

# East Texas Lakes Bylaws

## ARTICLE I PARLIAMENTARY AUTHORITY

- Sec. 1 **Meeting Governance:** Parliamentary procedures for all meetings of the Unit and Executive Board shall be governed by the current edition of ~~Robert~~~~OBERT'S's~~ ~~Rules~~~~ULES~~ ~~of~~~~OF~~ ~~Order~~~~RDER~~ ~~Newly~~~~EWLY~~ ~~Revised~~~~EVISED~~ except when they are in conflict with the Constitution, Bylaws, or Policy of this Unit. (1/19/07)
- Sec. 2 **Agenda:** The order of business ~~shall~~may be: (1/18/02)
- 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). (1/17/03)
  - 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

- Sec. 1 **Standing:** Standing Committees shall be:
- A. ~~A.~~ Budget
  - B. ~~B.~~ Caravan~~Caravan~~
  - ~~C.~~ ~~C.~~ ~~Constitution and Bylaws~~
  - ~~D.~~ ~~D.~~ ~~Ethics and Grievance~~
  - ~~E.~~ ~~E.~~ ~~Family/Youth~~
  - ~~F.~~ ~~F.~~ ~~Historical~~
  - ~~G.~~ ~~G.~~ ~~Hospitality~~
  - ~~H.~~ ~~H.~~ ~~Legislative~~
  - ~~I.~~ ~~I.~~ ~~Membership~~
  - J. ~~J.~~ ~~Publicity~~
  - ~~K.~~ ~~K.~~ ~~Social Media~~
  - ~~K.~~ ~~K.~~ ~~Public Relations/Social Media~~
  - L. Webmaster

The President shall appoint and be an ex-officio member of all committees except the Nominating Committee. (1/21/94)

- Sec. 2 **Composition and Expectation:** All Standing Committees shall consist of a Chair~~man~~ and as many members as deemed necessary by the President. Chair~~smen~~ of Standing Committees shall report at each meeting of the Executive Board. (6/2/18)

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- Sec. 3 **Duties:** Standing Committees General Duties

# East Texas Lakes Bylaws

## STANDING COMMITTEES

### General Duties

1. Budget:- In cooperation with the incoming and outgoing Unit Treasurer ~~of the Unit~~, prepare a budget for the Executive Board ~~a budget~~ projecting the Unit's income and expenditures for the ~~next~~following year. (1/19/07)
2. Caravan:- Plan, organize, and obtain leaders for Unit caravans that are operated or conducted for the Unit within the scope of the WBCCI Caravan Handbook. Develop an aggressive caravan program and coordinate Local Club caravan matters with appropriate Region and International Caravan Committees.
3. Constitution and Bylaws:- ~~CTo~~ conduct a continuing review and study of the Unit and the International Constitution and Bylaws and ~~to make~~ recommendations for any amendments or additions deemed desirable and in the best interest of the Club. (1/21/94)
4. Ethics and Grievance:- ~~ITo~~ investigate and assess all grievances or complaints made by members and others according to Article V of the WBCCI Bylaws and make recommendations ~~thereon~~ to the Unit Executive Board.
5. Family/Youth:- Plan programs to encourage participation of family/youth at Unit functions and to be the liaison person between the Unit and International Family/Youth Standing Committee. (1/21/94)
6. Historical:- ~~RTo~~ record events, including written and pictorial material, associated with Unit activities and to maintain historical records ~~of such~~. (1/21/94)
7. Hospitality:- ~~RTo~~ receive and make welcome guests and new members at Club functions. Recommend ways to meet and greet all Local Club members and guests at rallies and/or seasonal functions. (1/21/94)
8. Legislative:- ~~STo~~ study, advise, and recommend legislation in the interest of the Unit Club and its members; to ~~urgerecommend~~ oppose to all discriminatory legislation ~~which is discriminatory and injurious~~ detrimental to the interest of the Unit Club and its members. (1/21/94)
9. Membership:- Be the Unit 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 an application for membership. Coordinate with the Treasurer to ensure having an accurate list of paid-up members hips; and to assist the Treasurer, as needed, in following up on all members who have not paid ~~dues by October 15<sup>th</sup>~~ International or Unit for their membership year. (1/19/07)
10. Publicity:- ~~CTo~~ collect newsworthy items of interest to ~~the Club~~ Unit members and ~~to~~ publish monthly a newsletter containing past and future events of the Unit, Region, and International. To 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, Blue Beret Blog, and Directory ~~concerning with respect~~ to the Unit's activities schedule. (1/21/94)

# East Texas Lakes Bylaws

11 ~~Public Relations/Social Media.—~~: Maintain communications with the International and Region Public Relations Committees for maintaining a continuing program of public relations between WBCCI and communities being exposed to rallies and caravans. Also, make use of Social Media as a means of communicating with the Unit membership.-

12 Webmaster: Responsible for the public image of the Unit related to Internet-based mediums like a website or social media. Creates, updates, and maintains the Unit website where appropriate and manages the social media accounts for the Unit. The Webmaster works with the Public Relations/Social Media Chair to maintain the website and Social Media sites.

Sec. ~~4~~3 Other Committees: Special Committees may be appointed by the President as required.

## ARTICLE III GUESTS

Sec. 1 Invited Guests: 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 Unit. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee. (1/19/07)

Sec. 2 Non-Member Airstream Owner Guest: A member in good standing in this Unit may sponsor and invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the Unit.

Sec. 3 International Club Members: Members in good standing in the International Club ~~may~~can attend ~~activities of the Unit—~~activities provided ~~that such members, and where required, shall they~~ have made and paid prior reservation for each such attendance for the necessary reservations. (7/5/01)

Sec. 4 Buddy Rallies or Caravans: The Unit, ~~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., ~~and i~~ It may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans ~~led~~conducted by that Unit in any calendar year) a buddy rally and/or caravan, ~~or combination thereof to which e~~ Each Unit member ~~of the unit~~ may invite not more than one non-member recreation vehicle family.

Sec. 5 Prospective Members: The ~~non-member RV-guest/family~~ is 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 WBCCI "Way of Life" and the unit members in the hope they might decide to purchase an Airstream and join WBCCI ~~the club~~. 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. (7/5/02)

## ARTICLE IV NOMINATING COMMITTEE

Sec. 1 Nominating Committee Creation: The Executive Board shall, ~~not less than ninety (90) days prior to the Unit's annual business meeting,~~ appoint a three-~~member~~ Nominating Committee

# East Texas Lakes Bylaws

~~not less than ninety (90) days before the Unit's annual business meeting, after having obtained the prior acceptance for office of each nominee if elected, place in nomination one candidate for each office to be filled by election, and submit a written report submit to the Executive Board which shall include the names of all candidates considered and This committee shall solicit Unit members to volunteer to stand for any open leadership positions. The committee should also encourage self-nomination for any position. After obtaining prior acceptance from each potential candidate, all names for any office shall be nominated. A written report will be submitted to the Executive Board. T~~the President shall distribute the report to the membership not less than ~~fifteen~~twenty (2015) ~~days prior to said business meeting~~days before an election. ~~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. (1/21/94)~~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~~ Unit and Executive Board meetings.
  - Enforce the Constitution and Bylaws.
  - Make a detailed report at the Annual Business Meeting to include the previous year's accomplishments.
  - Appoint all standing committees and the Parliamentarian. (1/19/07)
  - Have such powers and duties as normally pertain to the principal executive officer.
- Sec. 2 The 1st Vice President shall:
- Attend all Unit business meetings ~~of the Unit~~ and the Executive Board.
  - Shall assist the President.
  - Assume the duties of the President in the President's absence. (1/21/94)
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- Sec. 3 The 2nd Vice President shall:
- Attend all Unit business meetings ~~of the Unit~~ 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 President's duties ~~of the President in the case of in~~ the absence of the President and the First Vice President.
  - Perform the duties as assigned by the Executive Board. (1/21/94)
- Sec. 4 The Corresponding Secretary shall:
- Issue notices of all meetings of the Unit 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. (1/19/07)
  - Prepare an agenda of pending business for ~~use by~~ the presiding officer at each meeting.
  - Coordinate with the Treasurer to maintain an accurate roster of paid-up Unit members. ~~of the Unit. (1/19/07)~~
- Sec. 5 The Recording Secretary shall:
- Record and preserve the minutes of all official meetings of the Unit and the Executive Board, and mail copies to the members of the Executive Board not more than fifteen days following each meeting. (1/19/07)

# East Texas Lakes Bylaws

- 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 Unit and receive all monies, as prescribed in International Policies ~~Bylaws Article XVI Financial Management Sec 12-13 and Policy, Financial Data Guidelines~~ for Financial Management and Financial Data Guidelines, and promptly deposit them in the bank chosen by the Executive Board.~~
- ~~Notify members of expiration of dues, issue receipts for dues paid through the Unit and maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Corresponding Secretary, the Newsletter Editor, and the Membership Chairman. In addition, the Membership Chairman shall be notified of all members who have not paid their dues by October 15 in order that the membership chairman might assist the Treasurer in contacting those members to collect their dues prior to November 1. 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. (6/2/18) Notify members of the expiration of dues and direct the members to the Headquarters website to renew their International and Unit dues. They should also maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Corresponding Secretary, 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 so 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 Unit shall be delivered promptly to the incoming Treasurer.~~
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Sec. 7

The ~~duties of the~~ Trustees shall be ~~shall~~: (1/19/07)

- ~~Attend all meetings of the Unit and the Executive Board.~~
- ~~Accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.~~

~~To accept special assignments as directed by the President. Additional duties may be to chair or be members of committees. (1/19/07)~~

Sec. 8 ~~The Immediate Past President shall:~~

- ~~Be a member of the Executive Board.~~
- ~~Serves a one-year term.~~
- ~~Function in an advisory role for the Unit President and Executive Board to ensure the continuity of Unit functions.~~

## ARTICLE VI MEETING TYPE

Sec. 1

~~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~~

# East Texas Lakes Bylaws

~~membership and Board. Such notification will include all necessary information for participation by the membership and Board.~~ An electronic meeting can be arranged for any business meeting of the Unit or the Executive Board, 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.

Sec. 2 **Electronic Meeting Quorum:** Any electronic meeting will meet the quorums established in the UnitClub's Constitution, Article VI. (2022)

## **ARTICLE VII** **DELEGATESDUES**

Sec. 1 ~~The Executive Board shall appoint one Delegate and one alternate from among the Regular Members who will attend the annual Delegates Meeting of the parent organization, the Wally Byam Caravan Club International, Inc. An Affiliate Member of this Unit, who is a Regular Member in the same region may be appointed if the Unit has no Regular Members attending the Delegates Meeting. Any vacancy occurring following such selection shall be filled by appointment by the President. The Delegate should be instructed with respect to the wishes of the Unit on matters to come before the meeting. The President and Secretary shall certify these appointments. (6/2/18). The Delegate should also be instructed to vote their conscience should there be any amendment to a Constitutional amendment be presented at the meeting. (2022)~~ Sec. 1 **Setting of Dues:** The annual Unit dues of Regular and Affiliate members shall be set by the Executive Board.

Sec. 2 **Failure to Pay Dues:** A member who fails to pay the required International 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 Unit or International 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**

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

- A. **Conduct:** 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 goodwill to all peoples and countries.
- B. **Discourse:** To be ever 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 various ethnicities, religious beliefs, or orientations and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.
- C. **Enthusiasm:** To conduct ourselves in a manner that inspires others engaged in recreational vehicle travel to fully appreciate the intent and meaning of this code.

# East Texas Lakes Bylaws

D. Tidiness: To maintain our campsites in an orderly manner and leave them the same way or better.

## ARTICLE IX DUES

Sec. 1 — ~~The annual **Unit** dues of Regular and Affiliate members shall be set by the Executive Board. (1/7/97)~~

Sec. 2 — ~~A member who fails to pay properly assessed International and Unit 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 received by the Treasurer on or before December 31, for members joining prior to August 1, 2021, or their anniversary date, for those joining after August 1, 2021 (2022), the membership will be terminated. (7/5/96)~~ **ARTICLE IX**

## LIABILITY

Sec. 1 **Officer Liability Exemption:** Neither the Unit 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 Unit 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.

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

## ARTICLE X 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. (2022)~~

~~\_\_\_\_\_~~ 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 X**

# East Texas Lakes Bylaws

## POLICY

Sec. 1 **Policies:** Policy consistent with the Constitution and Bylaws of the Unit/Club/Intra-Club and with the Constitution, Bylaws, and Policy of the Wally Byam Caravan Club International, Inc., containing additional provisions for the government of the Unit/Club/Intra-Club may be adopted by the Executive Board.

## ~~ARTICLE XI LIABILITY~~

~~Sec. 1 — Neither the Unit 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 Unit 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~~

## ARTICLE XI AMENDMENTS

Sec. 1 **Bylaw Amendments:** 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 before such meeting.

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

## ~~ARTICLE XII POLICY~~

~~Sec. 1 — Policy consistent with the Constitution and Bylaws of the **Unit** and with the Constitution, Bylaws and Policy of the Wally Byam Caravan Club International, Inc., containing additional provisions for the government of the **Unit** may be adopted by the Executive Board or the Unit Members. (11/19/07)~~

## ~~ARTICLE XIV 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. (1/19/07)~~

~~Sec. 2 — Such amendments shall become effective upon adoption.~~

## **ARTICLE XV MERGER, CONSOLIDATION OR DISSOLUTION OF THIS UNIT/CLUB**

Sec. 1 **Changing Club Charter:** In the event the members of this Unit deem it desirable for this Unit to merge with another Unit, or for the Unit to consolidate with one or more ~~Units~~Local Clubs, or for the Unit to dissolve, the members shall, through the President of this ~~Unit,~~ Unit, follow the appropriate procedures as prescribed in ARTICLE VII, Sec.1 through 6 of the Bylaws of the



# East Texas Lakes Bylaws

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 membership Board on:

~~Date: June 2, 2018 at Hillsboro, Texas 76645~~

\_\_\_\_\_ at \_\_\_\_\_  
(Date) (City, State/Province)

# East Texas Lakes Bylaws

## Addendum to Constitution and Bylaws

Officers and Trustees elected in February, 1970, organizational meeting will hold office through 1971.

Dues were set at this meeting at Five Dollars (\$5) to carry through the same period. If additional funds are necessary, then an assessment can be made upon recommendation of the Executive Board and approved by the membership.

Two Trustees will be elected new at the annual meeting in 1970 to start staggering of the Trustee's term of office.

Note: Note meeting of February, 1970, for authorization and Executive action 3/5/70. Approved- Unit Meeting 3/5/70 with adoption of Constitution.

Change of bylaws was made February 6, 1988 at Gilmer, TX. We now elect 6 trustees, 3 at a time, in order to stagger terms of office.

Change of bylaws was made in November, 1989, to set the annual dues at \$10 per trailer.

At the General Business Meeting, October 14, 1995, a change was made in the amount of money to be sent as a memorial for a deceased member. The previous amount of \$15 has been changed to \$25, to take effect immediately.

A revision of the Constitution Article IV, Sections 2 and 3, has been adopted changing the Installation of Officers and the assumption of their duties to the first meeting in October, becoming effective October 5, 1996. This change was approved by 100 percent of the Executive Board present and voted on and passed by all members present at the Whispering Pines RV Park, Tyler, TX, March 6, 1996.

A revision of the Constitution:

- Article IV, Sections 2 and 3 has been adopted, to clarify the month officers are elected, installed and assume office (6/2/18)
- Article VI, Unit Business Meetings, Section 1 and 2, has been changed to schedule four per year, March, June, September, and December. (6/2/18)
- Section 3, revised to include email as a method of voting
- Article II-Committees: Section 2, Add new section on Standing Committees. (6/2/18)
- Article V-Duties of Officers: Section 6, Clarification of Treasurer Duties. (6/2/18)
- Article VI-Delegates: an affiliate member of the Unit who is a Regular Member in the same Region may be appointed if the Unit has no Regular Members who are going to attend the Delegates Meeting. (6/2/18)

These changes were approved by 100 percent of the Executive Board present and voted on and passed by all members present at 519 Avenue C, Hillsboro, TX 76645, June 2, 2018.

A Revision to the Bylaws (2022)

- Add Article VI – Meeting Type
- Article VI Delegate – Change to Delegate voting conscious
- Article XIV – Change dues payment by December 31 and add mid-year additions of August due dates.
- Article X Sect B – Adding more inclusive language around respect
- Article XII – Striking language around personal benefit of Funds (not sure about this )

# East Texas Lakes Bylaws

A change to the bylaws was made by the Board at The Boulders in Tyler on November, 2024, to set the annual dues to \$15 per trailer.

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2025 Review and Changes from Constitution and Bylaws Committee

- 1) Constitution
  - a) TBD
- 2) Bylaws
  - a) TBD