



Connecticut Airstream Club

Constitution
Bylaws
Guidelines

October 14, 2018

CHARTER OAK CONNECTICUT AIRSTREAM CLUB CONSTITUTION

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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 Charter Oak Connecticut 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 build a strong active Club where members foster responsible Airstream use, safety, and public goodwill.
 - To promote and encourage camaraderie among Airstream owners and provide opportunities for Club members to camp and travel together.
 - To coordinate with and support the interests and activities of WBCCI (ACI) and Region 1.
 - To promote the standards and ethics of recreational vehicle use.
 - To disseminate advisory and educational information that is valuable to Club members.

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

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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
 - Recording Secretary
 - Treasurer
 - Four Directors
- Sec. 2 The Officers shall be elected at the annual business meeting. They shall be installed and assume office on that same date. 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 they are duly nominated and elected for each term of office.
- Sec. 3 The Directors shall be elected at the annual business meeting, each for a term of two years, but arranged so that only one-half such Directors' terms expire in any one year. No Director 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. 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.

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ARTICLE VI CLUB BUSINESS MEETINGS

- Sec. 1 The annual business meeting of the Club shall be held during the months of 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 ten percent (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 each have one vote.
- Sec. 3 Ballots submitted by email, regular mail or secure electronic data collection platforms may also be accepted from Regular Members. 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. Such ballots also count as a part of the quorum for such a business 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 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 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 has 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 3, 2023 at Eastford, CT.
(Date) (City, State, or Province)

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ARTICLE I PARLIAMENTARY AUTHORITY

- 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, Bylaws, or Policy of this Club.
- Sec. 2 The order of business may be:
- A. Opening Ceremonies
 - B. Invocation (Non-Sectarian)
 - C. Pledge of Allegiance (The United States Pledge of Allegiance may be omitted at all WBCCI rallies, events, and functions held outside the United States).
 - D. Roll Call of Executive Board and determination of quorum
 - E. Approval of Minutes of previous meeting
 - F. Reports of Officers and Committees
 - G. Special Orders
 - H. Unfinished Business
 - I. New Business
 - J. Announcements
 - K. Adjournment

ARTICLE II COMMITTEES

- Sec. 1 Standing Committees shall be:
- A. Ethics and Grievance
 - B. Historical
 - C. Information Management
 - D. Membership
 - E. Newsletter
 - F. Publicity/Social Media
 - G. Social Secretary
 - H. Webmaster

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.

STANDING COMMITTEES General Duties

- A. Ethics and Grievance Investigate and assess all grievances or complaints made by members and others according to Article V of the WBCCI Bylaws and make recommendations to the Club Executive Board. This is a Standing Committee so that it will be in place in case a need arises. We expect such cases to be rare and that this Committee will be idle most, if not all, of the time.

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- B. Historical Record events including written and pictorial material associated with the Local Club's activities and maintain historical records. Coordinate with the Information Management Committee regarding digital solutions for archiving historical records.
- C. Information Management Manage the Local Club's use of information technology functions including digital records management, online event registration, digital payments, email, etc. Establish standards for use of tools with focus on privacy, data security and minimizing cost. Collaborate with the Treasurer on implementation of digital payment systems. Coordinate with Region 1 and WBCCI (ACI) Technology Committees to ensure consistency and adherence to policy.
- D. Membership Be the Local 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.
- E. Newsletter Collect newsworthy items of interest to Local Club members and publish monthly a newsletter containing past and future events of the Club, Region and International. 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.
- F. Publicity/Social Media Make use of Social Media to both: (1) communicate and engage with the Club membership and (2) present a public face of the club to attract new members and engage the community. Establish channels and standards to protect the privacy and security of the Club members. Coordinate with the Information Management Committee on tools and configuration.
- G. Social Secretary Communicate by sending members cards to show the Club's desire to welcome new members and offer congratulations, comfort, support and care, when needed, to all members.
- H. Webmaster Administer the Club's web properties including our pages and other information hosted on the WBCCI (ACI) web site. Collaborate with WBCCI (ACI) and Region 1 Webmasters and the Information Technology Committee to develop and adhere to standards.

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, 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 reservations.

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- Sec. 4 The Club, once each calendar year, may host a rally, 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 any 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 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 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 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:
- Schedule, provide an agenda for and preside at all Club Business Meetings and Executive Board Meetings.
 - Enforce the Constitution and Bylaws.
 - Appoint all standing committees.
 - Respond to any and all communications from WBCCI (ACI), or delegate them to the appropriate officer, in a timely manner.
 - Complete and submit required WBCCI (ACI) forms in a timely manner at the start of your term. This includes the "Officer Reporting and Communication Form."
 - Have such powers and duties as normally pertain to the principal Executive Officer.
 - Train the incoming President on these responsibilities at the end of your term.
- Sec. 2 The 1st Vice President shall:
- Plan and schedule the Club event calendar for the following year.
 - Organize the Nominating Committee in conjunction with the Executive Board.
 - 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.
 - Train the incoming 1st Vice President on these responsibilities at the end of your term.

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- Sec. 3 The 2nd 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.
 - Ensure the completeness and accuracy of the Club Equipment Inventory and make it available to Club members.
 - Train the incoming 2nd Vice President on these responsibilities at the end of your term.
- Sec. 4 The Recording Secretary shall:
- Record and preserve the minutes of all official meetings of the Club and the Executive Board, and mail copies 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.
 - Issue notices of all meetings of the Club and the Executive Board as prescribed in Article VI, Sec. 1 and 2 and Article VIII, Sec. 2, of the Constitution and Article XI, Sec.1, of the Bylaws.
 - Complete mandatory yearly business filing with the Office of the Secretary of State of Connecticut.
 - Train the incoming Recording Secretary on these responsibilities at the end of your term.
- Sec. 5 The Treasurer shall:
- Maintain the financial records of the Club and receive all monies, as prescribed in International Policy 16.6.1, Financial Management, Items H, K, L and 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 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.
 - Complete the yearly filing of IRS Form 990-N to maintain the Club's 501(c)7 status.
 - At the end of your term, train the incoming Treasurer on these responsibilities and promptly deliver all books, monies, and property of the Club held by you to the incoming Treasurer.
- Sec. 6 The Directors shall:
- Attend all meetings of the Club and the Executive Board.
 - 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 Board. Such notification will include all necessary information for participation by the membership and Board.

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- 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:
- 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 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 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

- 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 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.

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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 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 June 20, 2023 at Wilton, CT.
(Date) (City, State, or Province)

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1. Chatter Article

The host of a sponsored event shall appoint someone in advance to write a news article for the Chatter describing the event and ask them to submit the article to the Chatter editor within a few days after the event. Members are also requested to send photos to the Editor as soon as possible. (This is the responsibility of the host.) Failure to do so will result in a delay in publishing our newsletter.

2. Advance Notice

When preparing flyers, include information regarding rally fees, dates, parking, deposits, activities, potluck dinners, etc. Submit a flyer (sign-up sheet) to the Chatter editor 2 to 3 months in advance of your event.

3. Rally Expenses

All rallies should be self-supporting, each person paying his share of the expenses. When visitors pay the same as members, they feel free to take part. This also prevents criticism over treasury funds being used for activities in which all members do not participate.

4. Successful "First Impression" at an Airstream Rally

All members attending an event serve as a Greeting Committee to meet arrivals with a . . . "Hi! Glad you're here!" Some may be new owners and new to our program. Make them feel at home. (Give each person a name tag, give each RV a program, or if you do not have programs, tell them to check the bulletin board for the schedule of activities.) Direct them to the location and tell them the time of the Happy Hour and how it is run. All members should wear their official Club badge.

Have a hospitality center so that on arrival the greeters can say . . . "the coffee is on . . . get set up and then come over_____."

Plan something for the children as appropriate. It will make a more enjoyable rally for everyone.

5. Rally Parking

Park rally hosts together. These are the people who are responsible for the success of the rally. Be sure everyone knows where to locate officers and hosts.

6. Meetings

Wally patterned "Meeting Time" after the old town hall meetings. Meetings may be strictly social or a combined social and business meeting. Meetings give everyone an opportunity to get together. Meetings provide a time to get acquainted, to exchange ideas, to discuss objectives and accomplishments. This is a time to take part and a time to recognize individual contributions. The sidewalk cafe meeting is always fun. Members bring their refreshments and sit around and talk about what has been done or seen, trips made, etc. This usually takes place about 4:30 in the afternoon. If a business meeting or a combined business meeting and social meeting is planned, notices should be posted. Everyone will make an extra effort to get back from sight-seeing or shopping.

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7. Bulletin Board

Place a bulletin board in a central location (the hospitality RV is often used) as a center of activities for announcements, area attractions and program news. If you have a printed program, post one on the board. Keep everyone informed about what is going on.

8. Church Services

Post notices of local church services on the bulletin board.

9. Policies

The following Policies that are beyond the scope of the Constitution and Bylaws are included to assist/inform officers and members in the operation of the Club.

President's responsibilities

- Respond to any and all communications from WBCCI, or send them to the appropriate officer, in a timely manner.
- Carry the club flag at Region and International Rally opening ceremonies.
- Contribute the Club's donation to Cents for Kids at the International Rally or collect for some other recognized charity during the year.
- Organize a social event (meal/picnic/Happy Hour) for COCAC participants at the International Rally using funds provided in a motion at the May business meeting (not to exceed \$400). Other invitees may include Region/International Officers and other friends of the hosting club at the discretion of the President.
- Write an article for each edition of The Chatter informing and encouraging member participation in events sponsored by the Club.

1st Vice President

- Complete and submit all forms sent by WBCCI in a timely manner at the start of your term. These include officers and events calendar.
- Purchase a gift for the outgoing President in the range of \$50.
- See that a Club flag is purchased and given to the outgoing President if she/he flies fags.

Recording Secretary

- shall respond yearly to a request by the Office of the Secretary of State to maintain our corporate status. (\$50 fee plus form - 10/18)

Treasurer

- shall complete each year IRS Form 990 to maintain the Club's 501(c)7 status.

No Club member shall have to pay campground fees when attending a Club Business Meeting. (Reimbursed by Treasurer.)

No Rally fee shall be charged for Club family member(s) who is/are under 12 years of age.

These Guidelines and Policies amended by the Executive Board effective October 14, 2018 at Manchester, CT.