

GREATER HOUSTON AIRSTREAM CLUB #155

BYLAWS

ARTICLE I

PARLIAMENTARY AUTHORITY

- Sec. 1** Parliamentary procedures for all meetings of the Greater Houston Airstream Club (Club) and Executive Board shall be governed by the current edition of ROBERTS 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. Opening Ceremonies
 - 1. Invocation (nonsectarian)
 - 2. Pledge of Allegiance (the United States Pledge of Allegiance may be omitted at all Wally Byam Caravan Club International, Inc. (WBCCI) rallies, events, and functions held outside the United States)
 - B. Roll Call and determination of quorum
 - 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 shall be:
- A. Budget
 - B. Caravan
 - C. Constitution, Bylaws and Policies
 - D. Electronic Communications (Webmaster)
 - E. Membership
 - F. Newsletter
 - G. 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 Chair and as many members as deemed necessary by the President. Chairs of Standing Committees shall report at each

meeting of the Executive Board. All Chairs and committee members may complete their term of service at the end of the President's term.

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

STANDING COMMITTEES

General Duties

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 calendar (or fiscal) year next ensuing.

Caravan: 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 a Club Caravan program and to coordinate Club Caravan matters with appropriate WBCCI and Region Caravan Committees.

Constitution, Bylaws and Policies: Conduct a continuing review and study of Club and WBCCI Constitution, Bylaws and Policies to make recommendations for any amendments or additions deemed desirable and in the best interest of the Club.

Electronic Communication (Webmaster): To maintain, coordinate and communicate with WBCCI all forms of electronic communication including the Club's website and items posted on WBCCI's website and printed material regarding Club activities.

Membership:

- Be the Club's contact for prospective new members and explain the purpose and objective of WBCCI.
- Extend invitations to prospective members to attend a rally or meeting when making application for membership.
- Notify Regular Members of expiration of dues and direct these members to the WBCCI Headquarters website to renew their dues.
- Maintain an up-to-date roster of paid-up members. Updates to this roster shall be shared with the Corresponding Secretary and the Newsletter Editor.
- Edit, maintain and publish the Club membership directory.

Newsletter: To edit, coordinate and publish the Club's newsletter.

Nominating: See Article IV.

ARTICLE III GUESTS AND MEMBERS PRIVILEGES

- Sec. 1** A guest (or guests) sponsored and invited by a member in good standing, and using the members 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 the extra rally fee exclusive of the parking fee.
- Sec. 2** A member in good standing in the 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 WBCCI may attend Club activities 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 recreational vehicle club not chartered by WBCCI, and it may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by the Club in any calendar year) a Buddy Rally or a Buddy Caravan. Each member of the Club may invite not more than one non-member recreational vehicle family.

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 WBCCI. 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 President recommends three members for the Nominating Committee and the Executive Board will approve, not less than one hundred twenty (120) days prior to the Club's annual business meeting. This committee shall solicit Regular Members of the Club to volunteer to stand for any open leadership position. 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 place 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.

ARTICLE V DUTIES OF OFFICERS

Sec. 1 The President shall:

- Preside at all meetings of the Club and Executive Board.
- Enforce the Club Constitution and Bylaws.
- Appoint all standing committees and the Parliamentarian
- Have such power 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
- Assist the President
- Assume the duties of the President in his/her absence
- Perform duties as assigned by the Executive Board
- Plan the rally locations for his/her Presidential year and present this at the annual business meeting.
- Chair the Budget Committee.

Sec. 3 The 2nd Vice President shall:

- Attend all business meetings of the Club and the Executive Board
- Assist the President and 1st Vice President
- Assume the duties of the 1st Vice President in his/her absence
- Perform the duties assigned by the Executive Board.

Sec. 4 The 3rd Vice President shall:

- Attend all business meetings of the Club and the Executive Board
- Assist the President and 1st and 2nd Vice Presidents
- Assume the duties of the 2nd Vice President in his/her absence
- Perform the duties assigned by the Executive Board.

Sec. 5 The Corresponding Secretary shall:

- Issue notices of all meetings of the Club and the Executive Board as prescribed in Article VI, Sec. 1 and Article VIII, Sec. 2, of the Club Constitution and Article XI, Sec.1, of the Club Bylaws.
- Prepare an agenda of pending business for use by the presiding officer at each meeting.

Sec. 6 The Recording Secretary shall:

- Record and preserve minutes of all official meetings of the Club and the Executive Board and distribute copies to the members of the Executive Board not more than fifteen days following each meeting.
- Record the attendance of the officers and trustees at each meeting and advise the presiding officer if a quorum is present.

Sec. 7 The Treasurer shall:

- Maintain the financial records of the Club and receive all monies, as prescribed in WBCCI, 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.
- 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 book and accounts. Before retirement, all books, monies and property of the Club shall be delivered promptly to the incoming Treasurer.

Sec. 8 The Assistant Treasurer shall assist the Treasurer in order to understand the duties and responsibilities of the job and be able to carry out any and all such duties and responsibilities in the absence of the Treasurer.

Sec. 9 The duties of the Trustees shall be:

- 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 members and Board. Such notification will include all necessary information for participation by the members and Board.

Sec. 2 Any electronic meeting will meet the quorums established in the Club's Constitution.

ARTICLE VII DUES

Sec. 1 The annual dues of Regular and Affiliate Members shall be set by the Executive Board.

Sec. 2 A member who fails to pay properly assessed WBCCI and Club dues before December 31 may not be listed in the Annual Membership Directory of WBCCI for the following year. If the dues are not paid and receipted by the Club or WBCCI 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 WBCCI 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 members 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 membership 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 leave them in 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 Club Constitution and Bylaws and with the WBCCI Constitution, Bylaws and Policy, containing additional provisions for the government of the Club may be adopted by the Executive Board.

ARTICLE XI AMENDMENTS

- Sec. 1** These Club 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 be effective upon adoption.

ARTICLE XII MERGER, CONSOLIDATION OR DISSOLUTION OF THIS CLUB

Sec.1 In the event the members of the Club deem it desirable for the Club to merge with another Local Club/Unit, or for the Club to consolidate with one or more Local Clubs/Units, or for the Club to dissolve, the members shall, through the President of the Club, follow the appropriate procedures as prescribed in Article VII, Section 1 through 6 of the WBCCI Bylaws. These procedures are in accordance with Section 501 (c) 7 of the Internal Revenue Service Code.

These Club Bylaws, as last amended, were adopted by the Club Executive Board on mm/dd/yyyy at
