

Wally Byam Caravan Club International, Inc.

Texas Hill Country Unit No. 104

CODE OF ETHICS

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 good will to all peoples and countries.

**To be ever mindful of what we say or print with respect to its effect on others of our diverse membership so as to avoid disharmony and ill feelings among club members of differing 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.
(6/22/18)**

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 in the same way.

TEXAS HILL COUNTRY UNIT No. 104

CONSTITUTION AND BYLAWS

Developed

Reviewed/Revised	10/08/1993
Reviewed/Revised	09/19/1998
Reviewed/Revised	10/17/2008
Reviewed/Revised	01/11/2013
Reviewed/Revised	02/15/2019
Reviewed/Revised	08/19/2023
Reviewed/Revised	09/11/2023

***ARTICLE I**

NAME OF THE ORGANIZATION

Section 1

This organization is a chartered Unit of the Wally Byam Caravan Club International, Inc. and shall be known as the Texas Hill Country Unit (104) of the Wally Byam Caravan Club International, Inc.

***ARTICLE II**

OBJECTIVES

Section 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 QUAIFICATIONS**

Section 1

An adult who owns a hard-sided recreational vehicle manufactured by Airstream, Inc. shall be eligible for membership (1/19/07)

Section 2

There are two classes of membership this unit—Regular Members and Affiliate Members (1/19/07)

Section 3

An applicant for membership in this Unit must submit an application in writing and, upon the payment of International and Unit dues, shall be a Regular Member of this Unit. (6/28/96)

Section 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 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. (7/5/96)

Section 5

Any member of Wally Byam Airstream Club may become an Affiliate Member in this Unit by an application to the Membership and upon acceptance shall possess all the rights and privileges of the Unit except: (09/11/2023)

- The right to hold office in the Unit.
- The right to vote in the selection or election of officers in the Unit, Region or International or 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. (1/19/07)

Section 6

Applicants for Affiliate Membership in this Unit must submit dues and show evidence of membership in the International Club. (09/11/2023)

Section 7

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

Section 8

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

(08/19/2023)

***ARTICLE IV OFFICERS AND THEIR ELECTION**

Section 1

The officers of the Unit shall be Regular Members of the Unit and shall consist of

- President
- First Vice President
- Second Vice President
- Recording Secretary
- Treasurer
- Two (2) Directors (08/19/2023)
- Immediate Past President (08/19/2023)

Section 2

The Officers shall be elected at the annual business meeting and shall be installed and shall assume office at the November rally each year. An officer, except for Directors 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, or Treasurer provided said officers are duly nominated and elected for each term of office. (08/19/2023)

Section 3

The Directors shall be elected at the annual business meeting, each for a term of two years, but arranged so that only-half such Directors' terms expire in any one-year. No Director shall serve more than one two-year term consecutively.

Section 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. (1/19/07)

Section 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 complete the unfinished term of the office so vacated followed by the term to which that officer was elected. 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. (6/30/00)

***ARTICLE V EXECUTIVE BOARD**

Section 1

The Executive Board shall consist of all of the Unit Officers plus the immediate Past President of the unit. (1/15/99)

Section 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.

Section 3

The President or any two members of the Board may call a business meeting of the Executive Board at any time deemed necessary. (1/19/07)

Section 4

A quorum of the Executive Board shall consist of a majority of its members.

***ARTICLE VI UNIT BUSINESS MEETINGS (1/19/07)**

Section 1

The annual business meeting of the Unit shall be held during the month of September. Additional business meetings may be held during any rally of the Unit, and also 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 in writing at least fifteen days prior to the meeting. A quorum for conducting business at any business meeting shall be not less than 10 percent of the membership. (08/19/2023)

Section 2

All Regular Members, including Spouse or Partner, voting at the annual or additional business meetings of this organization, shall each have one vote. (09/11/2023)

Section 3

Ballots submitted by email, regular mail or email may also be accepted for 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 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 also count as a part of the quorum for such business meeting.

***ARTICLE VII BYLAWS**

Section 1

Bylaws consistent with this Constitution and with the Constitution, Bylaws and Policies 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**

Section 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.

Section 2

Any Article of 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 delivered by first-class mail or electronically to each member of the Unit/Club at least fifteen days prior to such a meeting. Provision for balloting may follow Article Vi, Sec. 3 of this Constitution.
(1/2019)

Section 3

All amendments to this Constitution shall become effective upon adoption.

*This Constitution as last amended, was adopted on _____ 2023 at _____, Texas.
Date Place

Robert Grimes, President
Texas Hill Country Unit #104

Texas Hill Country Unit #104

BYLAWS

***ARTICLE I**

PARLIAMENTARY AUTHORITY

Section 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 NEWLY REVISED except when they are in conflict with the Constitution, Bylaws, or Policy of this Club. (1/19/07)

Section 2

The order of business may include (08/19/2023)

- 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.) (1/17/03)
- 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 Committees shall include:

- A. Budget
- B. Constitution & Bylaws
- C. Membership
- D. Ethics and Grievance
- E. Publicity

(09/11/2023)

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

Section 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. General duties of any Standing Committee appointed by the President may include the following: (08/19/2023)

STANDING COMMITTEES

General Duties

1. **Budget** – In cooperation with the incoming and outgoing Treasurer of the Unit, prepare for the Executive Board a budget projecting the unit's income and expenditures for the next year. (1/19/07)
2. **Constitution and Bylaws** – To 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. (1/18/18)
3. **Ethics and Grievance** – To investigate and assess all grievances or complaints made by members and others and to make recommendations thereon to the Unit Executive Board. (1/11/18)
4. **Membership** – Be the Unit/Club contact for prospective new members and explain the purpose and objective 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 dues by October 15th. (1/19/07)
5. **Publicity** – To collect newsworthy items of interest to club members and to publish monthly a newsletter containing past and future events of the Unit, 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 Unit's activities schedule. (1/21/94)

Section 3

Special committees may be appointed by the President as required.

*ARTICLE III GUESTS

Section 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 exclusive of the parking fee. (1/19/07)

Section 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. A unit member will not invite the same non-Airstream RV owner(s) to more than one buddy rally per year. (1/17/03)

Section 3

Members in good standing in the International Club may attend activities of the Unit provided that such members, and where required shall have made prior reservation for each attendance. (1/19/96)

Section 4

A unit, 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 unit in any calendar year) 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 recreation vehicle family. (7/5/02)

Section 5

The non-member RV family to be invited is intended to be one that is a prospective member and one that does not own an Airstream. The family is invited to the buddy rally or caravan to introduce them to the WCCI "Way of Life" and the unit 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. (7/05/02)

***ARTICLE IV NOMINATING COMMITTEE**

Section 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. This Committee shall solicit members of the Unit to volunteer to stand for any open leadership positions. The Committee should also encourage self-nomination for any position. After obtaining prior acceptance from each potential candidate, all names for any office shall be placed in nomination. A written report will be submitted to the Execution 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. (09/11/2023)

***ARTICLE V DUTIES OF OFFICERS**

Section 1

The President shall:

- Preside at all meetings of the Unit and Executive Board, providing notice of such meetings as required in International Bylaws, Article IV, Sec. 11A. (08/19/2023)
- Enforce the Constitution and Bylaws.
- Appoint all standing committees and the Parliamentarian. (1/19/07)
- Have such powers and duties as normally pertain to the principal executive officer.

Section 2

The 1st Vice President shall:

- Attend all business meetings of the Unit and the Executive Board.
- Shall assist the President.
- Assume the duties of the President in the President's absence. (1/21/94)
- Be responsible for unit planning for the following year.

Section 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.
- Shall serve in a Membership Chair capacity to welcome all new Regular and Affiliate members. Based on information provided by International Membership, contact those members approaching their renewal date/s, for whom a renewal has not been processed. (08/19/2023)
- Coordinate with the Treasurer to maintain an accurate roster of paid members of the Unit. (08/19/2023)
- Perform the duties as assigned by the Executive Board. (1/21/94)

Section 4

The Corresponding Secretary position deleted in its entirety and duties reassigned to other Officer positions. (08/19/2023)

Section 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. (1/19/07)

- Record the attendance of the officers at each meeting and advise the presiding officer if a quorum is present.
- As directed, prepare an agenda of pending business for use by the presiding officer at each meeting.

Section 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. (08/19/2023)
- Notify members of expiration of dues, and direct the members to the Headquarters website to renew their International and Unit 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, Newsletter Editor, and 2nd Vice President. In addition, the 2nd Vice President shall be notified of all members who have not paid their dues by their anniversary date in order that they might assist the Treasurer in contacting those members to collect such dues. (09/11/2023)
- 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 Unit shall be delivered promptly to the incoming Treasurer.

Section 7

The duties of the Directors shall be:

- To attend all meetings of the Unit and the Executive Board.
- To accept special assignments as directed by the President. Additional duties may be able to chair or be members of committees. (1/19/07)

***ARTICLE VI MEETING TYPE**

Section 1

Any Business Meeting of the Unit, or Executive Board, may be held as an electronic meeting with a minimum of ten (10) days notification to the membership and/or Board. Such notification will include all necessary information for participation by the membership and/or Board as appropriate. (08/19/2023)

Section 2

Any electronic meeting will meet the quorums established in the Club's Constitution.

***ARTICLE VII DUES**

Section 1

The annual Unit dues of Regular and Affiliate members shall be set by the Executive Board. (11/17/97)

Section 2

A member who fails to pay properly assessed International and Unit dues 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. (09/11/2023)

***ARTICLE VIII CODE OF ETHICS**

Section 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 good will to all peoples and countries.
- B. To be ever mindful of what we say or print with respect to its effect on other of our diverse membership so as to avoid disharmony and ill feelings among club members of differing 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. (6/22/18)
- 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 leave them the same way.

***ARTICLE IX LIABILITY**

Section 1

Neither the Local Club nor its officers are responsible for the loss or of damage to the property or for injury to or death of a person on the premises of any Unit 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**

Section 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., containing additional provisions for the government of the Unit may be adopted by the Executive Board or the Unit members. (1/19/07)

***ARTICLE XI
AMENDMENTS**

Section 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. (1/19/07)

Section 2

Such amendments shall become effective upon adoption.

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

Section 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 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 Code. (08/19/2023)

*These Bylaws, as last amended, were adopted _____ 2023 at _____, Texas.
Date Place

Robert Grimes, President
Texas Hill Country Unit #104