

# **SUGGESTED MODEL OF UNIT/CLUB CONSTITUTION AND UNIT/CLUB BYLAWS**

## **NOTES**

- 1. This model will guide a Local Club as they prepare their governing documents for review in compliance with Article VI Sec. 2 of the WBCCI Bylaws. Submit the revised document(s) electronically to WBCCI Headquarters.**
- 2. A Local Club may choose to follow the Model verbatim, but this is not required. Doing so facilitates document preparation as well as the role of the Constitution and Bylaws Committee in the approval process. Some parts must be included and are marked with an asterisk (\*). A Local Club may alter these parts, but must submit rationale in order to receive approval. Where you see a double asterisk (\*\*) it indicates a **Unit/Club** office that must be included. Local Club governing documents must not conflict with the Constitution, Bylaws, and Policies of WBCCI. Incorporated Local Clubs may have special requirements based on their State of incorporation.**
- 3. Local Clubs who develop a series of best practices and procedures place these in a Policy File. These may be generated from decisions made by the Executive Board, Membership Business Meeting or from past experience. A Policy File is valuable to new officers and new members as they learn how the Local Club operates. These should be made available to all members via the Local Club Membership Directory and/or the Local Club website.**
- 4. The models include many guiding comments in red text. Do not include them in the final document(s).**
- 5. Many Local Clubs who have changed their name to include “Airstream” and/or “Club” must change their documents to reflect that decision in those places where the Model refers to “Unit”. These are indicated with the annotation: **Unit/Club**.**

**Comments in RED are there for guidance and should not be included in any Local Club’s documents. This is a model and a model simply suggests language for the drafting of the Club’s Constitution and Bylaws or specifics language to be used where needed.**

# MODEL CONSTITUTION

PAGE - 1

---

## \*ARTICLE I NAME OF ORGANIZATION

- Sec. 1 This organization is a chartered Unit of the Wally Byam Caravan Club International, Inc. and shall be known as the \_\_\_\_\_ **Unit/Club** of the Wally Byam Caravan Club International, Inc. **(Be specific here. If you are Unit or Club state that.)**

## ARTICLE II OBJECTIVES

- Sec. 1 The objectives of this non-profit organization **may\*** be: **\*(The word “may” allow the Unit/Club to state their own objectives. The final document must use the word “shall”).**
- To furnish encouragement and assistance in the development of the **Unit/Club** and thus afford fraternization for recreational vehicle owners.
  - To encourage safe driving and assist in improving the general welfare of the recreational vehicle public through assistance and active participation of all its members in building a strong organization for the betterment of good will toward recreational vehicle travel.
  - To coordinate with and participate in the interests and activities of the International and the Region.
  - To cooperate with other organizations and units within our sphere which are seeking to elevate the standards and ethics of the various groups.
  - To disseminate information of an advisory and educational nature which will be of value to its members and the public.
  - To study, advise and recommend legislation which is in the interest of the recreational vehicle public and oppose all legislation which is discriminatory and injurious to the recreational vehicle public.
  - To encourage government and private agencies to provide more and better recreational vehicle parks and facilities.

## \*ARTICLE III MEMBERSHIP QUALIFICATIONS

- Sec. 1 An adult who owns a hard-sided recreational vehicle manufactured by Airstream, Inc. shall be eligible for membership.
- Sec. 2 There are two classes of membership in this **Unit/Club**; Regular and Affiliate Members.
- Sec. 3 An applicant for membership in this **Unit/Club** must submit an application in writing and, upon the payment of International and **Unit/Club** dues, shall be a Regular. Member.
- Sec. 4 Regular Members who have sold their recreational vehicle manufactured by Airstream, Inc., may, upon request, retain their membership as Regular Members of this **Unit/Club** pursuant to the provisions of Article VI, Sec. 2, of the International Constitution. Such Regular Members shall possess all the rights and privileges of the International Club, including full voting rights in all elections and on all questions.
- Sec. 5 Any member of Wally Byam Airstream Club may become an Affiliate member in this **Unit/Club** by an application to the Membership Chair and upon acceptance shall possess all the rights and privileges of the **Unit/Club** except:
- The right to hold office in the **Unit/Club**.

# MODEL CONSTITUTION

PAGE 2

---

- The right to vote, through the Affiliated **Unit/Club**, in the selection or election of officers in the **Unit/Club**, Region or International or on any amendment to the **Unit/Club** or the International Constitution.
- The right to vote on the dissolution of the **Unit/Club**, consolidation of the **Unit/Club** with one or more Local Clubs, or the merger of the **Unit/Club** with another.

Sec. 6 Applicants for Affiliate membership in this **Unit/Club** must submit dues and show evidence of membership in the International Club.

Sec. 7 Failure to pay either **Unit/Club** or International dues will automatically terminate membership in the **Unit/Club**.

Sec. 8 below is a major change in the voting for **Unit/Club** members and needs to be changed in the **Unit/Club** Constitution. See also Article VI, Sec. 2.

Sec. 8 A co-owner, defined as one of two WBCCI members who own a single Airstream recreational vehicle and where each pays International and **Unit/Club** dues, shall be deemed to include the spouses or partners of each co-owner. Each shall have all the rights and privileges of membership, including voting,

**If you have no Co-owners the following example can be used:**

Sec. 8 *An owner of an Airstream and his/her spouse/partner who join the **Club/Unit** as Regular Members will have one vote per person in the election of officers at the Local and International levels as well as amendments to their respective Constitutions.*

## ARTICLE IV OFFICERS AND THEIR ELECTION

Sec. 1 The officers of the **Unit/Club** shall be Regular members of the **Unit/Club** and **may\*** consist of:  
**\*(The word “may” allow the Unit/Club to determine their own officers. The final document must use the word “shall” in the final document.)**

- **\*\*President**
- First Vice President
- Second Vice President
- Corresponding Secretary
- **\*\*Recording Secretary**
- **\*\*Treasurer**
- \_\_\_\_\_ Trustees (usually two to four)

\*Sec. 2 The Officers shall be elected at the annual business meeting. They shall be installed and assume office on \_\_\_\_\_. An officer, except for Trustees, shall serve in office for a term of one year or until a successor is elected, but in no case shall an officer be eligible to serve more than two consecutive terms in the same office except the Recording Secretary, Corresponding Secretary or Treasurer provided they are duly nominated and elected for each term of office.

\*Sec. 3 The Trustees shall be elected at the annual business meeting, each for a term of two years, but arranged so that only one-half such Trustees terms expire in any one year. No Trustee shall serve more than one two-year term consecutively. **(Include this only if the Unit/Club has Trustees.)**

## MODEL CONSTITUTION PAGE - 3

---

\*Sec. 4 An officer who advances to an office pursuant to the provisions of Sec. 5 of this ARTICLE shall not be deemed to have served a full term in such office unless said service is for a period of greater than one-half (1/2) the term of such office.

- \*Sec. 5 In the event of the death or resignation of the President or the death, advancement or resignation of a Vice President, or an officer's inability to fulfill the duties of office, the next ranking Vice President (in the order first, second) shall advance. All other vacancies on the Executive Board, except that of the Immediate Past President, shall be filled by a majority vote of the Executive Board.

## \*ARTICLE V EXECUTIVE BOARD

- Sec. 1 The Executive Board shall consist of all of the **Unit/Club** officers plus the immediate Past President of the **Unit/Club**.
- Sec. 2 The Executive Board shall be the administrative body of the **Unit/Club** and shall define the policies of and have full administrative authority in all matters pertaining to the **Unit/Club**, and exercise general control and supervision of all officers and committees.
- Sec. 3 The President or any two members of the Board may call a business meeting of the Executive Board at any time deemed necessary.
- Sec. 4 A quorum of the Executive Board consists of a majority of its members.

## \*ARTICLE VI **UNIT/CLUB BUSINESS MEETINGS**

- \*Sec. 1 The annual business meeting of the **Unit/Club** shall be held during the month of \_\_\_\_\_ (**usually in the Fall**). Additional business meetings may be held during any rally of the **Unit/Club**, and also may be called at any time by a majority vote of the Executive Board. The date, time, location and purpose of all **Unit/Club** business meetings shall be announced to the members in writing at least fifteen days prior to the meeting. A quorum for conducting business at any business meeting shall be not less than \_\_\_\_\_ percent of the membership. (**Normally 10-15%**)
- Sec. 2 All Regular Members, including spouse or partner, voting at the annual or additional business meetings of this organization, shall each have one vote. Co-owners, including spouse or partner who pay International and **Unit/Club** dues to this **Unit/Club** as provided for in Article III, Sec. 8, shall each have one vote.

(Note, if in Article III, Sec. 8, you have no reference to Co-Owners, do not include the last sentence in Article VI, Sec. 2.)

- Sec. 3 Ballots submitted by email, regular mail or facsimile may also be accepted from Regular Members. The President and Recording Secretary shall ensure no member casts more than one ballot. Votes allowed in this manner should be received by the **Unit/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. Such ballots also count as a part of the quorum for such a business meeting

## MODEL CONSTITUTION PAGE - 4

---

## \*ARTICLE VII BYLAWS

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

## \*ARTICLE VIII AMENDMENTS

Sec. 1 Proposed amendments to this Constitution shall be submitted to the Executive Board in writing. The Executive Board shall submit all such amendments to the members for their consideration.

Sec. 2 Any Article or Section of this Constitution may be amended by a two-thirds vote of the members voting at a business meeting of the **Unit/Club** or a special meeting called for that purpose. In either case, a notice containing the proposed amendment or amendments has been delivered by first-class mail or electronically to each member of the **Unit/Club** at least fifteen days prior to the meeting. Provision for balloting may follow Article VI, Sec. 3, of this Constitution.

Sec. 3 All amendments to this Constitution shall become effective upon adoption.

\*This Constitution, as last amended, was adopted by the membership on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City, State, or Province)

---

**ARTICLE I  
PARLIAMENTARY AUTHORITY**

- \*Sec. 1 Parliamentary procedures for all meetings of the **Unit/Club** and Executive Board shall be governed by the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED except when they are in conflict with the Constitution, Bylaws, or Policy of this **Unit/Club**.
- Sec. 2 The order of business may be: (The use of "may" allows the President leeway in establishing the agenda for a Board or Business Meeting.)
- Opening Ceremonies
  - Invocation (**Non-Sectarian**)\*\*
  - Pledge of Allegiance (The United States Pledge of Allegiance may be omitted at all WBCCI rallies, events, and functions held outside the United States).
  - A. Roll Call
  - B. Approval of Minutes
  - C. Reports of Officers and Committees
  - D. Special Orders
  - E. Unfinished Business
  - F. New Business
  - G. Announcements
  - H. Adjournment

**ARTICLE II  
COMMITTEES**

- Sec. 1 Standing Committees **may\*** be:\*(The word "may" allows the Unit/Club to only establish the Standing Committees they need. Feel free to add to this list, it is not set-in stone. Include only those Standing Committees your Local Club establishes. The final document must use the word "shall".)
- A. Budget
  - B. Caravan
  - C. Constitution and Bylaws
  - D. Ethics and Grievance
  - E. Family/Youth
  - F. Historical
  - G. Hospitality
  - H. Legislative
  - I. Membership
  - J. Publicity
  - K. Public Relations/Social Media
  - L. Webmaster

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

- \*Sec. 2 All Standing Committees shall consist of a Chair and as many members as deemed necessary by the President. Chairs of Standing Committees shall report at each meeting of the Executive Board.

1. Budget In cooperation with the incoming and outgoing Treasurer of the **Unit/Club**, prepare for the Executive Board a budget projecting the Local Club's income and expenditures for the next year.
2. Caravan Plan, organize, and obtain leaders for Local Club caravans that are operated or conducted for the Club within the scope of the WBCCI Caravan Handbook. Develop an aggressive Caravan program and to coordinate **Unit/Club** caravan matters with appropriate Region and International Caravan Committees.
3. Constitution and Bylaws Conduct a continuing review and study of the Local Club and the International Constitution and Bylaws and to make recommendations for any amendments or additions deemed desirable and in the best interest of the Club.
4. Ethics and Grievance Investigate and assess all grievances or complaints made by members and others according to Article V of the WBCCI Bylaws and make recommendations to the **Unit/Club** Executive Board.
5. Family/Youth Plan programs to encourage participation of family/youth at Local Club functions and to be the liaison person between the Local Club and International Family/Youth Standing Committee.
6. Historical Record events including written and pictorial material associated with Local Club's activities and to maintain historical records.
7. Hospitality Receive and make welcome guests and new members at Local Club functions. Recommend ways to meet and greet all Local Club members and guests at rallies and/or seasonal functions.
8. Legislative Study, advise and recommend legislation in the interest of the Local Club and its members; to recommend opposition to all legislation which is discriminatory and injurious to the interest of the local Club and its members
9. Membership Be the Local Club's 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 their International or **Unit/Club**, dues by for their membership year.
10. Publicity Collect newsworthy items of interest to Local Club members and to publish monthly a newsletter containing past and future events of the **Unit/Club**, Region and International. To publish yearly a roster in the form and content as directed by the Executive Board. Forward material to Headquarters for publishing in the Blue Beret and Directory with respect to the Club's activities schedule.
11. Public Relations Maintain communications with the International and Region Public Relations Committees for maintaining a continuing program of public relations between WBCCI and communities being exposed to rallies and caravans. Also, make use of Social Media as a

## **MODEL BYLAWS**

**MODEL C & BL  
PAGE - 3**

---

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

### **\*ARTICLE III GUESTS**

- Sec. 1 A guest (or guests) sponsored and invited by a member in good standing, and using the member's trailer or motorhome or staying in a non-RV facility such as a cabin, motel room, etc., may attend activities of the **Unit/Club**. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee.
- Sec. 2 A member in good standing in this **Unit/Club** may sponsor and invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the **Unit/Club**.
- Sec. 3 Members in good standing in the International Club may attend activities of the **Unit/Club** provided that such members, and where required, shall have made prior reservation.
- Sec. 4 The **Unit/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., It may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by that **Unit/Club** in any calendar year) a buddy rally and/or caravan. Each member of the **Unit/Club** may invite no more than one non-member recreation vehicle family.

The family is invited to the buddy rally or caravan to introduce them to the WBCCI "Way of Life" and the **Unit/Club** members in the hope they might decide to purchase an Airstream and join WBCCI. 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**

- Sec. 1 The Executive Board shall, not less than ninety (90) days prior to the **Unit's/Club's** annual business meeting, appoint a three member Nominating Committee, After having obtained the prior acceptance for office of each nominee if elected, shall place in nomination one candidate for each office to be filled by election. A written report submit to the Executive Board shall include the names of all candidates considered and the President shall distribute the report to the membership not less than fifteen (15) days before the business meeting. Additional candidates who have previously consented to accept the office if elected, may self-nominate or be placed in nomination from the floor of said meeting. No seconds are required for any nomination.

#### **ARTICLE V DUTIES OF OFFICERS**

**(The Officers every Unit/Club must have been marked with a double asterisk (\*\*))**

- \*Sec. 1 The President shall:
- Preside at all meetings of the **Unit/Club** and Executive Board.
  - Enforce the Constitution and Bylaws.
  - Appoint all standing committees and the Parliamentarian.
  - Have such powers and duties as normally pertain to the principal executive officer.

## **MODEL BYLAWS**

**MODEL C & BL  
PAGE - 4**

- 
- Sec. 2 The 1st Vice President shall:
- Attend all business meetings of the **Unit/Club** and the Executive Board.
  - Shall assist the President.
  - Assume the duties of the President in the President's absence.
- Sec. 3 The 2nd Vice President shall:
- Attend all business meetings of the **Unit/Club** and the Executive Board.
  - Assist the President and the First Vice President.
  - 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.



- Perform the duties as assigned by the Executive Board.

Sec. 4 The Corresponding Secretary shall:

- Issue notices of all meetings of the **Unit/Club** and the Executive Board as prescribed in Article VI, Sec. 1 and 2 and Article VIII, Sec. 2, of the Constitution and Article XI, Sec.1, of the Bylaws.
- Prepare an agenda of pending business for use by the presiding officer at each meeting.
- Coordinate with the Treasurer to maintain an accurate roster of paid-up members of the Unit.

\*Sec. 5 The Recording Secretary shall:

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

\*Sec. 6 The Treasurer shall:

- Maintain the financial records of the **Unit/Club** and receive all monies, as prescribed in International **Policy 16.6.1, Financial Management, Items K - M** and **Policy, 16.6.2, Financial Data Guidelines**, and promptly deposit them in the bank chosen by the Executive Board.
- Notify members of expiration of dues, and direct the members to the Headquarters website to renew their International and **Unit/Club** dues. They should also 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 Chair. In addition, the Membership Chair shall be notified of all members who have not paid their dues by their anniversary date in order that the membership chair might assist the Treasurer in contacting those members to collect their dues.
- Submit a full written report of finances to the Executive Board at each meeting. Each year a committee selected by the incoming President will audit the books and accounts. Before retirement, all books, monies and property of the **Unit/Club** shall be delivered promptly to the incoming Treasurer.

Sec. 7 The duties of the Trustees (or Directors) shall be:

- To attend all meetings of the **Unit/Club** and the Executive Board.
- To accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.

## MODEL BYLAWS

MODEL C & BL  
PAGE - 5

---

### \*ARTICLE VI MEETING TYPE

Sec. 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.

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

### \*ARTICLE VII DELEGATES

Sec. 1 The Executive Board shall appoint one Delegate and one alternate from among the Regular Members who will attend any Constitutional Delegates Meeting of the Wally Byam Caravan Club International, Inc. An Affiliate Member of this Local Club, who is a Regular Member in the same region may be appointed if the **Unit/Club** has no Regular Members attending the Constitutional Delegates Meeting. Any vacancy

occurring following such selection shall be filled by appointment by the President. The Delegate should be instructed with respect to the wishes of the Local Club on matters to come before the meeting. The Delegate should also be instructed to vote their conscience should there be any amendment to a Constitutional amendment be presented at the meeting. The President and Secretary shall certify these appointments.

## **\*ARTICLE VIII DUES**

- Sec. 1 The annual **Unit/Club** dues of Regular and Affiliate members shall be set by the Executive Board.
- Sec. 2 A member who fails to pay properly assessed International and Local Club dues before December 31 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 **Unit/Club** or International on or before December 31, the membership will be terminated.

## **ARTICLE IX CODE OF ETHICS**

- Sec. 1 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.

## **MODEL BYLAWS**

**MODEL C & BL  
PAGE - 6**

- 
- 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 X LIABILITY**

- Sec. 1 Neither the Local Club nor its officers are responsible for the loss of or damage to property or for injury to or death of a person on the premises of any **Unit/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 XI POLICY**

- Sec. 1 Policy consistent with the Constitution and Bylaws of the **Unit/Club** and with the Constitution, Bylaws and Policy of the Wally Byam Caravan Club International, Inc., containing additional provisions for the government of the **Unit/Club** may be adopted by the Executive Board.

## **\*ARTICLE XII AMENDMENTS**

- Sec. 1 These Bylaws may be amended at any business meeting of the Executive Board by a two-thirds vote, provided the proposed amendment has been submitted to all members of the Executive Board in writing ten (10) days prior to such meeting.
- Sec. 2 Such amendments shall become effective upon adoption.

**\*ARTICLE XIII**  
**MERGER, CONSOLIDATION OR DISSOLUTION OF THIS UNIT/CLUB**

- Sec. 1 In the event the members of this Local Club deem it desirable to merge with another Local Club, or to consolidate with one or more Local Clubs, or for the Club to dissolve, the members shall, through the President of this **Unit/Club**, 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 Section 501 (c) 7 of the Internal Revenue Service Code.

\*These Bylaws, as last amended, were adopted by the Board on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City, State, or Province)