

**BYLAWS
027 FLORIDA AIRSTREAM CLUB
OF THE WALLY BYAM CARAVAN CLUB INTERNATIONAL (WBCCI)**

**ARTICLE I
PARLIAMENTARY AUTHORITY**

Section 1. Parliamentary Procedures: Parliamentary procedures for all meetings of the 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 Policies of this Club.

Section 2. Order of Business: The order of business may be:

- A. Call to Order
 - Invocation (Non-Sectarian)
 - Pledge of Allegiance
- B. Roll Call
- C. Approval of Minutes
- D. Reports of Officers and Committees
- E. Special Orders
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournment

**ARTICLE II
COMMITTEES**

Section 1. Standing and Select Committees: Committees shall be:

- | <u>Standing Committees</u> | <u>Select (Temporary) Committees</u> |
|----------------------------|--------------------------------------|
| A. Badge | A. Audit |
| B. Charitable Project | B. Nominating |
| C. Communications | |
| D. Membership | |
| E. Rally/Caravan | |
| F. Sunshine | |

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

Section 2. Standing and Select Committee Requirements: All Standing and Select Committees shall consist of a Chairperson and as many members as deemed necessary by the President. Chairs of Standing and Select Committees shall report at each meeting of the Executive Board as required by the President.

The general duties of the Standing and Select Committees are defined in the Florida Airstream Club Policy, Club Position Descriptions and approved by the Club Executive Board.

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

ARTICLE III GUESTS

- Section 1. Invited Guests:** A guest (or guests) sponsored and invited by a member in good standing, and using the member's trailer or motorhome or staying in a non-RV facility such as a cabin, motel room, etc., may attend activities of the Club. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee.
- Section 2. Sponsor Non-Member with Airstream:** 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. International Club Members:** 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.
- Section 4. Buddy Rally/Caravan:** A 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 that Club in any calendar year) a buddy rally or a buddy caravan. Each member of the Club may invite not more than one non-member recreation vehicle family.
- Section 5. Prospective Members:** The guest/family is invited to the buddy rally and/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/caravan 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

- Section 1. Nominating Committee:** The 1st Vice President shall chair the Nominating Committee. The committee shall minimally be comprised of the 1st Vice President, 2nd Vice President, Past President and a member at large selected by the committee chair. The committee shall be formed not less than ninety (90) days prior to the Club's annual business meeting. The 1st Vice President shall notify the Executive Board of the committee membership upon the formation of the committee. The Nominating Committee shall solicit the membership for possible candidates, after having obtained the prior acceptance for office of each candidate if elected, select and place in nomination at least one candidate for each office to be filled by the election. All committee deliberations are considered as private and held only within the committee. A written report shall be submitted to the Executive Board which shall include the names of all candidates and the selected nominees. The President shall assure the distribution of the nominees to the membership not less than 15 days prior to the annual membership business meeting.

ARTICLE V EXECUTIVE BOARD MEMBER DUTIES

The duties and responsibilities of the Club Executive Board members are defined in more detail in the Florida Airstream Club Policy, Club Position Descriptions and approved by the Club Executive Board.

- Section 1. President:** The President is the Chief Executive Officer of the Club, presides over the Executive Board and Executive Board meetings. The President serves a one-year term elected by the Club membership at the annual meeting. The President shall have such powers and duties as normally

pertain to the Club's principle executive officer.

Section 2. 1st Vice President: The 1st Vice President is an officer of the Club, member of the Executive Board and serves a one-year term elected by the Club membership at the annual meeting. The 1st Vice President is responsible for assisting the President as required and performing the duties of the President in their absence.

Section 3. 2nd Vice President: The 2nd Vice President is an officer of the Club, member of the Executive Board and serves a one-year term elected by the Club membership at the annual meeting. The 2nd Vice President is responsible for assisting the President and 1st Vice President as required and performing the duties of the 1st Vice President in their absence.

Section 5. Secretary: The Secretary is an officer of the Club, member of the Executive Board and serves a one-year term elected by the Club membership at the annual meeting and may hold office for consecutive years. The Secretary is responsible for the support and recording of Executive Board meetings and administrative records.

Section 6. Treasurer: The Treasurer is the Chief Financial Officer of the Club, member of the Executive Board and serves a one-year term elected by the Club membership at the annual meeting and may hold office for consecutive years.

Section 7. Trustees: The Trustees are members of the Executive Board, serve a two-year term elected by the Club membership at the annual meeting. The Trustees may simultaneously hold other positions in the Club. Trustees are primarily responsible for overseeing and recommending improvements to the general function of the Club and may serve in additional duties as assigned by the President.

Section 8. Past President: The Past President is a member of the Executive Board, serves a one-year term and functions in an advisory role for the Club President and Executive Board to assure the continuity of Club functions.

ARTICLE VI ELECTRONIC BUSINESS MEETINGS

Section 1 Business Meetings: Any membership business meeting of the Club or of the Executive Board may be held remotely via electronic methods provided all meeting member are able to effectively participate in the meeting. Advance notice of membership business meetings is defined in Article VI of the Club Constitution. Advance notice for Executive Board meetings should be adequate for all Executive Board members to have the opportunity to participate in the meeting. Such notification will include all necessary information for participation by the membership and/or Executive Board.

Section 2 Electronic Business Meeting Quorums: Any meeting held by electronic methods shall meet the quorums established in the Club's Constitution.

ARTICLE VII DUES

Section 1. Dues Amount: The annual Club dues of Regular and Affiliate members shall be set by the Executive Board.

Section 2. Dues Payment: WBCCI Lifetime Members of the Florida Airstream Club are not required to pay Club membership dues. Regular and affiliate Club members membership dues must be paid prior to

their membership expiration date to maintain membership in the Club. Additionally, regular member membership dues must be paid by year end in order for the member to be listed in the following years WBCCI Annual Membership Directory.

ARTICLE VIII FINANCIAL

- Section 1. Fiscal Year:** The Club financial fiscal year shall be based on the calendar year.
- Section 2. Checking Account:** The club shall maintain a Club checking account at an FDIC insured financial institution as approved by the Executive Board. The President, 1st Vice President, Treasurer, and WBCCI Corporate Manager may have signature authority and on-line access to the Club checking account. Upon advanced notification of the Executive Board and with the agreement of the Treasurer, the President may appoint/approve one additional individual to have signature authority and on-line access to the Club checking account provided they are an existing member of the Executive Board. Any such appointments shall be documented in the minutes of the next Club business meeting.
- Section 3. Club Funds Management:** The Club shall maintain two categories of funds, Club operating funds and reserved charitable funds. Club operating funds typically result from Club dues and any residual funds collected from Club rallies and caravans. As an Internal Revenue Section 501 (c) 7 social club it is expected that clubs maintain a limited amount of operating funds. The Club Executive Board shall determine an appropriate funds guideline to include a minimum reserve or threshold to assure adequate operating funds are available for the proper operation of the Club and possible contingencies and an upper fund level. When operating funds approach or exceed the established upper level the Executive Board shall decide how to manage the funds down to a more appropriate level. Charitable funds are derived through Club charity fund raising activities and shall be donated each year to the charity(s) selected by the Club membership. Charitable funds are treated as reserved funds and are not considered as a part of the Clubs upper fund level.
- Section 4. Budget:** A Club budget shall be prepared each year by the President-elect in concert with the Treasurer with input from the in-coming Executive Board and Committee Chairpersons. The new President shall submit the proposed budget for approval to the new Executive Board during the month of January. The Treasurer shall provide a written report to the Executive Board on the budget status, revenue and funds on-hand at the end of each quarter during the year.
- Section 5. Financial Audits:** The Club Audit Committee shall at minimum audit the financial records of the Club at least once per year after the end of the third quarter and just prior to the annual membership meeting. An advance copy of the written audit report shall be provided at the earliest opportunity to the President and Treasurer for review. The audit report shall be presented at the annual membership meeting and entered into the Clubs records by the Secretary. The Club President or a majority of the Executive Board may direct the Audit Committee to conduct additional audits during the year in such instances as the replacement of the Treasurer or for questions concerning the management of the Club operating or charitable funds.

**ARTICLE IX
LIABILITY**

- Section 1. Liability:** Neither the 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 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.
- Section 2. Insurance:** The Clubs parent organization WBCCI provides liability insurance for approved Club rallies, caravans, and functions. A Certificate of Liability Insurance is available defining coverage and liability limits upon request for Club events from WBCCI headquarters.

**ARTICLE X
POLICY**

- Section 1. Policies:** Policies consistent with the Constitution and Bylaws of the Club and with the Constitution, Bylaws and Policies of the Wally Byam Caravan Club International, Inc., that contain additional provisions for the government of the Club may be adopted by the Executive Board.

**ARTICLE XI
AMENDMENTS**

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

**ARTICLE XII
MERGER, CONSOLIDATION OR DISSOLUTION OF THIS CLUB**

- Section 1. Merger/Consolidation/Dissolution:** In the event the members of this Club deem it desirable for this Club to merge with another local Club, 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.

These Bylaws, as last amended, were adopted by the Executive Board by a vote on November 5, 2022 at Weeki Wachee, Florida.