

# **VIRGINIA AIRSTREAM CLUB**

**CLUB 109, REGION 3**

**WALLY BYAM CARAVAN CLUB  
INTERNATIONAL,  
INC.  
(WBCCI)**

**CONSTITUTION AND BYLAWS**

Version 3 12/07/2024

# **VIRGINIA AIRSTREAM CLUB CONSTITUTION/BYLAWS**

## **CONSTITUTION**

### **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 Virginia 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 furnish encouragement and assistance in the development of the Club and thus afford fraternization for recreational vehicle owners.
  - To encourage safe driving and assist in improving the general welfare of the recreational vehicle public through assistance and active participation of all its members in building a strong organization for the betterment of good will toward recreational vehicle travel.
  - To coordinate with and participate in the interests and activities of the International and the Region.
  - To cooperate with other organizations and clubs within our sphere which are seeking to elevate the standards and ethics of the various groups.
  - To disseminate information of an advisory and educational nature which will be of value to its members and the public.
  - To study, advise and recommend legislation which is in the interest of the recreational vehicle public and oppose all legislation which is discriminatory and injurious to the recreational vehicle public.
  - To encourage government and private agencies to provide more and better recreational vehicle parks and facilities.

### **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 on the ACI website. 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

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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 submitting an application on the ACI website. 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, Region or International or on any amendment to the Club or the International 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.

## **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
  - Secretary
  - Treasurer
  - Four Trustees
- Sec. 2 The Officers shall be elected prior to the installation in September. They shall assume office on October 1. An officer, except for Trustees, 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 Trustees shall be elected prior to the installation in September. They shall assume office on October 1. Each Trustee will serve for a term of two years, but arranged so that only one-half such Trustee's terms expire in any one year. No Trustee 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

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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 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.

## **ARTICLE VI CLUB BUSINESS MEETINGS**

- Sec. 1 The annual business meeting of the Club shall be held during the month of December. Additional business meetings may be held during any rally of the Club and 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 10 percent 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 facsimile 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(s) 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.

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## 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(s) 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:

\_\_\_\_\_ at \_\_\_\_\_  
(Date) (City, State, or Virtual)

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## **BYLAWS**

### **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 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
- 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 Committees shall be:

- A. Finance
- B. Caravan & Rallies
- C. Membership
- D. Ethics & Grievance
- E. Directory
- F. Communications
- G. Newsletter
- H. Social Media
- I. 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.

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## Sec. 3 Standing Committees General Duties

- A. Finance: Chaired by appointed Trustee. In cooperation with the incoming and outgoing Treasurer of the Club, prepare for the Executive Board an audit of the previous year's financials and a budget projecting the Local Club's income and expenditures for the following year prior to Club Annual Meeting.
- B. Caravan & Rallies: Plan, organize, and obtain leaders for Local Club caravans & rallies that are operated or conducted for the Club within the scope of the WBCCI Caravan Handbook. Develop an aggressive caravan & rally program and coordinate Club caravan & rally matters with appropriate Region and International Caravan Committees. Ensure all sanctioned Local Club rallies/caravans and events have proper documentation to support the event to include but not limited to contracts and certificates (i.e. WBCCI liability insurance certificate).
- C. Ethics & 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.
- 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 President to ensure having an accurate list of paid-up members.. To assist the Treasurer, as needed, in following up on all members who have not paid their International or Club, dues by for their membership year.
- E. Directory: To publish a roster in the form and content directed by the Executive Board.
- F. Communications: Maintain communications with the international and Region Public Relations Committees for maintaining and continuing program of public relations between WBCCI and the communities being exposed to rallies and caravans.(Information is put in the Blue Beret off the club's website).
- G. Newsletter: Serves at the will of all committee's (primarily Communications). Collect newsworthy items of interest to Local Club members and to publish a monthly newsletter containing past and future events of the Club, Region and International.
- H. Social Media: Serves at the will of all committee's (primarily Communications). Make use of social media as a means of communicating with the Club membership. Responsible for the public image of the Club social media outlets. Creates, updates, and maintains Club social media outlets.

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- I. Webmaster: Serves at the will of all committee's (primarily Caravans and Rallies). Responsible for the public image of the Club related to internet-based mediums like a website or social media. Creates, updates, and maintains Club website.

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 and paid for necessary reservation(s).
- 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 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.
- Sec. 5. 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 election, appoint a three-member Nominating Committee. The committee shall solicit Club members to volunteer to stand for any open leadership position(s). 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 shall be submitted to the Executive Board. The report shall include the names of all candidates considered. The President shall distribute the report to the membership not less than fifteen (15) days before the business meeting. The election may be by electronic ballot or at a business meeting. Additional candidates who have previously consented to accept the office if elected, may self-nominate or be placed in nomination from the floor of said meeting. No seconds are required for any.



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## 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 and the Parliamentarian.
- Have such powers and duties as normally pertain to the principal executive officer.
- Make a detailed report at the Annual Business Meeting to include the previous year's accomplishments.

### Sec. 2 The 1st Vice President shall:

- 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.
- Plan the events for their term as President.
- Coordinate with the Rally/Caravan Committee to develop a schedule of Rallies, Caravans, and activities for the next calendar year and present to the Executive Committee for approval.
- Chair the nominating committee.

### 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.
- Plan and co-host the annual Business meeting rally.

### Sec. 4 The Secretary shall:

- Issue notices of all meetings of the Club and the Executive Board as prescribed in Article IV, Sec. 1 and 2 and Article VIII, Sec. 2 of the Constitution and Article XI, Sec, 1 of the Bylaws.
- Prepare an agenda of pending business for the presiding officer at each meeting. Coordinate with the Treasurer to maintain an accurate Roster of paid-up members. Membership was maintaining the roster above.
- 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.

### 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 K - M and Policy, 16.6.2, Financial Data Guidelines and promptly deposit them in the bank chosen by the Executive Board.

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- Submit a full written report of finances to the Executive Board at each meeting.
- Each year the Budget committee will audit the books and accounts.
- Before retirement, all books, monies and property of the Club shall be delivered promptly to the incoming Treasurer.
- Reimburse fees to co-hosts, review rally expenses, collect rally fees.

**Sec. 6 The duties of the Trustees shall be:**

- To attend all meetings of the Club and the Executive Board.
- To accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.
- Host or co-host at least one rally
- Serve as a Budget Committee Chair for (1) year
- Observe events to evaluate compliance to the CBL

**Sec. 7 The Immediate Past President shall:**

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

## **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 as outlined in Article VI of the Constitution.

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

## **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 the required International and Local Club dues may not be listed in the Annual Membership Directory of the International Club for the following year. For members who joined before August 1, 2021, the dues must be paid and receipted by the Club 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** All members shall abide by the following Code of Ethics:

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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.

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.

Sec. 2 The Club's parent organization, WBCCI, provides liability insurance for sanctioned Club rallies, caravans, and activities. 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 Club. WBCCI liability insurance applies to only sanctioned activities.

## **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.

## **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.

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## 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 membership on:

\_\_\_\_\_ at \_\_\_\_\_  
(Date) (City, State, or Virtual)