCCI. No international, region or Local Club organization shall take any action that is inconsistent with any discipline imposed in accordance with this article. (7/22/17)
- Sec. 8** Any grievance committee or appeals board shall have the authority to negotiate resolution of any dispute brought pursuant to this article, with or without the approval of the complainant. If the grievance committee or appeals board reaches a negotiated resolution with an accused member, that resolution shall be in writing, shall be signed by the accused member (and any spouse or significant other) and the members of the applicable committee or board, and shall be distributed the same as any determination that would have been made by the applicable committee or board. (7/22/17)

## ARTICLE VI CLUB ORGANIZATION

- Sec. 1** Local Clubs may incorporate under the non-profit laws of their respective states and provinces provided that the corporate powers thus acquired do not conflict with the corporate powers granted by the state of Ohio to the Wally Byam Caravan Club International. If so incorporated, such Local Clubs may acquire and hold property, both personal and real, individually or in conjunction with other Local Clubs, and may improve and develop the same for the use and benefit of their members. Such incorporated Local Clubs, as well as any other Local Clubs, may engage in any activities they deem necessary for the benefit and pleasure of their members. (1/19/07)
- Sec. 2** In order for a Local Club to continue to be chartered and supervised by the International Club and to maintain the International Club's tax exempt status, every five (5) years all Local Clubs and intra-clubs shall prepare a Constitution and Bylaws (incorporated Local Clubs may use their incorporation documents as the Local Club constitution) and any amendments thereto; and shall deliver four copies of each or one (1) copy (by electronic mail) to the International office for review by the Constitution and Bylaws Committee. Such Constitution and such Bylaws shall not be in conflict with, or be inconsistent with the Constitution, Bylaws or Policy of the International club. Such Constitution and Bylaws shall include but not limited to, provisions for: (a) election of officers, (b) regular meetings and quorum of each, (c) a method of selecting a delegate and an alternate to the WBCCI delegates meetings, (d) a dissolution clause in compliance with federal, state, and provincial laws, (e) a method of amendment. (7/5/13)
- A.** Any Local Club/Club or Intra-Club who is more than five years in arrears in fulfilling this requirement will have their charter suspended by the IBT. (7/20/19)
  - B.** The suspended Local Club/Club or Intra-Club will have 90 days from the date of suspension and notification to submit the required documents. If the documents are not submitted, a Trustee will be appointed by the International President to oversee the dissolution of the Local Club/Club or Intra-Club, following the procedures outlined in

Article VII. Members of the Local Club/Club will revert to Member at Large status and have the opportunity to join another functioning Local Club/Club. (7/20/19)

- C. If a suspended Local Club or Intra-Club submits Constitution and Bylaws, approved by the Constitution and Bylaws Committee within 90 days, the Executive Committee may lift the suspension and reinstate them. The Executive Committee will advise the International Board of Trustees of its action at the next scheduled meeting of the International Board of Trustees. (7/20/19)

**Sec. 3** Each Local Club, Region, Intra-Club and National Caravan is required to sign the Sublicense Agreement regarding AIRSTREAM Licensed Property in which they agree to do nothing inconsistent with the terms of that License Agreement. (7/22/17)

- A. WBCCI grants to the Local Club, Region, Intra-Club and National Caravan a nonexclusive, nontransferable sublicense to use the Licensed Property only with a defined geographic region and only for the purposes of signifying affiliation with the WBCCI in the course of performing club services and in communications consistent with the bylaws, rules and standards of WBCCI. The Local Club, Region, Intra-Club and National Caravan may not grant further sublicenses. Airstream reserves all rights not specifically granted in this Sublicense Agreement. (7/22/17)
- B. This sublicense is contingent upon a Local Club, Region, Intra-Club and Caravan continuing to be in good standing as determined by WBCCI and satisfying all criteria with respect to the organization, membership, performance and operation established by WBCCI. (7/22/17)
- C. Violation of any terms or conditions of the Sublicense Agreement will result in an automatic suspension of a Local Club, Region, Intra-Club or Caravan by the Executive Committee. A Local Club, Region, Intra-Club or Caravan may be re-instated once the term or condition has been satisfied. (7/22/17)

**Sec. 4** The International Club shall provide a Local Club [model Constitution and Bylaws](#) for the use of the Local Clubs that is compatible with the constitution, bylaws and policy of the International Club.

**Sec. 5** Mail, electronic mail, or facsimile balloting procedures are authorized for all votes to be taken by Local Clubs provided the Local Club Constitution or Bylaws permits such a ballot procedure. If a Local Club elects to use these procedures, it must take steps to ensure the accuracy and validity of the vote. Votes allowed in this manner should also be received at the Local 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. (6/26/09)

**Sec. 6** Members and proposed members wishing to form a Local Club of the International Club outside of the countries of Canada, Mexico and the United States shall adhere to the following additional guidelines: (1/14/16)

- A.** All communications to and from the International Club, its headquarters, officers and committees shall be in the English language.
- B.** Initial requests for the formation of this category of Local Clubs shall be made directly to Headquarters, and the WBCCI Executive Committee has the authority to grant such provisional charters. The Granting of actual charters will continue to be the authority of the IBT. Thereafter, coordination to/from these Local Clubs will be the responsibility of the Standing Committee Chair for International Relations, and these Local Clubs will be provided with that contact information.
- C.** WBCCI is a US Ohio-based non-profit corporation. Depending on the availability of liability insurance through WBCCI and the requirements of the US Revenue Service, each Local Club may be required to furnish a minimum liability insurance policy in the amount of one million dollars (\$1,000,000 in US currency and continue to keep current) naming the WBCCI as the insured before any charter can be given and retained. Each Local Club may be required to be organized as a not for profit or tax-exempt corporation or organization under the laws of their respective country and shall provide proof of good standing to Headquarters at that time of incorporation and any subsequent change of status. Legal review may be required. All international WBCCI dues paid shall be in US Funds. (1/14/16)
- D.** If no delegate from an overseas Local Club is available to be present at the annual Delegates Meeting during the International Rally, the Chair of the WBCCI Standing Committee for International Relations shall, if requested by that Local Club, designate a Delegate if voting preferences are provided. The Corporate Manager and/or this Standing Committee Chair will provide representation at IBT meetings; however, the International President will provide their vote if Local Club so requests. (1/14/16)
- E.** These Local Clubs will be considered as an official part of the WBCCI Club, subject to all appropriate rules and regulations as determined by the IBT. Members will be considered as regular members of the WBCCI and enjoy the privileges of membership, but likewise be governed by the regulations of the Club including their own WBCCI approved Local Club constitution and bylaws.
- F.** If requested by any one of these Local Clubs, the IBT may authorize special considerations to that Local Club and/or its members in such matters as travel in Canada and/or the United States, etc., which may differ from rules governing Local Clubs/members residing within the North American continent as appropriate. An additional postal charge will be added to individual dues unless the Local Club chooses to opt out of mailings.
- G.** Every member is encouraged to fly the flag of their nation and those of WBCCI and to observe international flag protocol if traveling in other nations.

[see Policy 6.6 Local Clubs]

**ARTICLE VII MERGER, CONSOLIDATION OR DISSOLUTION OF LOCAL CLUBS**

- Sec. 1** In the case of a Local Club that is unable to obtain officers as required by the Local Club Constitution and/or Bylaws, or is unable to enlist ten (10) members in order to retain the Local Club charter as required by Article XI, Section 3 of the International Constitution, such Local Club may merge with another Local Club, consolidate with one or more Local Clubs, or the Local Club may dissolve. In all cases Local Clubs shall comply with the requirements as listed hereunder. (1/19/07)
- Sec. 2** In the case of a merger of two Local Clubs, one of the Local Clubs will continue as a Local Club of the international club and the other Local Club will lose its independent identity and cease to exist as a Local Club of the international club.
- A.** The Local Club into which another Local Club wishes to merge shall send, by First Class mail or Email, a copy of the proposal to accept the merger to all regular members of the Local Club at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. A copy of the notice of the proposal shall also be sent to the President of the Region and to Headquarters.
- B.** A Local Club that proposes relinquishing its independent identity by merging with another Local Club shall send, by First Class mail or Email, a notice of the proposal to merge to all regular members of the Local Club at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. A copy of the proposal shall also be sent to the President of the region and to Headquarters. The copy to Headquarters shall also include the Local Club charter, an inventory listing of the property, bank accounts and other assets owned by the Local Club including International Club property. The property, funds and other assets of the Local Club shall be held in trust by the International Club and the International President shall appoint a trustee to act on behalf of the International Club. Pending the completion of the merger, the property, funds or assets of the Local Club held in trust shall be disbursed or disposed of as determined by the trustee in consultation with the merging Local Club.
- C.** Each Local Club proposal shall be adopted by a two-thirds vote of the international dues paying members of each Local Club voting at a business meeting or the special meeting as listed in the prior notice to members of the Local Club. Copies of the minutes of the meetings of each Local Club shall be sent to the President of the Region and to Headquarters. The trustee, upon determining the requirements for a merger have been met, shall disburse or dispose of the property, funds or assets held in trust as previously determined. The charter of the defunct Local Club shall be kept, for historical purposes, by the Local Club with which it merges. (01/23/20)
- Sec. 3** In the case of the consolidation of two or more Local Clubs, each Local Club will discontinue its independent existence as a Local Club of the international club and a new Local Club shall be formed which shall include the international dues paying members of the Local Clubs that have consolidated and the newly formed Local Club shall assume the assets and liabilities of each of the Local Clubs that have consolidated to form the new Local Club. (1/20/95)

- A.** Each Local Club wishing to consolidate shall send, by First Class mail or email, a notice of the proposal to consolidate to all regular members of the Local Club at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. Each Local Club shall send a copy of the notice of the proposal to the President of the Region and to Headquarters. The copy of the proposal from each Local Club to Headquarters shall include the Local Club charter and an inventory listing of the property, bank accounts and other assets owned by the Local Club including international club property such as blue books. The property, funds and other assets of each Local Club shall be held in trust by the international club and the International President shall appoint a trustee to act on behalf of the international club. Pending the completion of the consolidation of the Local Clubs, the disbursement or disposal of the property, funds or assets of each Local Club shall be in a manner as determined and as prescribed by the trustee. (6/22/18)
- B.** The adoption of the proposal to consolidate shall be by a two-thirds vote of the international dues paying members of each Local Club present and voting at the Local Club business meeting or the special Local Club business meeting listed in the notice of the proposal to consolidate. Each Local Club shall send a copy of the minutes of the meeting at which the proposal was adopted to the President of the region and to Headquarters. (1/20/95)
- C.** The newly formed Local Club shall submit, through the President of the region in which the Local Club will function, an application in writing to the International Board of Trustees for the granting of a Local Club charter. The President of the region may issue a provisional charter to the new Local Club and such Local Club may elect officers, collect Local Club and international dues and engage in usual Local Club activities, but until issued a permanent Local Club charter such Local Club shall not be entitled to vote or otherwise participate in the annual delegates meeting. (1/20/95)
- D.** Upon the granting of a permanent charter to the new Local Club, the property, funds and assets of each Local Club being held in trust shall be assigned to the new Local Club and the charters of the Local Clubs that have consolidated shall be returned to the new Local Club to be kept for historical purposes. (1/20/95)

**Sec. 4**

In the case of the dissolution of a Local Club, the members paying international dues to such Local Club may become members of another Local Club of each individual members' choice, and a Local Club upon dissolution shall cease to be a Local Club of the international club. (6/22/18)

- A.** A Local Club wishing to dissolve shall send, by First Class mail or email, a notice of the proposal for the dissolution of the Local Club to all regular members of the Local Club at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. A copy of the proposal for dissolution shall be sent to the President of the Region and to Headquarters. The copy to Headquarters shall also include the Local Club charter and an inventory listing of the property, bank accounts and other assets owned by the Local Club including international club property such as blue books. The property, funds and assets of the Local Club shall be held in trust by the international club and the

International President shall appoint a trustee to act on behalf of the international club pending dissolution of the Local Club. (6/22/18)

- B.** A proposal for the dissolution of a Local Club shall be adopted by a two-thirds vote of the international dues paying members of the Local Club voting at the business meeting or the special meeting called for that purpose as listed in the prior notice of the proposal for the dissolution of the Local Club. Local Clubs may use a mail ballot (electronic, email or First Class) to insure they meet their constitutional quorum. A copy of the minutes of the meeting at which the proposal was adopted shall be sent to the President of the Region and to Headquarters. Upon a determination that the requirements for the dissolution of the Local Club have been met, the appointed trustee shall assign the property, funds and assets of the dissolved Local Club as permitted or required by existing federal, state, and provincial laws governing 501(C)(7) non-profit organizations. (1/24/19)
- C.** In case a Local Club wishing to dissolve is unable to do so using Part A and B of Sec. 4 (has no officers and/or sufficient members to meet the quorum requirements of its constitution for a business meeting), the following procedure(s) will be used. (1/24/19)
- 1.** The Region President will seek volunteers from the existing Local Club membership to act as President pro tem and Secretary pro tem to conduct a business meeting of the membership to vote on the dissolution of the Local Club following the protocols listed in Sec. A & B above. The Region President, or his/her representative, shall be in attendance at the meeting. Local Club members in attendance at the meeting to determine dissolution of the Local Club will constitute a quorum. A copy of the Minutes of the meeting, if the proposal is adopted, shall be sent to the Region President and Headquarters. Upon a determination that the requirements for the dissolution of the Local Club have been met, the International President shall appoint a trustee to assign the property, funds and assets of the dissolved Local Club as permitted or required by existing federal, state, and/or provincial laws governing 501(C)(7) non-profit organizations.
  - 2.** If there are no Local Club volunteers to oversee the dissolution of the Local Club the Region President will act as the Local Club President with the Region Executive Board acting as the Local Club Board. They will take charge of the Local Club Charter and Local Club property, bank accounts and other assets owned by the Local Club including International Club property.
    - a.** The Region Secretary will contact Headquarters for a list of all members of the Local Club and will contact the members by First Class mail or email with a notice of the proposal for dissolution.
    - b.** Included in the mailing will be a ballot to be returned either electronically or by First Class mail to the Region Secretary. The ballot will ask members to vote for or against dissolution of the Local Club.
    - c.** Within a maximum of 90 days of sending the ballots, within a set time, the Region President, in the presence of the Region Secretary, will count the ballots. If 2/3 of the returned ballots vote for dissolution, the Local Club will be



dissolved. Headquarters will be advised the Local Club is dissolved and the Region President will send the Local Club's Charter and other WBCCI property to Headquarters.

- d. The International President shall appoint a trustee for the Local Club's assets. The trustee shall assign the property, funds and assets of the dissolved Local Club as permitted or required by existing federal, state, and/or provincial laws governing 501(C)(7) non-profit organizations.

**Sec. 5** A Local Club incorporated in a state or province may merge with another Local Club or it may consolidate with other Local Clubs or an incorporated Local Club may dissolve. In all cases a Local Club incorporated in a state or province shall comply with the requirements as listed hereunder: (1/20/95)

- A. When an incorporated Local Club wishes to merge with another Local Club or to consolidate with other Local Clubs, an attorney shall be retained by the incorporated Local Club for the preparation of the proper documents and to advise of all the steps necessary to meet the legal requirements of the state or province in which the Local Club is incorporated.
- B. Unincorporated Local Clubs wishing to merge or to consolidate with an incorporated Local Club shall comply with the requirements of sec. 2 or sec. 3 of this article as applicable.
- C. The incorporated Local Club shall notify Headquarters of any proposal to merge with another Local Club or to consolidate with other Local Clubs.

**Sec. 6** Dissolution of a Local Club. (6/22/18)

- A. An incorporated Local Club proposing the dissolution of the Local Club shall ensure a trustee is appointed in accordance with the legal requirements of the state or province in which the Local Club is incorporated and an attorney shall be retained to draw up the required documents and to advise the Local Club of the procedures to be followed to complete the dissolution of the Local Club.
- B. The Local Club shall notify International Headquarters of the proposal for the dissolution of the Local Club.
- C. All international club property shall be returned to Headquarters.

## **ARTICLE VIII BOARD OF TRUSTEES**

- Sec. 1** Major policy changes adopted by the board of trustees shall be communicated in writing to all Local Club Presidents who shall so inform their members. (7/5/00)
- Sec. 2** The policy file shall be maintained by Headquarters and may be amended by a majority vote of the IBT present and voting at a regular or special meeting called for that purpose. (7/5/93)
- Sec. 3** The preparatory seminar and IBT meetings may be combined for each of the three Board of Trustees meetings. (6/30/18)

- Sec. 4** In order to facilitate early distribution of the meeting agenda for the advance notice to the board members, all agenda items should be submitted as follows:
- A.** To Headquarters, by December 1 for the Mid-Winter Board Meeting,
  - B.** To Headquarters, 60 days before the IBT Meeting prior to or during the International Rally, and
  - C.** To the Corporate Manager, via email or by paper copy turned into the International Rally Site Office five (5) days prior to the IBT Meeting following the International Rally.
  - D.** No bylaws changes, only amendments to policy and routine matters shall be permitted from the floor. (ref. Article XVIII, Sec. 1) (1/24/19)
- Sec. 5** A mail or electronic ballot of the members of the IBT may be authorized by the Executive Committee between meetings of the IBT and a record of the contents of the ballot and results shall be recorded in the minutes of the next IBT meeting. (1/21/21)
- Sec. 6** In the case of urgent action, requiring the approval of the IBT, the President may obtain approval from individual members of the IBT electronically. Any action taken under this approval shall be ratified and recorded in the minutes at the next IBT meeting. (1/21/21)
- Sec. 7** The International Board of Trustees may meet through electronic communication to complete the business delegated by the Constitution as long as a quorum is present and all members present may simultaneously hear one another and participate during the meeting. All voting will be by unanimous consent or roll call balloting and recorded in the minutes of the meeting. (1/21/21)

[see Policy 8.6.1, Board of Trustees, International]

## ARTICLE IX REGIONS

- Sec. 1** The Regions of the Club and their geographic boundaries shall be as follows: (For a list of Local Clubs within a Region, see [WBCCI Website](#)) (1/21/21)
- Region 1 Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut in the United States; New Brunswick, Nova Scotia, Newfoundland, Prince Edward Island, and Quebec In Canada. (1/7/89)
  - Region 2 New York, New Jersey, Pennsylvania, Maryland, Delaware, Washington DC, and Ontario.
  - Region 3 Virginia, North Carolina, South Carolina, Georgia and Florida (except that portion lying in the Central Time Zone).
  - Region 4 Michigan, except the Upper Peninsula of Michigan, Ohio and West Virginia. (1/10/14)
  - Region 5 Illinois, Indiana and Kentucky.
  - Region 6 Tennessee, Alabama, Mississippi, Arkansas, Louisiana, and that portion of Florida lying in the Central Time Zone.

- Region 7 Wisconsin, the Upper Peninsula of Michigan, Minnesota, North Dakota, South Dakota and Manitoba. (1/10/14)
- Region 8 Iowa, Missouri, Nebraska and Kansas.
- Region 9 Oklahoma and Texas (except that portion of Texas lying within the Mountain Time Zone). (6/19/81)
- Region 10 Montana, Idaho, Washington, Oregon, Alaska, British Columbia, Alberta, Saskatchewan, the Yukon Territory and the Northwest Territory of Canada. (1/16/09)
- Region 11 Wyoming, Colorado, Utah, New Mexico, Arizona, Mexico and that portion of Texas lying within the Mountain Time Zone. (6/19/81)
- Region 12 California and Nevada

**Sec. 2**

The administrative body of each region shall be a region board which shall be composed of its President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President as region officers and the Presidents of all Local Clubs within such region. The President may also appoint the Region's Immediate Past President, providing he/she is not serving in another elected WBCCI office. (1/28/11)

- A.** Each region shall elect as its officers a President, a 1st Vice President and a 2nd Vice President (optional), and such officers shall constitute and be the Executive Committee of the Region board. The President shall appoint one person from the region as the region secretary, and may appoint one person from the region as the region treasurer to administer any region funds. The President may also appoint the Region's Immediate Past President, providing he/she is not serving in another elected WBCCI office, as a member of the Region's Executive Committee.
- B.** The term of office shall be two years and service of a partial term greater than one-half of such term shall be deemed as service of a full term in that office by the retiring officer.
- 1.** An officer may not serve consecutive terms, except when any elected officer cannot or does not choose to continue in office, the advancing officer shall complete the predecessor's term of term office and have the option to run for one additional term in that office.
- 2.** Even-numbered regions shall elect their officers in odd-numbered years and odd-numbered regions shall elect their officers in even-numbered years. (6/22/18)
- C.** The treasurer shall maintain the financial records of the region, shall receive all monies and promptly deposit them in the bank previously approved by the Executive Board; shall submit a full written report of finances to the Executive Board at each meeting and before retirement from office, shall have the books and accounts audited by an individual or committee selected by the incoming President. The treasurer shall deliver all books, monies and property of the region promptly to the incoming treasurer. (1/20/95)
- D.** In the year in which region officers are elected and installed, the region shall select a nominating committee consisting of at least three members from the region.

1. This committee, with the help of Local Club officers, shall identify and consider all interested and qualified candidates for each position.
  2. The committee shall consider each candidate on the basis of qualifications without regard to the geographic area or Local Club of the candidate.
  3. It shall be the duty of the nominating committee to nominate one candidate for each region office and to submit a written report, including resumes of all candidates considered, to the region Executive Committee not later than July 1 of the ensuing year.
  4. The Region President will distribute the report to all Local Club Presidents in the region within 60 days. (6/23/95)
- E. Election of Region Officers**
1. Not later than January 31 of the year in which the election is to occur, the Region President shall mail to each Local Club President within the region the official ballot which shall contain the name for each position as listed in the Nominating Committee report. The official ballot, which also contains space for write-in candidates, shall be returned by the date as stated in paragraph 2 below. (1/21/94)
  2. Each Local Club President shall be entitled to cast one vote, based on Local Club instructions, for one candidate for each office for which a vacancy will occur and all votes shall be cast by use of the official ballot.
    - a. All ballots shall be mailed to the region secretary prior to April 25. Ballots postmarked after that date will not be counted.
    - b. All ballots shall be counted by the region secretary in the presence of at least one incumbent region officer(s).
    - c. The candidate for each office receiving a plurality of the votes cast shall be declared elected.
    - d. In the event a tie vote occurs, the Region President shall break such by casting a vote.
  3. The results of the election shall be announced promptly and prior to May 5. The Region President shall certify the names of the newly elected officers to Headquarters. (7/5/93)
- F. The term of office of all region officers shall commence upon the installation of the officers of the international club at the international rally next following their election.**
1. Each region officer shall be a regular member of one of the Local Clubs within such officer's region.
  2. Region Presidents shall not hold any other office in the International Club, with the exception of an Intra-Club position. However, a Local Club Officer may continue to do so until he/she becomes Region President. (1/21/21)

- G.** 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 shall advance thereto.
- 1.** When such a vacancy occurs, the Region President shall notify each Local Club President of the vacancy and request each one's assistance in identifying interested and qualified candidates.
  - 2.** The office or offices of Vice President(s) shall be filled by a majority vote of the region board from nominees submitted by the Region Executive Committee.
  - 3.** To allow sufficient time for Local Club Presidents to contact their members, such office or offices of Vice President(s) will not be filled in less than sixty (60) days from notification to Local Club Presidents of such vacancy. (1/10/14)

**Sec. 3** There shall be no region dues.

**Sec. 4** For the purpose of providing a means of geographic representation of the International Board of Trustees, Region Presidents shall, by virtue of their office, become members of the International Board of Trustees.

**Sec. 5** Region Presidents or any officer designated by them shall visit all Local Clubs within their respective regions at least once each year. They shall consult with, assist, and advise the officers in their duties. Regions may hold board meetings, rallies, conduct caravans and engage in such other activities as deemed in the best interest of the region and its Local Clubs, provided such activities are not in conflict with the International Constitution, Bylaws, Rules and Regulations.

**Sec. 6** In the event a Local Club President is unable to attend a meeting of the region board, the next ranking officer may attend in the place and stead of the absent Local Club President. (1/20/95)

[see Policy 9.6.1 Region Operations]

## **ARTICLE X DUTIES OF RECORDING SECRETARY AND TREASURER**

**Sec. 1** The Recording Secretary, in addition to duties listed in the Constitution, shall prepare a narrative account of all the significant actions at the board of trustees' meetings, all of which shall be published in the *Blue Beret*. (6/21/84)

**Sec. 2** The Treasurer shall disburse funds as specified in financial management policy and within the annual budget as approved by the board of trustees. When the Treasurer considers it necessary, he/she may cross-fund within the budget to a limit of 2% of the annual budget. Funds, which are not budgeted, shall not be transferred to the budget or expended without the prior approval of the Board of Trustees. (1/17/92)

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**ARTICLE XI DUTIES OF CORPORATE MANAGER**

- Sec. 1** Pursuant to the provisions of Article X, Section 4 of the International Constitution, the Corporate Manager, under the authority of the Board of Trustees and the supervision of the International President, shall perform the duties listed in the WBCCI Employee Handbook. (1/21/21)
- Sec. 2** The duties of this position shall be performed in accordance with the duties specified in the Executive Committee's Document, Human Resources Manual. Authority to permanently remove this employee rests solely with the International Board of Trustees. This does not preclude this employee's immediate supervisor, the International President, in concordance with the Vice Presidents, from taking disciplinary or suspension action under the authority granted by Article X, Sec. 4 of the WBCCI Constitution pending International Board of Trustees resolution. (7/27/19)
- Sec. 3** The Executive Committee may, with the approval of the International Board of Trustees, confer the appropriate executive title on the employee responsible for the administration and general management of the international club. (7/5/93)

**ARTICLE XII OFFICIAL PUBLICATIONS**

- Sec. 1** The Board of Trustees may publish or cause to be published certain documents, which shall be designated official publications of the international club. At present, the *Blue Beret* and annual membership directory are the official club publications. (1/20/95)
- Sec. 2** The control and sale of all advertising space shall be the responsibility of the Corporate Manager operating under written procedures. (1/20/17)
- Sec. 3** The Executive Committee shall specify the overall format of the *Blue Beret* and the Annual Membership Directory. (1/20/17)
- Sec. 4** The Executive Committee shall formulate procedures pertaining to the allocation of space to each facet of the *Blue Beret*.

[see Policy 12.4.1 Club Publications]

**ARTICLE XIII USE OF CLUB NAME AND EMBLEM (01/23/20)**

- Sec. 1** The official emblem of the Wally Byam Caravan Club International (WBCCI) is one of the three 1 3/4" disk options as shown in 1, 2 or 3 below:



Option 1: Heritage WBCCI Emblem. Available for continued use by Local Clubs, Intra-Clubs and Caravans. This includes, but is not limited to, new member badges, Region, Local Club and Club merchandise, etc.



Option 2: Wally Byam Airstream Club. Available for continued use by Regions, Local Clubs, Intra-Clubs and Caravans. This includes, but is not limited to, new member badges, Region, Local Club, and Club merchandise, etc.



Option 3: Airstream Club International. This emblem is available for use for all marketing, electronic and general membership applications, Regions, Local Clubs, Intra-Clubs and Caravans. This includes, but is not limited to, new member badges, Region, Local Club, Club merchandise, etc.

- Sec. 2** The official emblem for WBCCI lifetime members is a duplicate of any of the above shown disks surrounded by a 1/4" gold strip imprinted in large black letters with the words "life" at the top center and "member" at the bottom center. The overall dimension of the life emblem and insignia is no smaller than 1 3/4".
- Sec. 3** A Blue Beret with any of the three approved caravanner insignia of the style approved by the International Board of Trustees shall be the official headgear and may be worn for formal or casual wear by any member in good standing.
- Sec. 4** All Local Clubs may design their own badge, unique to their Local Club, or use a standard badge available through Headquarters. Each badge shall contain at the minimum one of the official emblems of the International Club with a minimum dimension of 1 3/4 inches as described in Sec. 1 of Article XIII. In addition, it shall contain the name of the Local Club and the name of the member. If a member holds a current elected position in the Local Club or a Region, that should be designated on the badge. Past elected offices can be designated on the badge. Any badge designed by a Local Club shall be submitted for approval by the International Board of Trustees or Executive Committee.
- Sec. 5** Uses of the club name and emblems:
- A.** Any member in good standing of the International Club and their dependent children and such other children who may accompany them shall be entitled to wear any of the described emblems and other insignia as may from time to time be adopted by the International Board of Trustees.
  - B.** Neither the name, emblems nor the annual membership directory of the International Club shall be used for any purpose other than that authorized by the International Board of Trustees.
  - C.** All stationery and publications of the various Regions and Local Clubs shall use the name, emblem(s) as prescribed by the International Board of Trustees.
- Sec. 6** The official club emblems, as described in Article XIII, Sec. 1 and Sec. 4, shall serve as identification of the wearer of a Local Club designed badge or WBCCI provided badge as a member of WBCCI for entry to any Local Club, Region, or International sponsored event. In addition, such badges, bearing one of the club emblems, may be used as identification on any club sponsored caravan.

- Sec. 7** An Intra-Club or a Local Club or a Region may use the emblems of the International Club provided the Intra-Club, the Local Club or the Region is in good standing in the International Club.
- A.** A person shall be entitled to wear the emblem(s) of the International Club provided such person is a member in good standing in the International Club.
  - B.** A member, or an Intra-Club, or a Local Club, or a Region shall not design and use printed material, or a flag or pennant, or a decal or plaque or any other item or material using the name, or emblems of the Wally Byam Caravan Club International, Inc. without the prior written approval of the International Board of Trustees.
  - C.** Upon the resignation, or the suspension, or the expulsion of a member, such member shall be deemed to have forfeited all rights to use the name, or emblems of the International Club.
  - D.** Upon the suspension or the revocation of the charter of a Local Club or the suspension or revocation of the authorization of an Intra-Club such a Local Club or Intra-Club shall be deemed to have forfeited all rights to use the name, or emblems of the International Club.
- Sec. 8** All Local Clubs may use as a part of their marketing or Local Club paraphernalia any WBCCI approved logo. Logos may be approved by the Executive Committee or International Board of Trustees. These approved Local Club logos are not the same as the Official WBCCI emblems (Bylaws Article III, Use of Club Name and Emblem, Sec. 1). These logos may not be used in lieu of the official WBCCI insignia or emblem on the official identification badge of WBCCI as described in Article XIII, Sec. 1, 2 and 4. (6/24/20)

#### **ARTICLE XIV LIABILITY**

Neither the club nor its officers shall be responsible for the loss of, or damage to, property; or for the injury to, or death of, a person on the premises of any club rally, or any other club function, this freedom from responsibility for the loss or damage to property shall apply regardless of whether such property shall be received by any member or officer, or left on the premises of said rally or other club function.

#### **ARTICLE XV PUBLIC RELATIONS**

The International President, the Region Presidents and the Local Club Presidents, or any members specially designated by any of them, may confer the title "Honorary Caravanner" upon any person not a member of the WBCCI. The International President, or any person specially designated by him/her for that purpose, may confer the title "Honorary Member" upon any person not a member of WBCCI. The titles, "Honorary Caravanner" and "Honorary Member" confer none of the privileges of membership other than the privilege of wearing the beret.



**ARTICLE XVI FINANCIAL MANAGEMENT**

- Sec. 1** Conflict of Interest Policy: No transactions or arrangements will be entered into that would result in a violation of the [Conflict of Interest Policy](#). All officers or directors/trustees are required to read and comply with this policy. (1/16/09)
- Sec. 2** Income from International Rally fees may be deposited in a checking account in the name of "Wally Byam Caravan Club International, Inc. Rally fund" at a reputable bank in the city closest to the International Rally site of that year. All indebtedness contracted in that area relative to the International Rally may be paid from this account. (7/5/10)
- Sec. 3** Advance funds for an international rally shall be created by the transfer of funds from the general fund of the international club as authorized by the International President. At the financial close of an international rally, the funds advanced shall be repaid to the general fund of the international club and any balance remaining in the funds of an international rally after the repayment of the advanced rally funds shall be transferred to the general fund of the international club. Any deficit to the fund of an international rally shall be paid from the general fund of the international club. (1/19/96)
- Sec. 4** The International Rally Committee may make a donation to the host community. This donation is in addition to those given to various local or national organizations by club groups such as, community service and Family and Youth Committee. Any donation from a religious service collection will be the responsibility of the collectors. (See Policy, 16.6.4, Rallies, Sec F, Item 22 for documentation of donations.) (6/24/20)
- Sec. 5** The International Rally Committee shall prepare and distribute a detailed report of the International Rally no later than December 1<sup>st</sup> following the International Rally. (1/23/10)
- Sec. 6** A motion presented to the IBT that may have cost implications beyond the usual clerical expenses shall be accompanied by a financial impact statement setting forth the estimated costs of implementing such motion. This should be an annual cost impact with a 5-year projection. (7/5/09)

See the following Policies:

16.6.1 Financial Management

16.6.2 Financial Data Guidelines

16.6.3 Financial Disbursement

**ARTICLE XVII DELEGATE VOTING (6/24/20)**

- Sec. 1** The Delegate and Alternate representing a Local Club shall present to the Delegates' presiding officers, or an appointed representative, immediately before the annual Delegates Meeting, a form or letter certifying they are duly selected and stating the number of International dues paying members in their Local Club.

- Sec. 2** The Delegate to the annual meeting shall cast the total entitled votes of the Local Club on Constitutional amendments and International Officers as determined by a vote of the Regular Members voting at a regular or special meeting called for that purpose.
- A.** A Local Club may also allow voting by electronic mail, regular mail or facsimile for Regular Members unable to attend said meetings.
  - B.** Votes shall be expressed as the number of votes for or against, and the total votes cast by a Local Club shall not exceed total entitled Regular Member vote count of that Local Club.
  - C.** The votes shall be expressed in whole numbers.
- If a Local Club uses a voting method other than a regular or special meeting to obtain members' votes, it shall take steps to ensure the accuracy and validity of the vote.
- 1. Votes from those not in attendance at the meeting at which voting is done must be received by the Local Club no later than two (2) days before the start of the meeting at which the vote is to be taken.
  - 2. These votes must be kept confidential and not announced until voting at the meeting has taken place.
- Sec. 3** Each Member at Large shall vote electronically or by mail ballot, when requested of Headquarters.
- A.** The International Recording Secretary, in the presence of any other International Officer, shall tabulate voting results of Members at Large.
  - B.** The International Recording Secretary shall separate the votes by the Region of residence of the Member at Large.
  - C.** The International Recording Secretary shall submit voting results for each Region to the respective Region President who shall then act as a Delegate to report the actual vote of the Members at Large from their Region for all Constitutional and International Officer votes.
  - D.** In the event there is an amendment to a Constitutional motion or a candidate for an International position nominated from the floor, the Region Presidents shall vote as they believe their Members at Large would vote.
- Sec. 4** At the Delegates Meeting all voting, except voting on procedural matters, shall be conducted by Roll Call of the Local Clubs with each Delegate casting the number of votes to which that Local Club is entitled:
- A.** A Roll Call may be dispensed with when there is no objection to Unanimous Consent. If there is an objection, a roll call is required.
  - B.** WBCCI Officers shall be elected by a majority vote. If there is more than one candidate for a position and a candidate fails to obtain a majority of the first Roll Call, a second Roll Call shall be conducted. The Delegates shall choose between the two candidates who received the highest and the second highest number of votes on the first Roll Call.

C. If there is only one candidate for an office, a roll call may be dispensed with by unanimous consent of the Delegates.

**Sec. 5** Voting on procedural matters shall be as the Delegate sees fit, voting one vote per Local Club. Each Region President, acting as a Delegate for their Members at Large, shall also have one vote.

**Sec. 6** The election of the two members of the International Nominating Committee by the Delegates at the annual Delegates Meeting shall be by plurality vote. Each Region President, acting as a Delegate for the Region's Members at Large, will also vote.

#### **ARTICLE XVIII AMENDMENTS**

**Sec. 1** These Bylaws may be amended by two-thirds (2/3) vote of the Board of Trustees present and voting at a regular or special meeting called for that purpose provided the proposed amendment shall have been submitted to all members of the Board of Trustees in writing five (5) days prior to such meeting. Notice of proposed amendments may be given in less than five (5) days, however, a nine-tenths (9/10) vote of the board shall be required for adoption. (7/5/93)

[see Policy 18.1.1 Timeline for Handling Proposed Amendments]

**Sec. 2** Such amendments shall become effective upon adoption, unless otherwise provided. (1/20/90)

These Bylaws adopted July 5, 2012 by vote of the Board of Trustees meeting at Sedalia, Missouri.