

**UNIT CONSTITUTION**  
**AND**  
**UNIT BYLAWS**

**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 **South Florida Airstream Club** of the Wally Byam Caravan Club International, Inc.

**ARTICLE II**  
**OBJECTIVES**

Sec. 1 The objectives of this non-profit organization shall be:

- To furnish encouragement and assistance in the development of the Unit 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 - Regular Members and Affiliate Members.

Sec. 3 An applicant for membership in this Unit must apply for membership online at [www.airstreamclub.org](http://www.airstreamclub.org) and designate the South Florida Airstream Club Unit 30 as their "home club," and, upon the payment of International and Unit dues, shall be a Regular Member of this Unit.

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 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 the Wally Byam Airstream Club may become an Affiliate member in this Unit by adding the South Florida Airstream Club Unit 30 as an affiliate club to their membership at [www.airstreamclub.org](http://www.airstreamclub.org) and, upon acceptance, shall possess all the rights and privileges of the Unit except:

- The right to hold office in the Unit.
- The right to vote through their affiliation with this Unit in the selection or election of officers in the Unit, Region or International or on any amendment to the Unit or the International Constitution.
- The right to vote on the dissolution of the Unit, consolidation of the Unit with one or more units, or the merger of the Unit with another unit or club.

Sec. 6 Applicants for Affiliate membership in this Unit must submit dues and show evidence of membership in the International Club through another duly chartered unit.

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

#### **ARTICLE IV OFFICERS AND THEIR ELECTION**

Sec. 1 The officers of the Unit shall be Regular members of the Unit and shall consist of:

- President
- First Vice President
- Second Vice President
- Corresponding Secretary
- Recording Secretary
- Treasurer
- Four (4) Trustees

Sec. 2 The Officers shall be elected at the Annual Business Meeting at a scheduled Unit rally, held each calendar year in the spring. They shall be installed and assume office at a scheduled Unit Installation Rally each calendar year in the fall. 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 said officers are duly nominated and elected for each term of office.

Sec. 3 The Trustees shall be elected at the annual business meeting 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.

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 of First Vice President, then Second Vice President) 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 the unit officers plus the immediate Past President of the unit.

Sec. 2 The Executive Board shall be the administrative body of the Unit and shall define the policies of and have full administrative authority in all matters pertaining to the Unit and shall 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 shall consist of a majority of its members.

#### **ARTICLE VI UNIT BUSINESS MEETINGS**

Sec. 1 The annual business meeting of the Unit shall be held at a regularly scheduled Unit rally held in the spring each calendar year.

Additional business meetings may be held during any rally of the Unit and may be called at any time by a majority vote of the Executive Board. The date, time, location, and purpose of all Unit business meetings shall be announced to the members via e-mail at least ten (10) days prior to the meeting.

A quorum for conducting business at any business meeting shall be not less than ten percent (10%) of the regular membership.

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.

Sec. 3 Ballots may be submitted by email or regular mail. Ballots shall be submitted to the President **and** the Corresponding Secretary, who shall ensure no member casts more than one ballot. Votes allowed in this manner must be received by the unit 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 are considered part of the quorum for the meeting at which the vote was taken.

**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 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 or a special meeting called for that purpose, providing in either case, a notice containing the proposed amendment or amendments has been mailed first-class or electronically mailed to each member of the Unit at least ten (10) days prior to such a meeting.

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

**This constitution as last amended was adopted by the membership on February 12, 2023.**

## **BYLAWS AND POLICY**

### **ARTICLE I PARLIAMENTARY AUTHORITY**

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

Sec. 2 The order of business shall be:

- Opening Ceremonies
  - Invocation (Nonsectarian)
  - Pledge of Allegiance

- 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 AND APPOINTMENTS**

Sec. 1 Standing Committees shall be:

- A. Constitution and Bylaws
- B. Ethics and Grievance
- C. Membership
- D. Newsletter Editor
- E. Public Relations/Social Media

Upon his or her installation, the President shall appoint or reappoint the chairperson and members to each of the standing committees. Such appointment shall be valid only for the duration of the President's term.

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

Sec. 2 All Standing Committees shall consist of a Chairperson and as many members as deemed necessary by the President. The Chairperson of each Standing Committee shall report at each meeting of the Executive Board.

## STANDING COMMITTEES

### General Duties

- A. Constitution and Bylaws: Conduct a continuing review and study of the Unit 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.
- B. Ethics and Grievance: Investigate and assess all grievances or complaints made by members and others and to make recommendations thereon to the Unit Executive Board.
- C. Membership: Be the Unit'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 notified of a newly joined member.
- D. Newsletter Editor: To collect material of interest to Club members, report on past and future activities of the Unit, Region and International and publish at least four issues each year. Produce a directory and procedure manual as directed by the Executive Board.
- E. Public Relations/Social Media: The chair will act as "webmaster." Regularly update the Unit's WBCCI/ACI (Airstream Club International) website, the Unit WhatsApp Group chat, the Unit Facebook Group page, and all other social media platforms in use by the Unit. Updates shall include useful information related to Unit events, rallies, and caravans, schedule changes, member milestones, recognition of Unit or member accomplishments, and other items of interest to the general membership, to include photos and videos of the general members engaged in Unit sponsored activities. The committee will utilize these platforms to conduct Unit marketing and establish connections with new and potential new members and coordinate with the Membership Committee to ensure outreach to prospective members and interested individuals.

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

Sec. 4 Upon assuming office, the President shall appoint a Parliamentarian who shall serve as the principal advisor and consultant to the President on all matters of parliamentary procedure. Such appointment shall be valid only for the duration of the President's term. The Parliamentarian shall attend all Executive Board and regular membership meetings.

Sec 5. Each year the financials, i.e. books and accounts will be audited by a committee selected by the incoming President. The President will dissolve the committee when its task is completed.

## 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 motor home or staying in a non-RV facility such as a cabin, motel room, etc., may attend activities of the Unit. Members sponsoring such a guest shall pay one extra rally fee per person, exclusive of the parking fee.

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

Sec. 3 Members in good standing in the International Club may attend activities of the Unit provided that such members, where required, have made prior reservation for each attendee, and paid associated rally fees and camping fees.

Sec. 4 The Unit, once each calendar year, may host a rally or caravan or combination thereof with a recreational vehicle club not chartered by the Wally Byam Caravan Club International, Inc.

Twice each calendar year (but not more than 50% of the rallies and caravans conducted by the Unit in any calendar year) the Unit may host a buddy rally or a buddy caravan or combination thereof, to which each member of the Unit may invite not more than one non-member recreational vehicle (RV) family. The non-member RV family invited should be a prospective member and one which does not own an Airstream. The RV family's attendance is an opportunity to introduce them to the WBCCI "Way of Life" and the Unit's 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**

Sec. 1 The Executive Board shall, not less than ninety (90) days prior to the Club's annual business meeting, appoint a three-member Nominating Committee. This committee shall solicit members of the Club to volunteer to stand for any open leadership positions. The Committee should also encourage self-nomination for any position. After having obtained prior acceptance from each potential candidate, all names for any office shall be placed in nomination. A written report will be submitted to the Executive Board. The President shall distribute the report to the membership not less than twenty (20) days before an election. The election may be by electronic ballot, mail ballot or at the business meeting.

Sec. 2 The names of the nominees shall be submitted to the Executive Board at by no later than March 20<sup>th</sup>, and, once approved by the Executive Board, be published to the membership via electronic mail or U.S. mail prior to the election.

Sec. 3 For any offices remaining open, candidates may be nominated at any subsequent business meeting that includes a quorum of the membership of the Unit.

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

Sec. 1 The President shall:

- Preside over all meetings of the Unit and Executive Board.
- Enforce the Constitution and Bylaws.
- Appoint all standing committees, special committees, and the Parliamentarian.
- Have such powers and duties as normally pertain to the principal executive officer.
- Immediately upon election, hold an executive board meeting.
- Present a budget to the new Executive Board prepared by the Treasurer.

Sec. 2 The 1st Vice President shall:

- Attend all business meetings of the Unit and the Executive Board.
- 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 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 scheduled meetings of the Unit and the Executive Board as prescribed in Article VI, Sections 1 and 2 and Article VIII, Section 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 scheduled meeting.
- Notify members of expiration of dues and direct the members to the Headquarters website to renew their International and Club dues. Maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Treasurer, the Newsletter Editor, the Public Relations/Social Media Chair, 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 Corresponding Secretary in contacting those members to collect their dues.
- Attend to all Unit correspondence.
- Transmit Unit news of special interest to the Region 3 Blue Beret contributing editor.

Sec. 5 The Recording Secretary shall:

- Record and preserve the minutes of all official meetings of the Unit 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 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 previously chosen by the Executive Board.
- Submit a full written report of finances to the Executive Board at each meeting.



- Promptly provide information and documentation requested by the audit committee selected each year by the incoming President.
- Before retirement, all books, monies and property of the Unit shall be delivered promptly to the incoming Treasurer.
- If the incoming treasurer is authorized to use a different bank, the sum of all outstanding checks, plus \$50.00 should remain in the bank account. Issue a check for the remaining balance in the accounts payable to the South Florida Unit for deposit into the new bank account authorized by the board. When all checks have cleared in the former account, the remaining balance will be deposited into the new account.
- Shall prepare a budget to be presented by the President to the new Executive Board at the Installation Rally for their approval.
- Checks shall have one signature on each, by either the Treasurer or the President. In no case shall the Treasurer or President issue checks without immediate notification via email, one to the other, with notifications copied to both Vice Presidents.
- Bills presented for payment must have receipts and be approved by the President.
- No reimbursement to officers for travel expenses shall be issued unless by prior authorization of the Board.

Sec. 7 The duties of the Trustees shall be:

- To attend all meetings of the Unit and the Executive Board.
- To accept special assignments as directed by the President.
- To chair or be members of committees and teams.

**ARTICLE VI  
MEETING TYPE**

Sec. 1 Any business meeting of the Unit 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 Unit's Constitution.

**ARTICLE VII  
DUES**

Sec. 1 The annual Unit 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 Unit 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 or International on or before December 31, for members joining prior to August 1, 2021, or their anniversary date for those joining after August 1, 2021, 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 goodwill 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. 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.
- C. To maintain our camps in an orderly manner and leave them the same way.

**ARTICLE IX  
LIABILITY**

- Sec. 1 Neither the Unit 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.

**ARTICLE X  
POLICY**

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

**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**

- Sec. 1 In the event the members of this Unit deem it desirable for this Unit to merge with another Unit, or for the Unit to consolidate with one or more Units, or for the Unit to dissolve, the members shall, through the President of this Unit, 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 was adopted by the membership on February 12, 2023.**