

**SOUTHEASTERN MICHIGAN AIRSTREAM CLUB
WALLY BYAM CARAVAN CLUB INTERNATIONAL (WBCCI)
(a.k.a. WALLY BYAM AIRSTREAM CLUB (WBAC))**

BYLAWS

ARTICLE I: PARLIAMENTARY AUTHORITY

SECTION 1

Parliamentary procedures for all meetings of the Southeastern Michigan Airstream Club (SEMAC) and Executive Board shall be governed by the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED except when in conflict with the Constitution, Bylaws or Policy. (Revised 1/7/2009)

SECTION 2

The order of business may be:

1. Opening Ceremonies: Invocation (Non-Sectarian) & Pledge of Allegiance. (Revised 7/20/2020)
 2. Roll call and determination of quorum
 3. Approval of minutes
 4. Reports of Officers and Committees
 5. Unfinished Business
 6. New business
 7. Announcements
 8. Adjournment
- (Revised 7/8/2017)

ARTICLE II: COMMITTEES

STANDING COMMITTEES

SECTION 1

The Standing Committees shall be Historical, Membership, Newsletter, and Webmaster. The president shall appoint committees, as required, and is an ex-officio member of all committees except the Nominating Committee. (Revised 3/15/2021)

SECTION 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. Chairs may submit a written report to the President in lieu of attendance at a Board meeting. (Revised 3/15/2021)

**STANDING COMMITTEES
General Duties**

1. **HISTORICAL:** To maintain a continuing history of the SEMAC, which includes acquiring, cataloging, maintaining, and preserving, written and pictorial materials, associated with SEMAC current and historical activities. Shares the SEMAC history with membership by writing or soliciting articles and providing them, along with pictures, to the Newsletter

Chair for inclusion in the Newstream. (Revised 7/20/2020)

2. **MEMBERSHIP:** The **Membership Chair** shall:
 - A. Be the Local Club's contact for prospective new members and explain the purpose and objectives of the Wally Byam Caravan Club International.
 - B. Extend invitations to prospective members to attend a rally or meeting when making an application for membership.
 - C. Coordinate with the Treasurer to ensure having an accurate list of paid-up members.
 - D. Assist the Treasurer, as needed, in following up on all members who have not paid dues by December 1st. (Revised 3/15/2021)
3. **NEWSLETTER:** To serve as the content coordinator of the SEMAC Newstream. Collects, assembles, and organizes newsworthy items of interest to SEMAC members for publication in the Newstream and on the website on a regular basis. (Revised 3/15/2021)
4. **WEBMASTER:** To create and actively maintain the SEMAC website as a resource for current members and an attractive recruiting aid for potential future members, while assuring member personal information is properly protected. (Revised 3/15/2021)

SPECIAL COMMITTEES

SECTION 3

Special Committees may be appointed by the President as required.
(Revised 3/15/2021)

ARTICLE III: GUESTS

SECTION 1

Guest(s) sponsored and invited by a member in good standing and using the member's trailer or motorhome, or staying in a non-RV facility (e.g. cabin, motel room), may attend activities of the SEMAC. Members sponsoring guests will pay one extra rally fee exclusive of the parking fee.
(Revised 7/20/2020)

SECTION 2

A SEMAC member in good standing may sponsor and invite a non-member Airstream RV owner, as a prospective member, to attend SEMAC activities. (Revised 3/15/2021)

SECTION 3

Members in good standing in the WBAC may attend SEMAC activities provided he/she, has paid the activity fees and has made prior reservation for each attendance. (Revised 7/20/2020)

SECTION 4

Once each calendar year, the SEMAC may host a rally and/or caravan or combination thereof, with a non-WBAC- chartered RV club. (Revised 7/20/2020)

SECTION 5

Twice each calendar year the SEMAC may conduct a Buddy Rally and/ or Caravan event(s) where each club member may invite one non-member RV family. The total number of SEMAC Buddy events, in a calendar year, must be no more than 50% of the total number of SEMAC events, or two, whichever is less.

The invited, non-member RV family, is intended to be a prospective member who does NOT own an Airstream. They are invited to the Buddy Rally or caravan to introduce them to the WBAC "way of life" and the club members, in hope that they will purchase an Airstream and join the club. A Buddy Rally is NOT intended to be used by current or past WBAC members to attend a WBAC rally in their non-Airstream vehicles. (Revised 7/20/2020)

ARTICLE IV: NOMINATING COMMITTEE

SECTION 1

The Executive Board shall, not less than ninety (90) days prior to the SEMAC's annual business meeting, appoint a three-member Nominating Committee. The Nominating Committee, after having obtained the prior acceptance for office of each nominee if elected, shall place in nomination one or more candidates for each office to be filled by election. A written report submitted to the Executive Board shall include the names of all candidates considered and the President shall distribute the ballot 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. (Revised 3/15/2021)

ARTICLE V: DUTIES OF OFFICERS

SECTION 1

The **PRESIDENT** shall:

- A. Oversee the general running of the Club
 - B. Serve as the Chair and presides at all SEMAC meetings
 - C. Enforce the Constitution and Bylaws
 - D. Appoint all Standing Committees
 - E. Have such powers and duties as normally pertain to the principal executive officer.
- (Revised 3/15/2021)

SECTION 2

The **1st VICE PRESIDENT** shall:

- A. Attend all SEMAC business meetings and Executive Board meetings
- B. Assist the President
- C. Assume the duties of the President in the President's absence. (Revised 5/25/2021)

SECTION 3

The **2nd VICE PRESIDENT** shall:

- A. Attend all SEMAC business meetings and Executive Board meetings
- B. Assist the President and the 1st Vice President
- C. Assume the duties of the 1st Vice President in the absence of said officer
- D. Assume the duties of the President in the case of the absence of the President and the 1st Vice President
- E. Perform the duties as assigned by the Executive Board. (Revised 5/25/2021)

SECTION 4

The **SECRETARY** shall:

- A. Issue notices and prepare the agenda for all SEMAC business meetings and Executive Board meetings
- B. Record attendance at those meetings and advise the President if a quorum is present

- C. Record and preserve the minutes of those meetings
- D. Distribute those minutes to the Executive Board within 15 days. (Revised 3/15/2021)

SECTION 5

The **TREASURER** shall:

- A. Maintain the financial records of SEMAC and receive all monies, as prescribed in WBAC Policy 16.6.1, Financial Management, Items K - M, and WBAC Policy, 16.6.2, Financial Data Guidelines
- B. Promptly deposit said monies in the bank chosen by the Executive Board. (Revised 3/15/2021)
- C. Notify members of expiration of dues
- D. Issue receipts for dues paid through SEMAC
- E. Maintain an up-to-date roster of paid-up members
- F. Notify the Executive Board, the Newsletter Chair, and the Membership Chair of changes to this roster
- G. Notify the Membership Chair of all members who have not paid their dues by December 1, in order that the Membership Chair might assist the Treasurer in contacting those members to collect their dues prior to December 31. (Revised 3/15/2021)
- H. Submit a full written report of finances to the Executive Board at each meeting
- I. Provide necessary records to a committee selected by the incoming President will audit the books and accounts
- J. Before retirement, deliver all books, monies, and property of SEMAC promptly to the incoming Treasurer. (Revised 3/15/2021)

SECTION 6

The **TRUSTEES** shall:

- A. Attend all SEMAC business meetings and Executive Board meetings
- B. Accept special assignments as directed by the President
- C. Chair or be a member of committees. (Revised 5/25/2021)

SECTION 7

All Officers of SEMAC shall ensure that club resources are managed in a sound and transparent manner with an appropriate level of Executive Board oversight. (Revised 3/15/2021)

ARTICLE VI: 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. (Revised 3/15/2021)

SECTION 2

Any electronic meeting shall meet the quorums established in the Club's Constitution. (Revised 3/15/2021)

SECTION 3

Meetings of all SEMAC Standing Committees, Special Committees, and the Nominating Committee may be held as electronic meetings as determined necessary by the Committee Chair. (Revised 3/15/2021)

SECTION 4

The installation of incoming SEMAC Officers may be performed electronically. (Revised 3/15/2021)

ARTICLE VII: DELEGATES

SECTION 1

The President shall be the SEMAC's Delegate for the annual Delegates Meeting of the WBAC. (Revised 7/20/2020)

SECTION 2

If the President is unable to attend the Annual Delegate Meeting, he/she shall appoint a delegate and one alternate from among the regular members who will attend the annual Delegates Meeting of the WBAC (annually held between June 20 and July 30). (Revised 7/20/2020)

SECTION 3

An Affiliate Member of this club, who is a Regular Member in the same Region, may be appointed, if the unit has no Regular Members who are going to attend the Delegates Meeting. (Revised 7/20/2020)

Any vacancy occurring following such selection shall be filled by appointment by the President. The delegate will be instructed, with respect to the wishes of the Club, on matters to come before the meeting. The President and Secretary shall certify these appointments. (Revised 7/20/2020)

SECTION 4

The Delegate or Alternate Delegate presents a letter certifying the number of dues-paying members in the club and that they have been duly selected and authorized. (Revised 7/20/2020)

ARTICLE VIII: DUES

SECTION 1

The annual club dues of Regular and Affiliate members of SEMAC are set by the Executive Board and approved by a 2/3 affirmative vote of its Officers. (Revised 7/20/2020)

SECTION 2

A member who fails to pay properly assessed SEMAC and WBAC dues on or before December 31, may not be listed in the WBAC Annual Membership Directory for the following year. If the dues are not paid and receipted by the International or SEMAC Treasurer on or before December 31, the membership will be terminated. (Revised 3/15/2021)

ARTICLE IX: CODE OF ETHICS & CONDUCT

SECTION 1

All members shall abide by the following Code of Ethics:

- A. To be ever mindful of our responsibility, to the WBAC, and through conduct, indicate to the public that membership in the WBAC and SEMAC is an assurance of our courtesy

- on the road and good will to all peoples and countries. (Revised 7/20/2020)
- B. To be ever mindful of what we say or print with respect to the effect on others of our diverse membership 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 WBAC in bonds of good fellowship and mutual understanding. (Revised 3/15/2021)
 - 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. (Revised 1/7/2009)
 - D. To maintain our camps in an orderly manner and to leave them the same way. (Revised 1/7/2009)

ARTICLE X: LIABILITY

SECTION 1

Neither SEMAC 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. (Revised 3/15/2021)

ARTICLE XI: POLICY

SECTION 1

Policy consistent with the SEMAC Constitution and Bylaws and with the WBAC Constitution, Bylaws and Policy, embodying additional provisions for the government of SEMAC may be adopted by the Executive Board or the club members by majority vote of the Executive Board. Such Policy shall become effective upon adoption. (Revised 3/15/2021)

SECTION 2

For SEMAC to continue to be chartered and supervised by WBAC, and to maintain the WBAC's tax-exempt status, every 5 years, SEMAC shall send its current Constitution and Bylaws and any amendments thereto, by email, to the International office for review by the WBAC Constitution and Bylaws Committee. (Revised 3/15/2021)

ARTICLE XII: AMENDMENTS

SECTION 1

These bylaws may be amended at any Executive Board meeting by two-thirds affirmative vote of its Officers, provided that the proposed amendment(s) has been submitted to all Executive Board members, in writing, or electronic means, ten days prior to such meeting. (Revised 7/20/2020)

SECTION 2

Such amendments shall become effective upon adoption. (Revised 3/15/2021)

ARTICLE XIII: MERGER, CONSOLIDATION OR DISSOLUTION OF THIS CLUB

SECTION 1

In the event the members of SEMAC deem it desirable for this Club to merge with another Local Club, consolidate with one or more Local Clubs, or dissolve, the members shall, through the President of SEMAC, follow the procedures prescribed ARTICLE VII, Sections 1-6 of the WBAC

Bylaws. These procedures are in accordance with Section 501(c)7 of the Internal Revenue Service Code. (Revised 3/15/2021)

ARTICLE XIV: ACTIVITIES

SECTION 1

To be covered by WBAC insurance, SEMAC activities must be approved by the SEMAC Executive Board and be included in the published schedule of SEMAC activities. (Revised 3/15/2021)

These bylaws, as last amended, were approved by the Executive Board and became effective on May 25 2021 at a virtual Executive Board Meeting, Michigan.

Signatures on File

President

Treasurer

First Vice President

Secretary