

**CONSTITUTION & BYLAWS**  
**Oregon Airstream Club**  
**Of**  
**Wally Byam Caravan Club International**  
**(WBCII)**  
**As approved and amended by an online**  
**Vote of the entire Membership June 2021**  
**Bylaws amended by OAC Board February 2024**

**CONSTITUTION**  
**ARTICLE I**  
**NAME OF ORGANIZATION**

**Sec. 1.** This organization is a chartered local club of the Wally Byam Caravan Club International, Inc. and shall be known as the **Oregon Airstream Club** of the Wally Byam Caravan Club International, Inc. The Club exists as a non-profit, mutual benefit corporation in the State of Oregon, under registry Number 691975-81 effective 20 May 1999.

**ARTICLE II**  
**OBJECTIVES**

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

- To furnish encouragement and assistance in the development of the **Oregon Airstream 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 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 parks and facilities.

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 Oregon Airstream Club; Regular 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. Online renewal is preferred.

**Sec. 4.** Regular Members who have sold their recreational vehicle manufactured by Airstream, Inc., may, upon request, retain their membership as Regular Members of the Club 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 Wally Byam Airstream Club may become and Affiliate member in this Club by an application to the Membership Chair 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, through the Affiliated Club, in the selection or election of officers in the Club, or Region or on any amendment to the Club Constitution.
- The right to vote on the dissolution of the Club, consolidation of the Club with one or more Local Clubs, or the merger of the Club with another.

**Sec. 6** Applicants for Affiliate membership in this Club must submit dues and show evidence of membership in the International 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 Oregon Airstream Club 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.

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

**Sec. 1** The officers of this Club shall be Regular members of the Club and shall consist of:

- President
- First Vice President
- Second Vice President
- Recording Secretary
- Treasurer
- Past President
- Directors (4)

**Sec. 2** The Officers shall be voted on via online balloting at least 15 days prior to the annual business meeting. They will then be installed during the month of September or October and assume office in January of the following year.

**Sec. 3** An officer, except for Directors, Secretary, and Treasurer shall serve in office for a term of one year or until a successor is elected. Directors shall serve in office for a term of two years or until a successor is elected, but in no case shall a Director be eligible to serve more than two consecutive terms. Election of Directors shall be arranged so that only one-half such Director's terms expire in any one year.

The Treasurer and Secretary positions do not have term limits, however, every two years they shall be required to be duly nominated and elected for a following term of office.

**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. 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 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 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 consists of a majority of its' members.

**Sec. 5.** Committee Chairs are invited to each Board meeting.

## **ARTICLE VI CLUB BUSINESS MEETINGS**

**Sec. 1.** The annual business meeting of the club shall be held during the months of either September or October. 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 10% of the membership.

**Sec. 2** All Regular Members, including spouse or partner, voting at the annual or additional business meetings of this organization , shall have one vote.

**Sec. 3** Ballots submitted online via JotForm or facsimile will be accepted from Regular Members. The President and Secretary shall ensure no member casts more than one ballot. Members who do not have the ability to vote on line will be given the opportunity to submit their ballot via mail. Ballots will be sent to members approximately three weeks prior to the annual meeting and elections will be closed two days before the annual meeting.

## **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 Club or a special meeting called for that purpose. In either case, a notice containing the proposed amendment or amendments adds been delivered by first-class mail or electronically to each member of the Club at least fifteen days prior to the 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, as last amended, was adopted by the membership on June 16, 2021.

**BYLAWS**  
**ARTICLE I**  
**PARLIAMENTARY AUTHORITY**

**Sec.1** Parliamentary procedures for all meetings of the Club and executive Board shall be governed by 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:
- A. Roll call/Determination of Quorum
  - B. Pledge of Allegiance
  - C. Approval of Minutes
  - D. Reports of Officers and Committees
  - E. Unfinished Business
  - F. New Business
  - G. Announcements
  - H. Adjournment

**ARTICLE II**  
**COMMITTEES**

- Sec. 1** Standing Committees shall be:
- A. Rally/Caravan
  - B. Constitution and Bylaws
  - C. Membership
  - D. Newsletter
  - E. Webmaster
  - F. Social Media
  - G. Nominating

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.

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

**STANDING COMMITTEES**

General Duties

The President shall appoint and be an ex-officio member of all committees except the Nominating Committee. Chairs of standing committees shall report at each meeting of the Executive Board.

1. **Rally/Caravan:** The committee shall plan, organize, and obtain leaders for local club rallies gatherings that are operated or conducted for the Club. The Committee Chair will attend all business meetings and support hosts in handling camp reservations, setting rally fees, canceling rallies or providing guidance as needed.
2. **Constitution & Bylaws:** The committee will conduct a continuing review and study of the Oregon Airstream Club and the International Constitution and Bylaws and make recommendations for any amendments or additions deemed desirable and in the best interest of the club.

3. **Membership:** The committee will:

- 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 when making application for membership,
- c) coordinate with the Treasurer to ensure having an accurate list of paid-up members and follow up on all members who have not paid dues for their membership year 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,
- d) attend all business meetings,
- e) coordinate with the Treasurer for the Annual Report and Club tax preparation, and g) manage all documentation that pertains to club membership.
- f) maintain OAC's contact information for new members.

4. **Newsletter:** The committee will a) publish a club newsletter at least 4 times a year, b) solicit articles which may be of interest to membership and encourage rally hosts to submit photos/articles of their rallies for inclusion in the newsletter and c) forward material to Headquarters for publishing in the Blue Beret with respect to the Club's activities.

5. **Webmaster:** The webmaster will a) attend all business meetings, b) establish and maintain OAC website, c) set up/manage rally on-line registration/payment, d) coordinate with Rally Chair. re opening of registrations, e) provide reports as needed to the hosts and Board, f) coordinate with Newsletter Committee re distribution of newsletter and g) Establish JotForm balloting implementation.

6. **Social Media:** The committee will be responsible for a) creating and administering content on all social media platforms such as Facebook, Instagram and Twitter, b) generate, edit, and share content that builds meaningful connections, c) build an audience and encourage membership engagement, d) moderate user-generated content in line with Club policy, and f) set the tone for our community and respond to reader comments.

7. **Nominating Committee:** See Article IV for responsibilities.

### **ARTICLE III GUESTS**

**Sec.1.** A guest or(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. 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.

**Sec. 4.** The Club, 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. It may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by that Club in an calendar year) a buddy rally and/or caravan. Each member of the Club may invite no more than one non-member recreation vehicle family.

The family is invited to the buddy rally or caravan to introduce them to the WBCII "Way of Life" and the Club members in the hope they might decide to purchase and Airstream and join WBCII. 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 (20) days before an election. The election may be by electronic ballot, mail ballot or at the business meeting.

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

**Sec. 1.** The President shall

- a) Preside at all meetings of the Club and Executive Board.
- b) Enforce the Constitution and Bylaws
- c) Appoint all standing committees
- d) Have such powers and duties as normally pertain to the principal Executive Officer.

**Sec. 2.** The 1st Vice President shall

- a) Attend all business meeting of the Club and the Executive Board
- b) Assist the President
- c) Assume the duties of the President in the President's absence

**Sec. 3.** The 2nd Vice President shall

- a) Attend all the business meetings of the club and Executive Board
- b) Assist the President and First Vice President
- c) Assume the duties of the First 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 First Vice President.
- e) Perform the duties as assigned by the Executive Board.

**Sec. 4.** The Secretary shall

- a) Issue notices of all meetings of the club and the Executive Board
- b) Prepare an agenda of pending business for use by the presiding officer at each meeting.
- c) Record and preserve the minutes of all official meetings of the club and the Executive Board and E-mail copies to the members of the Executive Board not more than fifteen days following each meeting.
- d) Record the attendance of the officers at each meeting and advise the presiding officer if a quorum is present.

**Sec. 5.** The Treasurer shall

- a) Maintain the financial records of the club and receive all monies, as prescribed in International Bylaws, 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.
- b) Deposit Rally monies in the bank and execute refunds, expenses and donations pertaining to rallies as needed.

- c). Submit a full written report of finances to the Executive Board at quarterly Board Meetings. Each year a committee selected by the incoming President will audit the books and accounts.
- d). Before retirement, all books, monies and property of the club shall be delivered promptly to the incoming Treasurer.
- e). Maintain Rally (PayPal) and Rally & Membership checking accounts.
- f). Pay any ongoing bills for the club and transfer costs to the membership account. (i.e. storage rental, state business tax.)
- g). Manage all club monies pursuant to the International Bylaws.
- h). Prepare and submit annual Federal Taxes for the club.
- i). Submit necessary annual reports: WBCCI International Financial Committee annual filing, State of Oregon business license report and filing.
- j). All accounting for the Rally account is to be audited prior to transfer.

**Sec.6.** The Directors shall:

- a) Attend all meeting of the club and Executive Board.
- b) Accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.
- c) Bring ideas and concerns of membership to the Executive Board.

**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 assess 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, their 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 good will 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 full appreciation of the intent and meaning of this code.
- D. To maintain our camps in an orderly manner and leave them the save 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 an 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., containing additional provisions for the government of the Club may be adopted by the Executive Board.

#### **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 ot 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 were amended and adopted by Board at Feb. 5, 2024 Board Meeting

1. Membership Chair duties amended with deletion of “accept and track all membership dues”
2. Membership Chair duties amended with addition of “maintain OAC’s contact information for new members”
3. Treasurer responsibilities were amended:
  - c) Submit a full written report of finances to the Executive Board at quarterly Board Meetings.  
Each year a committee selected by the incoming President will audit the books and accounts.
  - g) Manage all club monies pursuant to the International Bylaws.
  - h) Prepare and submit annual Federal Taxes for the club.

These Bylaws, as amended were adopted by the Board on January 17th, 2023 Oregon Airstream Club Board Meeting via Zoom.

1. Delegate section eliminated to be consistent with changes to change in Airstream Club International’s Model Constitution. 1/17/2023
2. Removed ability of membership to vote on International officers.
3. Relabeled Treasurer’s responsibilities to agree with International Model Constitution.
4. Changed Sec. 2 of Article VII (Dues) to agree with International Model Constitution.

These Bylaws, as amended were adopted on January 30th, 2023 by the Board per electronic (e-mail) vote on January.

1. Nominating Committee responsibilities were changed to be in line with International’s Model Constitution to allow for more than one candidate for officer election.