

OKLAHOMA AIRSTREAM UNIT/CLUB BYLAWS

ARTICLE I PARLIAMENTARY AUTHORITY

- Sec. 1 A. 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.
- B. The Unit/Club may elect to dispense with certain elements of the suggested order of business when not applicable to the matter at hand.
- Sec. 2 The order of business may be:
1. Opening Ceremonies
 - Invocation (**Non-Sectarian**)
 - Pledge of Allegiance
 2. Business Meeting
 - Call to Order
 - Roll Call
 - Approval of Minutes
 - Reports of Officers and Committees
 - Special Orders
 - Unfinished Business
 - New Business
 - Announcements
 - Adjournment

ARTICLE II COMMITTEES

- Sec. 1 Standing Committees shall be:
1. Budget
 2. Caravan
 3. Constitution and Bylaws
 4. Ethics and Grievance
 5. Family/Youth
 6. Historical
 7. Hospitality
 8. Legislative
 9. Membership
 10. Publicity
 11. Public Relations/Social Media
 12. 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.

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STANDING COMMITTEES GENERAL DUTIES

1. Budget - In cooperation with the incoming and outgoing Treasurer of the Unit/Club, prepare for the Executive Board a budget projecting the Local Unit/Club's income and expenditures for the next year.
2. Caravan - Plan, organize, and obtain leaders for Local Unit/Club caravans that are operated or conducted for the Unit/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 personnel.
3. Constitution and Bylaws - Conduct a continuing review and study of the Local Unit/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 Unit/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 thereon to the Unit/Club Executive Board.
5. Family/Youth - Plan programs to encourage participation of family/youth at Unit/Club functions and to be the liaison person between the Unit/Club and International Family/Youth Standing Committee.
6. Historical - Record events including written and pictorial material associated with Local Unit/Club's activities and to maintain historical records.
7. Hospitality - Receive and make welcome guests and new members at Unit/Club functions. Recommend ways to meet and greet all Local Unit/Club members and guests at rallies and/or seasonal functions.
8. Legislative - Study, advise and recommend legislation in the interest of the Local Unit/Club and its members; to recommend opposition to all legislation which is discriminatory and injurious to the interest of the local Unit/Club and its members
9. Membership - Be the Local Unit/Club's contact for prospective new members and explain the purpose and objectives of the Wally Byam Caravan Unit/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 Unit/Club members and to publish quarterly 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 Unit/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.

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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 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 Unit/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

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.

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.

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- 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.

ARTICLE VI MEETING TYPE

- Sec. 1 Any Business Meeting of the Unit/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.

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

ARTICLE VII 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 Unit/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 VIII 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 Unit/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 camps in an orderly manner and leave them the same way.

ARTICLE IX LIABILITY

Sec. 1 Neither the Local Unit/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 X 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.

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ARTICLE XI 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 XII MERGER, CONSOLIDATION OR DISSOLUTION OF THIS UNIT/CLUB

- Sec. 1 In the event the members of this Local Unit/Club deem it desirable to merge with another Local Unit/Club, or to consolidate with one or more Local Unit/Clubs, or for the Unit/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 October 14, 2022 at Broken Bow, OK
(Date) (City, State, or Province)