

# Carolinas, Unit of North Carolina

## Bylaws and Policies

(Last Revised and Approved: Revised November 10, 2024/ Approved November 10, 2024)

This organization shall be known as the Carolinas Airstream Club of the Wally Byam Caravan Club International, Inc. hereafter referred to as “The Club” or “Club”. The Wally Byam Caravan Club International Inc. hereafter is referred to as “The International Club” or “International Club”.

### 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 The Club.

**Sec. 2:** The order of business shall be:

Opening Ceremonies

Optional Invocation (Nonsectarian)

Pledge of Allegiance (The United States Pledge of Allegiance may be omitted at all International Club rallies, events, and functions held outside the United States)

Roll Call

Approval of Minutes

Reports of Officers and Committees

Special Orders

Unfinished Business

New Business

Announcements

Adjournment

### ARTICLE II

#### COMMITTEES

**Sec. 1:** Ad Hoc or Standing Committees shall be formed by the President as needed.

Committees may be formed for:

A. Budget

B. Caravan

C. Charitable Giving

D. Constitution and Bylaws

E. Ethics and Grievance

F. Family/Youth

G. Historical

- H. Hospitality
- I. Legislative
- J. Membership
- K. Publicity & Public Relations
- L. Rally Committee

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 Chairperson and as many members as deemed necessary by the President. Chairpersons of Standing Committees shall report at each meeting of the Executive Board.

### COMMITTEE RESPONSIBILITIES

General Duties:

- A. 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 next year.
  
- B. Caravan- To plan, organize, and obtain leaders for Club caravans that are operated or conducted for the Club within the scope of the International Club Handbook. To develop an aggressive Club Caravan program and to coordinate Club caravan matters with appropriate Region and International Club Caravan Committee personnel.
  
- C. Charitable Giving- All requests for donations shall be submitted to this committee in writing. On an annual basis this committee will review a number of charitable organizations and will recommend one to the Executive Board as The Club's sponsored charity. The Executive Board will review all charitable requests and determine appropriate action.
  
- D. Constitution and Bylaws- To conduct a continuing review and study of The Club and The International Club Constitution and Bylaws and to make recommendations for any amendments or additions to The Club's documents deemed desirable and in the best interest of The Club and The International Club
  
- E. Ethics and Grievance- To investigate and assess all grievances or complaints made by members and others and to make recommendations thereon to The Club Executive Board.
  
- F. Family/Youth- Plan programs to encourage participation of family/youth at Club functions. To be the liaison person between the Club and International Family/Youth Standing Committee.
  
- G. Historical- To record events including written and pictorial material associated with Club

activities and to maintain an historical record of such.

H. New Member Hospitality- To proactively reach out to prospective members as well as new members, provide new member packets, mentoring programs etc.

I. Legislative- To study, advise and recommend legislation in the interest of The Club and its members; to recommend opposition to all legislation which is discriminatory and injurious to the interest of The Club and its members.

J. Membership- Serve as a contact point for prospective new members and explain the purpose and objectives of The International Club. Extend invitations to prospective members to attend a rally or meeting. Maintain a digital database of current members that can be accessed by the membership. Track, and report findings as to why members do not renew their membership. Provide data/trends for other committee to act on.

J(a). Members Communications - Establish/maintain a network: newsletters, notecards, websites, What's App, Evernote, sending articles to ACI for Green Beret for inclusion in their website, etc.

K. Publicity & Public Relations- To collect newsworthy items of interest to club members and to publish monthly a newsletter containing past and future events of The Club, Region and The International Club. Establish relationships with rally and caravan locations, with new dealers, and know existing PR/ Publicity committees at international level. To maintain communications with The International Club and Regional Public Relations Committees for maintaining a continuing program of public relations between The International Club and communities being exposed to rallies and caravans.

L. Rally Committee- Review rally events to facilitate, plan and schedule future Club rallies. Provide guidance to rally hosts and coordinate as needed with other club committees for the successful conduct of any rally in which the Carolina Airstream Club participates. Receive and make welcome guests and new members at Club functions. Recommend ways to meet and greet all Club members and guests at rallies and/or seasonal functions:

**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 ensure that the guest

or guests adhere to The Club's Code of Ethics.

**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 for each attendance.

**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 International Club 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 or combination thereof to which each member of The Club may invite not more than one non-member recreation vehicle family. The non-member RV family to be invited is intended to be one which is a prospective member and one which does not own an Airstream. The family is invited to the buddy rally or caravan to introduce them to The International Club "Way of Life" and The Club 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 International Club members to attend an International Club rally in their non-Airstream vehicles.

## **ARTICLE IV**

### **NOMINATING COMMITTEE**

**Sec. 1:** The Executive Board shall, in the month of August and not less than thirty (30) days prior to the Club's annual business meeting, appoint a three-member Nominating Committee who shall, after having obtained the prior acceptance for office of each nominee if elected, place in nomination at least one candidate for each office to be filled by election and submit a written report to the Executive Board which shall include the names of all candidates considered. The President shall distribute the report to the membership not less than fifteen (15) days prior to said business meeting. Additional candidates who have previously consented to accept the office if elected, may be placed in nomination from the floor of said meeting. No seconds are required for any nomination.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

**Sec. 1:** The President shall:

- Preside at all meetings of The Club and Executive Board.
- Enforce the Constitution and Bylaws.
- Appoint all standing committees as needed and the Parliamentarian. Have such powers and duties as normally pertain to the principal executive officer.

**Sec. 2:** The First Vice President shall:

- Attend all business meetings of The Club and the Executive Board. Shall assist the President.
- Assume duties of the President in his/her absence.
- Lead the Pledge of Allegiance
- Supervise the rally events set up while serving as Second Vice President
- Oversee the planning and execution of the entire end of the year rally, including the agenda for the rally as well as the business meeting. The officers and board will be the hosts working with the 1st VP who is charged with recruiting volunteers for all facets of the rally.

**Sec. 3:** The Second Vice President shall:

- Set up the rally schedule for the upcoming season. Select campgrounds, make reservations, find rally hosts and communicate schedule to the club membership. Offer assistance to the rally host.
- 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 and First Vice President in their absence. • Perform the duties as assigned by the Executive Board.

**Sec. 4:** The Corresponding Secretary shall:

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

**Sec. 5:** The Recording Secretary shall:

- Record and preserve the minutes of all official meetings of The Club and the Executive Board and send 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.

**Sec. 6:** The Treasurer shall:

- Maintain the financial records of The Club, receive all monies, as prescribed in International Bylaws, Article XVI Financial Management Sec. 12 – 13 and Policy, Financial Data Guidelines, and promptly deposit them in the bank previously 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 books and accounts. Before retirement, all books, monies and property of The Club shall be delivered promptly to the incoming Treasurer.

**Sec. 7:** 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**

### **DUES**

**Sec. 1:** The Executive Board shall set the annual Club dues of Regular and Affiliate members.

**Sec. 2:** A member who fails to pay properly assessed International and Club dues before November 15 may not be listed in the Annual Membership Directory of The International Club for the following year. If the dues are not paid before December 31, the membership will be terminated.

## **ARTICLE VII**

### **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 International Club 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 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.
- B. 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 VIII**

### **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 IX**

### **POLICY**

**Sec. 1:** Policy consistent with the Constitution and Bylaws of The Club and with the Constitution, Bylaws and Policy of The International Club embodying additional provisions for the government of The Club may be adopted by the Executive

## **ARTICLE X**

### **AMENDMENTS**

**Sec. 1:** These Bylaws may be amended at any business meeting of the Executive Board by a majority 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 approval by the Executive Board.

## **ARTICLE XI**

### **MERGER, CONSOLIDATION OR DISSOLUTION OF THIS CLUB**

**Sec 1:** In the event members of this Club deem it desirable for this club to merge with another club/unit, or for The Club to consolidate with one or more clubs/units, or for The Club to dissolve, the members shall, through the President of this Club, 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 Service Code.

### **POLICIES**

Policies of the Club are to be reviewed annually and the Executive Board, by a simple majority vote, may amend, delete, or add new policies. At no time are these policies to conflict with The International Club or the Club Constitution and Bylaws.

**RALLY FEE:** The Board of Directors will establish a Rally Fee to be charged to each attendee at a rally. This fee will cover the cost of food, incidentals, reservations and other expenses for the rally. Rally hosts are expected to plan their expenditures within the limitations of the fees collected, but may, upon approval of the President, obtain reimbursement for additional costs. Rally attendees are expected to register and pay the Rally Fee in advance of the rally. The Board may review and change the Rally Fee from time-to-time.

**NOMINATING COMMITTEE:** The Immediate Past President or an Executive Board Member volunteer shall serve as Chairman of the Nominating Committee. The Executive Board shall appoint the remaining 2 members of the Nominating Committee.

**MEMORIALS:** A \$100.00 expenditure for a memorial or flowers, depending on family wishes, is to be sent to the family or a charity in memory of a deceased member or spouse of this Club.

**OBITUARY ANNOUNCEMENTS:** In the event of the death of a member or prior member, the club will only announce the death through email, the club newsletter as appropriate and our members' only Facebook page. The communications to members will include links to the obituary or death notice posted on-line by a funeral service or newspaper. The club portion of the announcement can include pertinent facts related to the members' club activities and history. These comments should remain relatively brief, the majority of information should be

shared by the family through the obituary or other public announcements they choose to make. (The intent is to be fair to all members and their families.)

PARADE FLAG: The Club flag shall be used as the Club Parade Flag.

PRESIDENT'S EXPENSES: The Club shall establish an annual budget line item in the amount of Two Hundred Fifty dollars (\$250.00) for use by the current Club President to encourage the President's attendance at the current International Rally. The President, at his/her discretion, may accept or reject the funds.

PROGRAMS – GUEST SPEAKERS: From time to time, vendors or members may wish to present informative material related to RVing to the membership at rallies or meetings. The President must approve the topic and inform the presenter of time constraints and other limitations.

MEMBERSHIP INFORMATION: At no time will membership contact information be shared with anyone who is not a member of The Club or The International Club and/or for any commercial purpose.

EMERGENCY EXPENSE FUND: The Club will maintain a balance of two thousand dollars in the Club's bank account for unexpected or emergency expenses. The distribution of these funds will be at the discretion of the Executive Board by simple majority vote. The Club membership shall be informed of any disbursement of these funds.

DONATIONS TO AN INDIVIDUAL OR NON-PROFIT ORGANIZATION: The Charitable Giving Committee in consultation with the Executive Board may select an annual sponsored charity. The membership will be informed and the charity will receive donations collected at meetings and any special events. The Treasurer will hold the monies collected until such time as the Executive Board deems appropriate to dispense the funds. A report of the amount collected and donated will be shared with The Club membership at each meeting or event.

The Charitable Giving Committee may recommend an individual, non-profit organization or agency to support with a one-time financial donation. The Executive Board will consider the request and determine an appropriate donation amount if the request is approved.

All charitable requests are to be submitted in writing to the Charitable Giving Committee.

In the event of a national, state or locally declared disaster, impacting a Club, Regional or International Club event, The Club President may approve a one-time emergency relief donation of up to \$200.00 with prior Board approval.

*These Bylaws and Policies were reviewed, updated and approved by the Club Executive Board on August 27<sup>th</sup>, 2024, via conference call and unanimous voice vote affirming them for record.*

ELECTRONIC MEETINGS:

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. Notice



can be given by U.S. mail, email, or any other means that can reach the majority of club members.

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

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