

**Wally Byam Caravan Club International,  
Inc.**

**Arizona Airstream Club - 003  
(Region 11)**



Amended and Restated March 21, 2023

**Club Bylaws**

THIS PAGE LEFT INTENTIONALLY BLANK

# Arizona Airstream Club Bylaws

Amended and Restated March 21, 2023

## ARTICLE I PARLIAMENTARY AUTHORITY

- Sec. 1 Parliamentary procedure 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 Policy of this Club.
- Sec. 2 The order of business may be:
- Opening Ceremonies
    - Invocation (Nonsectarian)
    - 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 shall be:
1. Rally/Caravan
  2. Membership
  3. Newsletter
  4. Webmaster

The President shall appoint and be an ex-official 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 attend Executive Board Meetings as requested by the President.

### STANDING COMMITTEES --GENERAL DUTIES

1. Rally/Caravan. The committee shall plan, organize, and obtain leaders for local club rallies/events that are operated or conducted by the Club. **The 2<sup>nd</sup> Vice President shall serve as committee chair** and support hosts in handling campsite reservations, event schedules, setting rally fees, cancelling rallies or providing guidance as needed.
2. Membership. Be the 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 Club dues, for their membership year.
3. Newsletter. To collect newsworthy items of interest to Club members, and to publish monthly a newsletter containing past and future events of the 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.

4. Webmaster. Maintain an up-to-date website with a current rally schedule listed, have a list of current officers and committee chair members. Post Current and past newsletters and pictures of past rallies.

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 may attend activities of the 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 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.
- Sec. 3 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 for each attendance.
- Sec. 4 The Club, once each calendar year, may host a Rally, Caravan or Combination thereof with a recreational vehicle club not chartered by the Wally Byam Caravan Club International, Inc., and it may conduct, twice each calendar year, a Buddy Rally or a Buddy Caravan or combination thereof to which each Club member may invite not more than one non-member recreational vehicle family.

The non-member RV family to be invited is intended to be one which is a prospective member and one which does not own an Airstream. The family is invited to the buddy rally 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 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 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 shall be by electronic ballot in accordance with AAC Constitution Article IV, Sec. 2.

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

- Sec. 1 The President shall preside at all meetings of the Club and Executive Board, enforce the Constitution and Bylaws, appoint all Standing Committees and have such powers and duties as normally pertain to the principal executive officer. The duties and responsibilities of the President shall include but not be limited to the following:
- Assume Power & Duties of Executive Officer
  - Preside at Meetings of Club & Executive Board
  - Enforce Constitution and Bylaws
  - Appoint Standing Committee, Chairman & Members
  - Review Draft of Newsletter Prior to Publication
  - Prepare Agenda of Pending Business for all Meetings
  - Initiate Notices of all Meetings of Club & Executive Board
  - Participate & Act as Rally Coordinator for all Rallies
  - Participate in Computation of all Rally & Parking Fees
  - Participate as Ex-Official Member of all Committee, except Nominating Committee
  - Appoint Special Committees as Required
  - Present Club Annual Budget to Executive Board for Approval
  - Notify WBCCI of and Changes to AZ Club Schedule of Planned Rallies and Activities
  - Appoint a Member to be Responsible for AZ Club Equipment

- Sec. 2 The duties and responsibilities of the 1<sup>st</sup> Vice President shall include but not be limited to the following:
- Attend Business Meetings of the Club & Executive Board
  - Assist President & Perform Duties as Assigned by Executive Board
  - Assume Duties of President during Absences
  - Appoint Committee Members for Year-end Audit of Books & Accounts
  - Select Sites and Set Dates for the Next Year's Rallies
  - Submit listing to WBCCI of AZ Club Officers, Membership, and Planned Rallies and Activities for the next year
- Sec. 3 The duties and responsibilities of the 2<sup>nd</sup> Vice President shall be:
- Attend all Business Meetings of the 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
  - Accept assignment as Chair of the Rally/Caravan Standing Committee
  - Perform the duties as assigned by the Executive Board
- Sec. 4 The duties and responsibilities of the Recording Secretary shall include but not be limited to the following:
- Issue notices of all meetings of the Club and the Executive Board as directed by President and as set forth in the Articles of the Constitution
  - Attend Business Meetings of Club & Executive Board
  - Record & Preserve Minutes of all official Meetings
  - Distribute Copies of Meeting Minutes to Executive Board prior to Next Official Meeting
  - Record Attendance of Officers & Trustees
  - Advise if Quorum is Present
- Sec. 5 The duties and responsibilities of the Corresponding Secretary shall include but not be limited to the following:
- Assume the Duties of the Newsletter Editor
  - Answer Correspondence after Consultation with Appropriate Officer
  - Send Get Well Card for Sickness of Member or Spouse
  - Send Message of Condolence for Death of Member or Spouse.
  - Prepare Column for the Newsletter reporting the sickness and/or death of any Member
  - Notify the Blue Beret of the death of any Member for inclusion in the "In Memoriam Column"
- Sec. 6 The duties and responsibilities of the Treasurer shall be to:
- Maintain the financial records of the 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 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 Club shall be delivered promptly to the incoming Treasurer.
- Sec. 7 The duties and responsibilities of the Trustees shall include but not be limited to the following:
- Attend Business Meetings of Club & Executive Board
  - Accept Special Assignments as Directed by President
- Sec. 8 The duties and responsibilities of the Executive Board shall include but not be limited to the following:
- Approve all Expenditures over \$100
  - Set Annual Member Dues Amounts
  - Appoint Delegates to Attend Annual WBCCI Meeting
  - Appoint Nominating Committee Member(s)
  - Ensure Cash Reserves are Maintained in an Amount Not Less than \$10 per Member

- Approve Annual Budget as presented by President

## **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 DUES**

- Sec. 1 The annual 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 Club 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:
- To be ever mindful of our responsibility to the 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 people and countries.
  - 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.
  - To maintain our camps in an orderly manner and leave them the same way.

## **ARTICLE IX 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 Club function. This freedom from responsibility for loss of damage to property applies regardless of whether that property has been received by any member or office or left upon the premises.

## **ARTICLE X POLICY**

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

## **ARTICLE XI AMENDMENTS**

- Sec. 1 These Bylaws may be amended at any business meeting of the Executive Board by 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 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 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 March 21st, 2023.