

**NORTHERN VIRGINIA AIRSTREAM CLUB  
WALLY BYAM CARAVAN CLUB INTERNATIONAL INC.**

**BYLAWS**

INTRODUCTION

Section 1. Throughout these Bylaws, "Club" refers to the Northern Virginia Airstream Club, and WBCCI refers to the parent organization, the Wally Byam Caravan Club International, Inc.

Section 2. These Bylaws provide for the management of the Club in addition to articles contained in the Club Constitution. If these Bylaws are found to be inconsistent with the Club Constitution, the Club Constitution shall govern. If these Bylaws are found to be inconsistent with the Constitution, Bylaws, or Policy of the WBCCI, the latter shall govern.

Article I

PARLIAMENTARY AUTHORITY

Section 1. Parliamentary procedures for all meetings of the Club and the Executive Board shall be governed by the current edition of Robert's Rules of Order Newly Revised, except when they are in conflict with the Constitution, Bylaws, or Policy of this Club or the WBCCI.

Section 2. The order of business may be:

A. Opening Ceremonies

Invocation (Nonsectarian), Pledge of Allegiance (The Pledge of Allegiance may be omitted at all WBCCI rallies, events, and functions held outside the United States.)

B. Roll Call

C. Reading and 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

Section 1. Standing Committees shall be:

A. Budget

B. Caravan

C. Constitution, Bylaws, & Legislative

D. Historical

E. Membership

F. Rally

G. Webmaster

Section 2. The President shall serve as an ex-officio member of all committees except the Nominating Committee.

Section 3. The Chairman of each standing committee shall be one of the officers listed in Article IV of the Constitution. If other members are desired on any committee, they shall be appointed by the President after consulting with the chairman of the committee.

Section 4. The Chairmen of all standing committees shall report at each meeting of the Executive Board.

Section 5. Standing committees general duties:

A. Budget: Chaired by the Treasurer. The incoming and outgoing Treasurers of the Club shall prepare for the Executive Board a budget projecting the Club's income and expenditures for the next year.

B. Caravan: Chaired by the Second Vice President. Responsible for planning and scheduling Club caravans within the scope of the WBCCI Caravan Handbook and, when necessary, obtaining caravan leaders and coordinating Club caravan matters with appropriate WBCCI Region and International caravan committee personnel.

C. Membership: Chaired by the Membership Director. Serve as Club contact for the referral of prospective new members. Responsible for aggressively seeking prospective members and ensuring that they are extended an invitation to join the Club. Advise prospects of the objectives of WBCCI and the criteria for membership. Coordinate with the Treasurer to maintain a current roster of members, and to assist the Treasurer, as needed, in following up on all members who have not paid their dues by December 31. Coordinate with the Newsletter Editor to prepare and distribute a Membership Directory to the membership on or about February 15th each year.

D. Constitution, Bylaws, & Legislative: Chaired by the Legislative Director. Responsible for the continuing study and review of the Constitution and Bylaws of both the Club and the WBCCI and for making recommendations regarding any amendments deemed desirable. Study and review any legislation which might affect the Club or the WBCCI or its members and make recommendations as to whether the members should support or oppose such legislation.

E. Historical: Chaired by the Newsletter Editor. Minutes of all business meeting are published in the Newsletter. The Newsletter is our historical record.

F. Rally: Chaired by the First Vice President. Responsible for developing and coordinating the rally schedule and for the safekeeping of all rally equipment and supplies.

G. Webmaster: Chaired by the Webmaster. Responsible for maintaining and updating NORVA's website.

Section 6. Special Committees may be appointed by the President, as required.

### Article III

#### Guests

Section 1. A guest or guests sponsored and invited by a member in good standing and using the member's trailer or motor home or staying in a non-RV facility such as a cabin, motel room, etc., may attend activities of the Club. Members sponsoring such a guest shall pay one extra rally fee, exclusive of the parking fee.

Section 2. A member in good standing in this Club may sponsor and invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the Club.

Section 3. Members in good standing in the International Club may attend activities of the Club provided that such members, and where required, shall have made prior reservation for each attendance.

Section 4. This Club, once each calendar year, may host a rally or caravan or combination thereof with a recreation vehicle club not chartered by the Wally Byam Caravan Club International, Inc., and it may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by this Club in any calendar year) a buddy rally or a buddy caravan or combination thereof to which each member of the Club may invite not more than one non-member recreation vehicle family.

The non-member RV family to be invited is intended to be one which is a prospective member and one which does not own an Airstream. The family is invited to the buddy rally or caravan to introduce them to the WBCCI "Way of Life" and the Club members in the hope they might decide to purchase an Airstream and join the Club. A buddy rally is not intended to be used by current or past WBCCI members to attend a WBCCI rally in their non-Airstream vehicles.

#### Article IV

##### NOMINATING COMMITTEE

The Executive Board shall, not less than ninety (90) days prior to the Club's annual business meeting, appoint a Nominating Committee. After having obtained the acceptance of office from each nominee (if elected), the Nominating Committee shall place in nomination one candidate for each office to be filled by election. The Committee shall submit a written report to the Executive Board. The President shall distribute the report to the membership not less than fifteen (15) days prior to said business meeting. Additional candidates, who have consented to accept a specific office, if elected, may be placed in nomination from the floor of said meeting. No seconds are required for any nomination. This committee shall be chaired by the Immediate Past President.

#### Article V

##### DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Club and the Executive Board, enforce the Constitution and Bylaws, appoint all committee chairmen and a Parliamentarian and have such powers and duties as normally pertain to a principal executive officer. The outgoing President shall present the incoming President with the Club's gavel, and the flag of office.

Section 2. The First Vice President shall attend all business meetings of the Club and the Executive Board, assist the President, and assume the duties of the President in the President's absence. The First Vice President, with the Rally Committee, will develop a schedule of rallies and activities for the next calendar year and present it to the President for approval. The First Vice President shall present the outgoing President with the WBCCI Club Past President's flag and shall present the incoming First Vice President the flag of office.

Section 3. The Second Vice President shall attend all business meetings of the Club and the Executive Board, assist the President and First Vice President and assume the duties of the First Vice President in the First Vice President's absence. The Second Vice President shall assume the duties of the President in the case of the absence of the President and the First Vice President. The Second Vice President, with the Caravan Committee, will develop a schedule of caravans for the next full calendar year and present it to the President for approval. The outgoing Second Vice President shall present the incoming Second Vice President the flag of office.

Section 4. The Secretary shall attend and record attendance and actions at all business meetings of the Club and the Executive Board, advise the presiding officer as to whether or not a quorum is present,

coordinate with the Treasurer to maintain an accurate roster of paid-up unit members, prepare minutes of meetings, and provide copies to all members of the Executive Board within fifteen days following the meeting. The outgoing Secretary shall present the incoming Secretary with the flag of office and turn over a complete set of Minutes of all Executive Board meetings and Club business meetings.

Section 5. The Newsletter Editor shall attend all business meetings of the Club and the Executive Board, ensure that proper notice is provided to the membership prior to all business meetings in accordance with the Club Constitution, prepare and mail or e-mail the NORVA newsletter, and chair the Historical Committee. The outgoing Newsletter Editor will turn over all books, supplies, and any Club equipment to the incoming Newsletter Editor. The outgoing Newsletter Editor will present the incoming Newsletter Editor with the flag of office.

Section 6. The Treasurer shall attend all business meetings of the Club and the Executive Board, receive all monies as prescribed in International Bylaws, Article XVI, Financial Management, Sec. 12-13 and Policy, 16.6.1, Financial Data Guidelines and deposit them in the Club bank account, notify members of dues payable, issue receipts for dues paid, submit the necessary membership reports and WBCCI

Headquarters, submit a written financial report at each business meeting, and maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Secretary, the Newsletter Editor, and the Membership Director. In addition, the Membership Director shall be notified of all members who have not paid their dues by November 15 in order that he might assist in contacting those members to collect their dues prior to December 31. For members with an anniversary date other than December 31<sup>st</sup>, the Membership Director shall be notified of all members who have not paid their dues by 45 days prior to their anniversary date that he might assist in contacting those members to collect their dues. Each year, the Treasurer shall arrange to have the books audited by a committee appointed by the incoming President. The outgoing Treasurer shall turn over all Club books, monies, and property to the incoming Treasurer, and shall present the incoming Treasurer with the flag of office.

Section 7. The Legislative Director shall attend all business meetings of the Club and Executive Board and chair the Constitution, Bylaws, & Legislative Committee. Responsible for the continuing study and review of the Constitution and Bylaws of both the Club and the WBCCI and for making recommendations regarding any amendments deemed desirable. Study and review any legislation which might affect the Club or the WBCCI or its members and make recommendations as to whether the members should support or oppose such legislation. The outgoing Legislative Director shall turn over all Club books, monies and property to the incoming Legislative Director, and shall present the incoming Legislative Director with the flag of office.

Section 8. The Membership Director shall attend all business meetings of the Club and Executive Board and chair the Membership Committee. Responsible for aggressively seeking prospective members and ensuring that they are extended an invitation to join the Club. Advise prospects of the objectives of WBCCI and the criteria for membership. Coordinate with the Treasurer to maintain a current roster of members, and to assist the Treasurer, as needed, in following up on all members who have not paid their dues by December 31. After being notified by the Treasurer of all members who have not paid their dues by 45 days prior to their anniversary date which is other than December 31<sup>st</sup>, assist in contacting those members to collect their dues. Coordinate with the Newsletter Editor to prepare and distribute a Membership Directory to the membership on or about February 15 each year. The outgoing Membership Director shall turn over all Club books, monies and property to the incoming Membership Director, and shall present the incoming Membership Director with the flag of office.

Section 9. Webmaster: Shall attend all business meetings of the Club and Executive Board. Responsible for maintaining and updating the Northern Virginia Airstream Club Website on the Airstream.org website of WBCCI. Insure that all functionalities are in accordance with guidelines, policies and requirements from WBCCI and Region 3 webmasters. The outgoing Webmaster shall turn over all Club books, monies and property to the incoming Webmaster, and shall present the incoming Webmaster with the flag of office.

Section 10. Parliamentarian as an appointed position. Shall attend all business meetings of the Club and Executive Board. Responsible for the proper function of all business and executive board meetings insuring they conform to Robert's Rules of Order and WBCCI guidelines. Upon appointment of a new Parliamentarian by the President, the outgoing Parliamentarian shall present the incoming Parliamentarian with the Parliamentarian's flag.

## Article VI

### DELEGATES

The Executive Board shall appoint one Delegate and one Alternate from among the Regular Members who will attend the annual delegates meeting of the parent organization, the Wally Byam Caravan Club International, Inc. An Affiliate Member of the Club who is a Regular Member in the same region may be appointed if the Club has no Regular Members attending the delegates meeting. Any vacancy occurring following such selection shall be filled by appointment by the President. The Delegate and Alternate shall be instructed with respect to the wishes of the Club on matters to come before the meeting. The President and Secretary shall certify to these appointments.

## Article VII

### DUES

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

Section 2. Membership Period - Anniversary Dates

Membership period is changing from a calendar year to an anniversary year. The anniversary year will be based on 12 months from the member's original join date. There is no change for current members. All current members will have the same anniversary date of January 1<sup>st</sup>. This means a current member's membership will run from January 1<sup>st</sup> to December 31<sup>st</sup>. The renewal process for members will start roughly 120 days before the expiration date. HQ (Headquarters) will send out notifications reminding members it is time to renew. Members **MUST** be logged into the member-only portal to renew online.

Starting **July 1<sup>st</sup>, 2021**, new members will be on a true anniversary schedule. If a member joins July 15<sup>th</sup>, 2021, his/her membership is active from July 15<sup>th</sup>, 2021, until July 14<sup>th</sup>, 2022. New members will be charged one year of International dues and one year of Local Club dues. The pro-rated dues system will end on June 30<sup>th</sup>, 2021. HQ will notify local clubs of new members as soon as they are processed as currently done.

Section 3. Members with a January 1 anniversary date failing to pay properly assessed Club and International dues before December 31 or their anniversary date if other than January 1, may not be listed in the WBCCI Directory for the following year. If dues are not paid and receipted by the Treasurer on or before December 31 or their anniversary date if other than January 1, the membership will be terminated.

#### Article VIII

##### CODE OF ETHICS

All members shall abide by the following Code of Ethics.

- A. To be ever mindful of our responsibility to 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 the effect on others of our diverse membership so as to avoid disharmony and ill feelings among Club members of diverse ethnicities, religious beliefs or orientation and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.
- C. To conduct ourselves in a manner to inspire others engaged in recreational vehicle travel to a full appreciation of the intent and meaning of this code.
- D. To maintain our campsites in an orderly manner and leave them in the same way.

#### Article IX

##### LIABILITY

Neither the Club nor its officers shall be 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 on the premises.

#### Article X

##### POLICY

Policy consistent with the Constitution and Bylaws of the Club and with the Constitution, Bylaws and Policy of the Wally Byam Caravan Club International, Inc., embodying additional provisions for the governing of the Club, may be adopted by the Executive Board and/or the Club members.

#### Article XI

##### AMENDMENTS

Section 1. These Bylaws may be amended at any business meeting of the Executive Board by a two-thirds vote of the members present and voting. The proposed amendment must have been submitted to all members of the Executive Board in writing by first class mail or by e-mail (to those members who have

agreed to have their vote registered by e-mail and who have filed with the secretary of this Club a current e-mail address) at least ten days prior to such meeting. All e-mail messages from the Club Secretary and from the members shall request a "Read Receipt" to assure the sender that the message was received.

Section 2. Such amendments shall become effective upon adoption.

#### Article XII

##### MERGER, CONSOLIDATION, OR DISSOLUTION OF THE UNIT

In the event the members of this Club deem it desirable for this Club to merge with another Unit or Club or for the Club to consolidate with one or more Units or Clubs, or for the Club to dissolve, the members shall, through the President of this Club, follow the appropriate procedures as prescribed in ARTICLE VII, Section 1 through 6 of the Bylaws of the International Club. These procedures are in accordance with Section 501 (c) (7) of the Internal Revenue Service Code. Whether the Club merges with another Unit or Club consolidates with one or more other Units or Clubs, or dissolves, none of the funds or property of this Club shall ensure to the benefit of any member.

#### Article XIII

##### MEETING TYPE

Section 1. Any Business Meeting of the Club or the Executive Board may be held as an electronic meeting with a minimum of ten (10) days notification to the membership and Board. Such notification will include all necessary information for participation by the membership and Board.

Section 2. Any electronic meeting will meet the quorums established in the Club's Constitution.

*These Bylaws, as last amended, were adopted and effective on March 27, 2021, at Powhatan, Virginia.*