

HEART OF TEXAS CAMPING UNIT CONSTITUTION

ARTICLE I NAME OF ORGANIZATION

Section 1 **Organization Name:** This organization is a chartered Unit of the Wally Byam Caravan Club International, Inc. It shall be known as the Heart of Texas Camping Unit (HOTC) of the Wally Byam Caravan Club International, Inc.

ARTICLE II OBJECTIVES

Section 1 **Objective:** The objectives of this non-profit organization shall be:

- Organize campouts and caravans involving Unit members and guests with a minimum amount of structure.
- Assist fellow campers within and outside of the Unit.
- Facilitate participation among Airstream owners not actively involved in WBCCI/ACI activities to participate in Unit activities with the goal of membership.
- Encourage safe and knowledgeable operation of Airstream products.
- Coordinate and participate with other Unit, Club, Region and WBCCI/ACI activities.
- Disseminate valid RV industry, camping, and lifestyle information of potential value to members.
- Invite participation in responsible use and management of our natural resources through camping and exploration.

ARTICLE III MEMBERSHIP QUALIFICATIONS

Section 1 **Requirement:** An adult who owns a hard-sided recreational vehicle manufactured by Airstream, Inc. shall be eligible for membership. The Unit membership rights and privileges granted the legal owner(s) of such shall extend to the spouse or significant other of said owner(s), each possessing a vote.

Section 2 **Classes of Membership:** There are two classes of membership in this unit: Regular and Affiliate Members.

Section 3 **Regular Membership Application:** Members must join and renew through the WBCCI/ACI website and upon the payment of WBCCI/ACI and Unit dues, shall be a Regular Member of this Unit.

Section 4 **Sale of Airstream Vehicle:** Regular Members who have sold their recreational vehicle manufactured by Airstream, Inc., may, upon written request, retain their membership as Regular Members of this Unit pursuant to the provisions of Sec. 2 ARTICLE VI of the WBCCI/ACI Constitution, provided dues are current and paid. Such Regular Members shall possess all

HEART OF TEXAS CAMPING UNIT CONSTITUTION

the rights and privileges of the WBCCI/ACI, including full voting rights in all elections, motions or questions placed up for vote.

- Section 5 **Affiliate Member:** Any member of WBCCI/ACI may become an Affiliate member of HOTC by enrolling through the WBCCI/ACI website and shall possess all the rights and privileges of the Unit/Club except:
- The right to hold office in the Unit.
 - The right to vote in the selection or election of officers in HOTC, Region or WBCCI/ACI or on any amendment to the Unit or the WBCCI/ACI Constitution, or the dissolution of HOTC, consolidation of HOTC with another Unit, or the merger of the HOTC with another Unit.
 - The right to vote on the dissolution of the Unit, consolidation of the Unit with one or more Local Clubs, or the merger of the Unit with another
- Section 6 **Affiliate Membership Application:** Applicants for Affiliate membership in HOTC must submit dues, as required, and show evidence of membership in WBCCI/ACI.
- Section 7 **Failure to Pay Dues:** Failure to pay either Unit or WBCCI/ACI dues will automatically terminate membership in the unit (regular or affiliate).
- Section 8 **Non-Discrimination:** HOTC membership shall not discriminate based on gender, race, creed, color, national origin, religion, marital status or sexual orientation.
- Section 9 **Use of Technology:** HOTC uses email and messaging technology as the primary means of routine communications and meetings as defined in these Constitution and Bylaws.

ARTICLE IV OFFICERS AND THEIR ELECTION

-
- Section 1 The officers of HOTC shall be Regular members of HOTC and shall consist of:
- President
 - Vice President
 - Recording/Corresponding Secretary
 - Treasurer
- Section 2 **Officer Election and Term of Office:** The Officers shall be nominated and elected via an electronic ballot and vote each year and conducted during the August/September time frame. Officers shall be installed on or about Dec 15 of each year. An officer shall serve in office for a term of one year or until a successor is elected. No officer shall be elected to 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.

HEART OF TEXAS CAMPING UNIT CONSTITUTION

- Section 3 **Full Term of Office:** An officer who advances to an office pursuant to the provisions of Sec. 4 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.
- Section 4 **Vacancies:** 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 vacancies will be filled thru a special election by the unit membership.
- Section 5 **Volunteerism:** Officers in HOTC are service positions to the group. Preferential treatment or dispensations to officers other than those specifically indicated and required by the WBCCI/ACI Constitution or Bylaws will not be instituted.

ARTICLE V EXECUTIVE BOARD

- Section 1 **Composition:** The Executive Board shall consist of all Unit officers plus the immediate Past President of the Unit.
- Section 2 **Governance:** 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 **Call of Meeting:** The President or any two members of the Board may call a business meeting of the Executive Board at any time deemed necessary.
- Section 4 **Quorum:** A quorum of the Executive Board shall consist of a majority of its members.
- Section 5 **Camping Calendar:** The Executive Board, in consultation with incoming Board Members, shall prepare and distribute a tentative camping calendar for the coming year as soon as practical but not later than 1 December of the current year.

ARTICLE VI BUSINESS MEETINGS

- Section 1 **Meetings:** The annual business meeting of HOTC shall be held during the month of December in each calendar year. Additional business meetings may be called at any time by a majority vote of the Executive Board. The date, time, location, and purpose of all HOTC business meetings shall be announced to the members in writing at least fifteen days before the meeting. A quorum for conducting business at any business meeting shall be not less than 15% percent of the membership.
- Section 2 **Voting Qualification:** All Regular Members, including spouse or partner, voting at the HOTC annual or additional business meetings at the time of the voting period shall each have one vote.
- Section 3 **Meeting Ballots:** E-mail ballots may be used to obtain the vote of the members of the Unit on a proposal when such is deemed desirable or necessary. When an email ballot is used to obtain the vote of the members of

HEART OF TEXAS CAMPING UNIT CONSTITUTION

the Unit on a proposal, no other method of voting on such a proposal shall be utilized. Email ballots will only be accepted from the recognized email account for each voting member. It is the member's responsibility to ensure that current email account addresses are provided to the recording secretary in a timely manner.

Section 4 **Election Results:** The results of the email ballots will serve as the results of the vote, provided a quorum of the membership has voted. The election results will be emailed to the membership along with the outcome of the election.

ARTICLE VII BYLAWS

Section 1 Bylaws consistent with this Constitution and with the Constitution, Bylaws and Policy of the WBCCI/ACI, embodying additional provisions for the government of the Unit may be adopted by the Executive Board.

ARTICLE VIII AMENDMENTS

Section 1 **Proposed Amendments:** 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 **Constitution Amendments:** Any Article or Section of this Constitution may be amended by a 2/3 majority vote of the Unit members, providing in either case, a notice containing the proposed amendment or amendments has been email or mailed to each member of the Unit at least fifteen days prior to such a vote.

Section 3 **Amendment Effective Date:** All amendments to this Constitution shall become effective upon adoption.

This Constitution, as last amended, was adopted by the membership on:
October 5, 2024, at Hillsboro, TX
(Date) (City, State/Province)

HEART OF TEXAS CAMPING UNIT BYLAWS

ARTICLE I PARLIAMENTARY AUTHORITY

Section 1 **Meeting Governance:** 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 conflict with the Constitution or Bylaws of HOTC.

Section 2 **Agenda:** The order of business **shall** be:

- A. Opening Ceremonies
- B. Invocation (In accordance with WBCCI/ACI guidelines)
- C. Pledge of Allegiance (The United States Pledge of Allegiance may be omitted at all WBCCI/ACI rallies, events, and functions outside the United States).
- D. Roll Call
- E. Approval of Minutes
- F. Reports of Officers and Committees
- G. Special Orders
- H. Unfinished Business
- I. New Business
- J. Announcements
- K. Adjournment

ARTICLE II COMMITTEES

Section 1 **Standing:** No Standing committees are authorized. The Executive Board or President will create and appoint Committees and Chairpersons as necessary. Committees will terminate at the completion of their appointed task. The President shall be an ex-officio member of all committees.

Section 2 **Composition and Expectation:** All committees shall consist of a Chairperson and as many members as deemed necessary by the Executive Board or President. Chairpersons shall have the authority to select members of the committee. Chairpersons of Committees shall report in person or via written document at each meeting of the Executive Board.

ARTICLE III GUESTS AND CAMPOUTS

Section 1 **Invited Guests:** Guest(s) sponsored and invited by a Member in Good Standing may attend HOTC activities. Guests shall pay one extra campout fee (if applicable) and be responsible for all other fees such as parking, entrance fees, etc.

HEART OF TEXAS CAMPING UNIT BYLAWS

- Section 2 **Non-Member Airstream Owner Guest:** Members in Good Standing in WBCCI/ACI may attend activities of HOTC provided that such members, where required, have made reservations to attend the event.
- Section 3 **Buddy Rallies or Caravans:** HOTC may once each calendar year, host a campout or caravan or combination of the two with a recreational vehicle club not chartered by the WBCCI/ACI, Inc., and 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 campout or a buddy caravan or combination thereof to which each member of the unit may invite not more than one non-member recreation (other brand) vehicle family.
- Section 4 **Prospective Members:** Invited guest(s) to a campout/event/caravan are intended to be prospective members. A prospective member is one who either currently owns a Qualifying Airstream Product (QAP) as defined in the WBCCI/ACI Constitution and Bylaws but is not a member of the WBCCI/ACI, or someone which does NOT currently own such a product but who, through interaction with members of the unit, may decide to purchase a QAP and join HOTC. The definition of a guest will EXCLUDE those current or past WBCCI/ACI members who no longer own a QAP but wish to attend a campout/event/caravan in a non-QAP. Members or guest(s) who own a QAP will be expected to use the QAP at all campouts/events/caravans.

ARTICLE IV NOMINATIONS

- Section 1 **Nominating Committee Creation:** The Executive Board shall appoint a three-member Nominating Committee in May each year. 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. The committee will work together to inquire, solicit, and propose nominations from the membership for the officer positions of the unit. This may be done via Face-to-face conversations, telephonically, email, or mail.
- Section 2 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.
- Section 3 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.
- Section 4 Candidates shall be contacted by the Unit President not less than (30) days prior to the "Annual Officer Elections" to ascertain if they will accept.
- Section 5 Those individuals agreeing to be a candidate will be presented to the membership by electronic ballot during the month of September and a vote requested.

HEART OF TEXAS CAMPING UNIT BYLAWS

Section 6 An email will be provided to all members so they may cast their vote for each position. Use of an email ballot affords a count of votes and assuming a quorum is present of 15% of the membership, the vote will be taken from submitted ballots.

Section 7 If a quorum is not present either in person or by proxy, then the existing officers will continue in office until a quorum can be established.

ARTICLE V DUTIES OF OFFICERS

Section 1 The President shall:

- Preside at all HOTC and Executive Board meetings.
- Enforce the HOTC Constitution and Bylaws.
- Appoint all committees.
- Have such powers and duties as normally pertain to the principal executive officer.
- Collaborate with the other unit officers, propose an annual campout and activities schedule for the unit.
- Ensure unit activities and campouts are updated to the ACI website, with assistance from the unit webmaster/assistant webmaster.

Section 2 The Vice President shall:

- Attend all HOTC and Executive Board meetings.
- Assist the President, as needed.
- Assume the duties of the President in the President's extended absence, inability to perform the duties of President or at the written request of the President

Section 3 The Recording/Corresponding Secretary shall:

- Record and preserve the minutes of all official meetings of HOTC and the Executive Board.
- Copies of the same shall be emailed 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 Unit and the Executive Board as prescribed in Article VI, Sections 1 and 2 and Article VIII, Section 2 of the Constitution. Prepare an agenda of pending business for use by the presiding officer at each meeting.
- Send welcome letters to new members.

Section 4 The Treasurer shall:

HEART OF TEXAS CAMPING UNIT BYLAWS

- Maintain the financial records of the Unit and shall receive all monies, as prescribed in WBCCI/ACI Bylaws, Article IV, Sec. 11A, and promptly deposit them in the bank previously chosen by the Executive Board when funds are deemed necessary for the unit.
- Submit a full written report of finances to the Executive Board at each meeting. Each year the books and accounts will be audited by a committee selected by the incoming President. Before retirement, all books, monies, and property of the Unit shall be delivered promptly to the incoming Treasurer.
- Enter new member and affiliate member information received by email from WBCCI/ACI headquarters into the HOTC member database or email list.

ARTICLE VI MEETING TYPE

Section 1 **Electronic Meetings:** An electronic meeting can be arranged for any HOTC or the Executive Board business meeting, provided the membership and Board are notified. The notification should include all relevant information for the membership and Board participation and be conducted as outlined in Article VI of the Constitution.

Section 2 **Electronic Meeting Quorum:** Any electronic meeting will meet the quorums established in the Unit/Club/Intra-Club's Constitution, Article VI.

Article VII DUES

Section 1 **Setting of Dues:** The annual Unit dues of Regular and Affiliate members shall be set by the Executive Board

Section 2 **Failure to Pay Dues:** A member who fails to pay the required WBCCI/ACI dues may not be included in the Annual Membership Directory for the following year. For members who joined before August 1, 2021, the dues must be paid and receipted by the WBCCI/ACI on or before December 31. Those who joined after August 1, 2021, must pay the dues by their anniversary date. The membership will be terminated if the dues are not paid by the applicable deadline

ARTICLE VIII CODE OF ETHICS

Section 1 **Code of Ethics:** All members shall abide by the following Code of Ethics:

- A. Recognize our responsibility to the WBCCI/ACI, and through our 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.

HEART OF TEXAS CAMPING UNIT BYLAWS

- B. To be mindful of what we say or print with respect to the effect on others of our diverse membership 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/ACI in bonds of good fellowship and mutual understanding.
- C. 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 campsites in an orderly manner and leave them the same way.

ARTICLE IX LIABILITY

Section 1 **Officer Liability Exemption:** Neither HOTC nor its officers are responsible for the loss of or damage to property or injury to or death of a person on the premises of any HOTC 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 on the premises.

Section 2 **Liability Insurance Requirement:** HOTC's parent organization, WBCCI/ACI, provides liability insurance for sanctioned HOTC rallies, caravans, and functions. A Certificate of Liability Insurance is available, defining coverage and liability limits upon request from WBCCI/ACI headquarters. Publishing events is necessary to ensure they are considered sanctioned activities of HOTC. WBCCI/ACI liability insurance applies only to sanctioned activities.

ARTICLE X POLICY

Section 1 **Policies:** The Executive Board may adopt policies consistent with the Unit/Club/Intra-Club's Constitution and Bylaws and with the Wally Byam Caravan Club International, Inc.'s Constitution, Bylaws, and Policy, containing additional provisions for the Unit/Club/Intra-Club's government.

ARTICLE XI AMENDMENTS

Section 1 **Bylaw Amendments:** These Bylaws may be amended at any business meeting of the Executive Board by a two-thirds quorum vote, provided the proposed amendment has been submitted to all members of the Executive Board in writing ten (10) days before such meeting.

Section 2 **Amendment Effective Date:** Such amendments shall become effective upon adoption.

HEART OF TEXAS CAMPING UNIT BYLAWS

ARTICLE XII MERGER, CONSOLIDATION OR DISSOLUTION OF HOTC

Section 1 **Changing Club Charter:** In the event the members of HOTC deem it desirable for HOTC to merge with another Club or Unit, or for HOTC to consolidate with other Units, or for HOTC to dissolve, the members shall, through the President of HOTC, follow the appropriate procedures as prescribed in ARTICLE VII, Section 1 through 6 of the Bylaws of the WBCCI/ACI. These procedures are in accordance with Section 501(c)(7) of the Internal Revenue Service Code.

Section 2 **Disposition Of Assets:** Whether HOTC merges with another Unit, consolidates with other Units, or dissolves, none of HOTC's funds or property shall enure to the benefit of any one member

This Bylaws, as last amended, was adopted by the membership on:

October 5, 2024, at Hillsboro, Texas
(Date) (City, State/Province)

HEART OF TEXAS CAMPING UNIT POLICIES

3.1 CAMPOUTS

- 3.1.1 **CAMPOUT POLICY & GUIDELINES:** HOTC Campouts are to be held as a mutually convenient social event. Business activities that are deemed appropriate may be approved by the Executive Board.
- 3.1.2 **Organization:** HOTC Campouts will be self-organizing and may include a designated host for the purpose of organization of activities. HOTC campouts will not be sponsored or organized by an outside organization.
- 3.1.3 **Attendance:** HOTC attendees (and guests) at Campouts will be individually responsible for financial obligations associated with attending such events, including making reservations and all associated fees.
- 3.1.4 **Participation:** HOTC attendees will be expected to contribute to the success of each campout through participation in activities such as potluck meals, congregation area setup, tending campfires, and ongoing cleanup, etc., and contributing financially towards the cost of shared facilities, such as a rally room or shelter. Each member brings unique skills, and hopefully, they will freely offer those skills where and when appropriate.
- 3.1.5 **Conduct:** HOTC attendees are expected to conduct themselves in a manner that reflects positively on the Unit and to avoid conflict (this is not to be construed as a limit on open discussion, but rather to respect each other's opinions and views).
- 3.1.6 **Minors:** Children of all ages are welcome, and their involvement is encouraged. As is expected of the adult attendees, children need to remain respectful of others. Children under the age of 18 must be supervised by an adult.
- 3.1.7 **Conflict Resolution:** Campout problems will be dealt with on an individual basis, not through amendments to the Unit Constitution, Bylaws or Policies unless a super majority, (2/3 of the voting quorum), elect to make such amendments.

8.1 ELECTIONS OF OFFICERS

- 8.1.1 **Forming a Slate:** 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.
- 8.1.2 **Confirmation of the Slate:** Candidates shall be contacted by the Unit President not less than (30) days prior to the "Annual Officer Elections" to ascertain if they will accept.
- 8.1.3 **Disseminate the Slate:** 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.
- 8.1.4 **Election Timing:** Those individuals agreeing to be candidates will be presented to the membership by electronic ballot during the month of September, and a vote will be requested.

HEART OF TEXAS CAMPING UNIT POLICIES

- 8.1.5 **Establishing a Quorum:** All members will receive an email ballot so they may cast their votes for each position. Using an email ballot affords a count of votes, and assuming a quorum is present, the vote will be taken from submitted ballots.

If a quorum is absent in person or by proxy, the existing officers will continue in office until a quorum can be established.