



CLUB CONSTITUTION

AND

UNIT BYLAWS

OF THE

TEXAS HIGHLAND LAKES AIRSTREAM CLUB (#172)

WBCCI

ADOPTED APRIL 29, 1981 AT AUSTIN, TEXAS

**REVISED JANUARY 1986 REVISED APRIL 1989 REVISED JULY 1997 REVISED OCTOBER
1999 REVISED APRIL 2001 REVISED MAY 2004 REVISED NOVEMBER 15, 2008 REVISED
NOVEMBER 7, 2009 REVISED OCTOBER 4, 2013 REVISED MAY 3, 2015, NOVEMBER 30, 2017,
DECEMBER 1, 2018, DECEMBER 7, 2019, May 6, 2020, APRIL 15, 2023**

CLUB CONSTITUTION

ARTICLE I

NAME OF ORGANIZATION

Sec. 1 This organization is a chartered Club of the Wally Byam Caravan Club International, Inc. and shall be known as the Texas Highland Lakes 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 Club 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 Clubs 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 Club: Regular Members and Affiliate Members.

Sec. 3 An applicant for membership in this Club must submit an application in writing and, upon the payment of International and Club dues, shall be a Regular Member of this Club.

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 Club pursuant to the provisions of Sec. 2

ARTICLE VI 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 Regular Members of another Club may become Affiliate members in this Club by an application to the Membership Committee or electronically to WBCCI and upon acceptance shall possess all the rights and privileges of the Club except:

- The right to hold office in the Club.
- The right to vote in the selection or election of officers in the Club, Region or International or on any amendment to the Club or the International Constitution.
- The right to vote on the dissolution of the Club, consolidation of the Club with one or more Clubs, or the merger of the Club with another Club.

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

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

Sec. 8 An owner of an Airstream and his/her spouse/partner who join the Club as Regular Members will have one vote per person in the election of officers at the Club and International levels as well as amendments to their respective Constitutions.

ARTICLE IV

OFFICERS AND THEIR ELECTION

Sec. 1 The officers of the Club shall be Regular Members of the Club and shall consist of:

- President
- First Vice President
- Second Vice President
- Corresponding Secretary
- Recording Secretary
- Treasurer
- Four Trustees.

Sec. 2 The Officers shall be elected at the spring business meeting and shall be installed at the fall business meeting and shall assume office in November. 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 spring business meeting, each for a term of two years, and shall be installed at the fall business meeting. Trustees shall assume office in November, 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 first, second) shall advance thereto. 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.

Sec. 6. The Club may not have the offices of President, Recording Secretary, or Treasurer vacant; however, all other offices may be vacant if no Regular Club Member is willing to serve in that office.

ARTICLE V

EXECUTIVE BOARD

Sec. 1 The Executive Board shall consist of all of the Club officers plus the immediate Past President of the Club.

Sec. 2 The Executive Board shall be the administrative body of the Club and shall define the policies of and have full administrative authority in all matters pertaining to the Club, 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

CLUB BUSINESS MEETINGS

Sec. 1 The annual business meeting of this organization shall be held during the fall in each calendar year. Additional business meetings may be held during any rally of the Club, and also may be called at any time by a majority vote of the Executive Board. The date, time, location and purpose of all Club business meetings shall be announced to the members in writing at least fifteen days prior to the meeting. A quorum for conducting business at any business meeting shall be not less than ten percent of the membership.

Sec. 2. All Regular Club Members, including spouse or partner, voting at the annual or additional Club business meetings shall each have one vote.

Sec. 3 Ballots submitted by email, regular mail or facsimile may also be accepted from Regular members unable to attend regular or special business meetings. The President and Recording Secretary shall ensure no member casts more than one ballot. Votes allowed in this manner should be received by the Club 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.

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 Club 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 present and voting at a business meeting of the Club or a special meeting called for that purpose, providing in either case, a notice containing the proposed amendment or amendments has been delivered by first-class mail or electronically to each member of the Club at least fifteen days prior to such a meeting. Provision for balloting may follow Article VI, Sec. 3 of this Constitution.

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

This Constitution was last revised and adopted April 15, 2023 Cherokee, Texas

CLUB BYLAWS

ARTICLE I

ORDER OF BUSINESS

Sec. 1 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 or Bylaws of this Club.

Sec. 2 The order of business shall be:

- A. 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).
- 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

Sec. 1 Standing Committees may be:

- A. Budget
- B. Caravan
- C. Constitution and Bylaws
- D. Electronic Communications
- E. Ethics and Grievances
- F. Hospitality
- G. Membership / Marketing
- H. Publications
- I. Nominating

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 Chairman and as many members as deemed necessary by the President. Chairmen of Standing Committees shall report at each meeting of the Executive Board.

STANDING COMMITTEES

General Duties

- A. Budget - In cooperation with the incoming and outgoing Treasurer of the Club, prepare for the Executive Board a budget projecting the Club's income and expenditures for the next year.
- B. Caravan - To plan, organize, and obtain leaders for Club caravans that are operated or conducted for the Club within the scope of the WBCCI Caravan Handbook. To develop an aggressive Club Caravan program and to coordinate Club caravan matters with appropriate Region and International Caravan Committee personnel.
- C. Constitution and Bylaws - To conduct a continuing review and study of the 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 Club.
- D. Electronic Communications – To provide technology assistance for new technology initiatives and projects. To provide technical support and assistance as needed to the Club and its members. To maintain the Club website. To maintain the Club electronic mailing list and utilize the list to distribute Club newsletters, notices, surveys, and rally registration information.
- E. Ethics and Grievance - To investigate and assess all grievances or complaints made by members and others and to make recommendations thereon to the Club Executive Board.
- F. Hospitality – To receive and make welcome guests and new members at Club functions. To plan Club special events which may include luncheons, dinners or other activities not related to a rally. Recommend ways to meet and greet all Club members and guests at rallies and/or seasonal functions.
- G. Membership / Marketing – Be the Club 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 an accurate list of current Regular and Affiliate members and to assist the Treasurer as needed in following up on all members who have not paid dues in accordance with Article VII, Dues.
- H. Publications – To collect newsworthy items of interest to Club members and to publish bi-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.
- I. Nominating – The Club Executive Board shall appoint three Regular Club members to serve on the Nominating Committee not less than ninety (90) days prior to the Club business meeting to elect Club Officers. (See Bylaws, Article IV.)

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

ARTICLE III

GUESTS

Sec. 1 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. 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 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.

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

Sec. 5. The Club may conduct, twice each calendar year, but not more than 50% of the rallies conducted by that Club in any calendar year, a buddy rally to which each member of the Club may invite not more than one non-member recreational vehicle family.

The non-member recreational vehicle family to be invited is intended to be one which is a prospective member. The family is invited to the buddy rally to introduce them to the WBCCI "Way of Life" and the Club members in the hope they may decide to purchase an Airstream product 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 recreational vehicles.

ARTICLE IV

NOMINATING COMMITTEE

Sec. 1 The Executive Board shall, not less than ninety (90) days prior to the unit's annual business meeting, appoint a three member Nominating Committee who shall, after having obtained the prior acceptance for office of each nominee if elected, place in nomination one candidate for each office and trustee to be filled by election, and submit a written report to the Executive Board which shall include the names of all candidates considered, and the President shall distribute the report to the membership not less than fifteen (15) days prior to said business meeting. Additional candidates who have previously consented to accept the office if elected, may 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 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 Club and the Executive Board.
- Shall assist the President.
- Assume the duties of the President in the President's absence.

Sec. 3 The Second Vice President shall:

- 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.
- Perform the duties as assigned by the Executive Board.

Sec. 4 The Corresponding Secretary shall:

- Issue notices of all meetings of the Club and 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 meeting.
- Coordinate with the Treasurer to maintain an accurate roster of current Regular and Affiliate members of the Club.

Sec. 5 The Recording Secretary shall:

- Record and preserve the minutes of all official meetings of the Club and the Executive Board; copies of the same shall be delivered 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 Club and shall receive all monies, as prescribed in International Bylaws, Article XVI Financial Management Sec. 12-13 and Policy, Financial Data Guidelines and promptly deposit them in the bank previously chosen by the Executive Board.
- Shall notify members of expiration of dues and issue receipts for dues paid through the Club, and maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Corresponding Secretary, the Webmaster, and the Membership Chair. In addition the Membership Chair shall be notified of members who have not paid their dues in accordance with Article VII, Dues, that together they may encourage membership renewals.

- 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 of the Trustees shall be:

- To attend all meetings of the 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 Club or the Executive Board may be held as an electronic meeting with a minimum of ten (10) days notification to the membership and Executive Board. Such notification will include all necessary information for participation by the membership and Executive 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. Any membership so suspended may be reinstated anytime within the next six (6) months by payment of all dues for the current year anytime between January 1 and June 30.

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 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 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.

- 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 to leave them the same way.

ARTICLE IX

LIABILITY

Sec. 1 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.

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., embodying 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 five 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 Club deem it desirable for this Club to merge with another Club, or for the Club to consolidate with one or more 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, Sections 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 were last revised and adopted April 15, 2023