

# SOUTHEASTERN MICHIGAN AIRSTREAM CLUB

## BYLAWS

### ARTICLE I: PARLIAMENTARY AUTHORITY

#### SECTION 1

All meetings of the **Southeastern Michigan Airstream 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. (Revised 2009, 2025)

#### SECTION 2

The order of business may be:

1. Opening Ceremonies (Optional): Invocation (Non-Sectarian) & Pledge of Allegiance. (Rev 2020, 2025)
2. Roll call and determination of quorum
3. Approval of minutes
4. Reports of Officers and Committees
5. Unfinished Business
6. New business
7. Announcements
8. Adjournment  
(Rev 2017, 2025)

### ARTICLE II: COMMITTEES

#### STANDING COMMITTEES

##### SECTION 1

The Standing Committees shall be Historical, Membership, Newsletter, Technology & Social Media, and Webmaster. The President may appoint a Parliamentarian, as desired. The President shall appoint committees and is an ex-officio member of all standing committees. (Rev 2021, 2025)

##### SECTION 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. Chairs may submit a written report to the President in lieu of attendance at an Executive Board meeting. (Rev 2021)

##### SECTION 3 General Duties

1. **HISTORICAL:** To maintain a continuing history of the SEMAC, which includes acquiring, cataloging, maintaining, and preserving, written and pictorial materials, associated with SEMAC current and historical activities. (Rev 2020)
2. **MEMBERSHIP:** The **Membership Chair** shall:
  - A. Be the Local Club's contact for prospective new members and explain the purpose and objectives of the Wally Byam Caravan Club International.
  - B. Extend invitations to prospective members to attend a rally or meeting when making an application for membership.
  - C. Coordinate with the Treasurer to ensure having an accurate list of paid-up members.

- D. Assist the Treasurer, as needed, in following up on all members who have not paid dues. (Revised 2021, 2025)
3. **NEWSLETTER:** To serve as the content coordinator of the SEMAC Newstream. Collects, assembles, and organizes newsworthy items of interest to SEMAC members for publication in the Newstream and on the website on a regular basis. (Rev 2021)
  4. **WEBMASTER:** To create and actively maintain the SEMAC website as a resource for current members and an attractive recruiting aid for potential future members, while assuring member personal information is properly protected. (Rev 2021)
  5. **TECHNOLOGY & SOCIAL MEDIA:** Use various technologies for efficient event registration and communication to members. Create, update and manage the social media accounts. Use social media to engage with the club's members. (Rev 2025)
  6. **PARLIAMENTARIAN:** The parliamentarian acts as the principal advisor and consultant to the President on all matters of parliamentary procedure. The Parliamentarian attends all Board Meetings. (Rev 2025)

#### **SECTION 4**

Special Committees may be appointed by the President as required. (Rev 2021)

### **ARTICLE III: GUESTS**

#### **SECTION 1**

A member in good standing may sponsor and invite a guest who uses the member's trailer or motorhome or stays in a non-RV facility such as a cabin or motel room. The guest may attend the activities of this club. The sponsoring member must pay one extra rally fee.as required (Rev 2020, 2025)

#### **SECTION 2**

A SEMAC member in good standing may sponsor and invite a non-member Airstream RV owner, as a prospective member, to attend SEMAC activities. (Rev 2021)

#### **SECTION 3**

WBCCI members in good standing may attend SEMAC activities provided they have paid the activity fees and have made prior reservation for each attendance. (Rev 2020, 2025)

#### **SECTION 4**

This club may host a rally, caravan, or combination thereof with a recreation vehicle club not chartered by WBCCI once each calendar year.. (Rev 2020, 2025)

#### **SECTION 5**

This club may conduct a buddy rally and/or caravan twice each calendar year, ensuring that no more than 50% of the rallies and caravans in any calendar year fall under this category. Each club member may invite one non-member recreation vehicle family The invited family may attend the buddy rally or caravan to experience the WBCCI "Way of Life" in the hope they might decide to purchase an Airstream and join WBCCI. A buddy rally does not allow current or past WBCCI members to attend a WBCCI rally using a non-Airstream vehicle. (Rev 2020, 2025)

## **ARTICLE IV: NOMINATING COMMITTEE**

### **SECTION 1**

The Executive Board must appoint a three-member Nominating Committee at least ninety (90) days before the club's annual business meeting. This committee must solicit members to volunteer for any open leadership position and encourage self-nomination. After securing prior acceptance from each potential candidate, the committee will nominate all candidates for office. The committee must submit a written report to the Executive Board. The President must distribute the slate of officers to the membership at least twenty (20) days before the election. The election shall follow the criteria specified in Article VI of this club's Constitution. (Rev 2021, 2025)

## **ARTICLE V: DUTIES OF OFFICERS (Rev 2021, 2025)**

### **SECTION 1**

The **PRESIDENT** shall:

- A. Preside at all club meetings, as well as Executive Board meetings.
- B. Enforce the Constitution and Bylaws.
- C. Prepare a detailed report for the Annual Business Meeting, summarizing the previous year's accomplishments.
- D. Appoint all standing committees.
- E. Vote only when Executive Board members are equally divided on an issue.
- F. Select a committee to audit the books and accounts.
- G. Exercise powers and duties typical of the principal Executive Officer

### **SECTION 2**

The **1<sup>st</sup> VICE PRESIDENT** shall:

- A. Attend all SEMAC business meetings and Executive Board meetings
- B. Assist the President
- C. Assume the duties of the President in the President's absence.

### **SECTION 3**

The **2<sup>nd</sup> VICE PRESIDENT** shall:

- A. Attend all SEMAC business meetings and Executive Board meetings
- B. Assist the President and the 1st Vice President
- C. Assume the duties of the 1st Vice President in the absence of said officer
- D. Assume the duties of the President in the case of the absence of the President and the 1st Vice President
- E. Perform the duties as assigned by the Executive Board.

### **SECTION 4**

The **SECRETARY** shall:

- A. Attend all SEMAC business meetings, as well as Executive Board meetings.
- B. Issue notices and prepare the agenda for all SEMAC business meetings and Executive Board meetings
- C. Record attendance at those meetings and advise the President if a quorum is present
- D. Record and preserve the minutes of those meetings
- E. Distribute those minutes to the Executive Board within 10 days.

### **SECTION 5**

The **TREASURER** shall:

- A. Maintain the financial records of SEMAC and receive all monies, as prescribed in WBAC Policy 16.6.1, Financial Management, Items K - M, and WBAC Policy, 16.6.2, Financial

#### Data Guidelines

- B. Promptly deposit said monies in the bank chosen by the Executive Board. (Rev 2021)
- C. Notify members of expiration of dues
- D. Issue receipts for dues paid through SEMAC
- E. Maintain an up-to-date roster of paid-up members
- F. Notify the Executive Board, the Newsletter Chair, and the Membership Chair of changes to this roster
- G. Notify the Membership Chair of all members who have not paid their dues, in order that the Membership Chair might contact those members to collect their dues. (Rev 2021, 2025)
- H. Submit a full written report of finances to the Executive Board at each meeting
- I. Provide necessary records to a committee selected by the incoming President will audit the books and accounts
- J. Before retirement, deliver all books, monies, and property of SEMAC promptly to the incoming Treasurer. (Revised 2021)

### **SECTION 6**

The **TRUSTEES** shall:

- A. Attend all SEMAC business meetings and Executive Board meetings
- B. Accept special assignments as directed by the President
- C. Chair or be a member of committees.

### **SECTION 7**

All Officers of SEMAC shall ensure that club resources are managed in a sound and transparent manner with an appropriate level of Executive Board oversight.

## **ARTICLE VI: MEETING TYPE**

### **SECTION 1**

The Executive Board of this club can arrange an electronic meeting for any business meeting or the Executive Board meetings, provided they notify the membership and the Executive Board. The notification should include all relevant information to ensure membership and Executive Board participation and must follow the procedures outlined in Article VI of the Constitution.. (Rev 2021, 2025)

### **SECTION 2**

Any electronic meeting shall meet the quorums established in the Club's Constitution. (Rev 2021)

### **SECTION 3**

Meetings of all SEMAC Standing Committees, Special Committees, and the Nominating Committee may be held as electronic meetings as determined necessary by the Committee Chair. (Rev 2021)

### **SECTION 4**

The installation of incoming SEMAC Officers may be performed electronically. (Rev 2021)

## **ARTICLE VII: DUES**

### **SECTION 1**

The Executive Board will set the annual club dues for regular and affiliate members. (Rev 2020, 2025)

## **SECTION 2**

If a member fails to pay the required dues to WBCCI, they may not appear in the annual membership directory for the following year. Members who joined WBCCI before August 1, 2021, must pay and have their dues receipted by WBCCI on or before December 31. Those who joined after August 1, 2021, must pay by their anniversary date.. (Rev 2021, 2025)

## **SECTION 3**

If members fail to pay their dues by the specified due dates in Section 2, the club will terminate their membership as stated in Article III, Section 7 of its Constitution. (Rev 2025)

# **ARTICLE VIII: CODE OF ETHICS & CONDUCT**

## **SECTION 1**

All members must abide by the following Code of Ethics:

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.

To be ever mindful of what we say or print with respect to its effect on other of our diverse membership so as to avoid disharmony and ill feelings among club members of differing 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.  
(6/22/18)

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.

To maintain our camps in an orderly manner and leave them in the same way.

# **ARTICLE IX: LIABILITY**

## **SECTION 1**

Neither SEMAC 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. (Rev 2021)

## **SECTION 2**

The club's parent organization, WBCCI, provides liability insurance for sanctioned club rallies, caravans, and functions. A Certificate of Liability Insurance, defining coverage and liability limits, is available upon request from WBCCI headquarters. Publishing events is necessary to ensure they are considered sanctioned activities since WBCCI liability insurance applies only to sanctioned activities. (Rev 2025)

# **ARTICLE X: POLICY**

## **SECTION 1**

The Executive Board may adopt policy consistent with the Constitution and Bylaws of this club and with the Constitution, Bylaws, and Policy of WBCCI, containing additional provisions for

governance of this club. Such policy will be adopted by majority vote of the Executive Board and become effective upon adoption. (Rev 2021, 2025)

## **ARTICLE XI: AMENDMENTS**

### **SECTION 1 (Rev 2021, 2025)**

Any amendment to the Bylaws must be submitted to the Executive Board in writing at least fifteen (15) days prior to an Executive Board meeting.

### **SECTION 2**

If the Executive Board agrees to the amendment, the amendment must be submitted to WBCCI for review. Upon approval from WBCCI, the amended Bylaws may be adopted by a two-thirds vote of the Executive Board members.

### **SECTION 3**

Such amended Bylaws shall become effective immediately.

## **ARTICLE XII: MERGER, CONSOLIDATION OR DISSOLUTION**

### **SECTION 1**

In the event the members of SEMAC deem it desirable for this club to merge with another local club, consolidate with one or more local clubs, or dissolve, the members shall, through the President of SEMAC, follow the procedures prescribed ARTICLE VII, Sections 1-6 of the WBCCI Bylaws. These procedures are in accordance with Section 501(c)7 of the Internal Revenue Service Code. (Rev 2021)

These Bylaws, as last amended, were adopted by the Executive Board on August 8, 2025 at Bloomfield Hills, Michigan

\_\_\_\_\_  
President

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Treasurer

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First Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Second Vice President

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee