

BIG BEND FLORIDA AIRSTREAM CLUB

BYLAWS

ARTICLE I

PARLIAMENTARY AUTHORITY

Sect. 1 **Meeting Governance:** 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 this Club.

Sect. 2 **Agenda:** The order of business may be:

- A. Opening Ceremonies
- B. Invocation (Nonsectarian)
- C. Pledge of Allegiance
- 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

Sect. 1 **Standing:** Standing Committees shall be:

- A. Budget
- B. Historical
- C. Membership
- D. Publicity
- E. Webmaster/Social Media

The President shall appoint and be an ex-officio member of all committees except the Nominating Committee.

Sect. 2 Composition and Expectation: 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.

Sect. 3 Duties: Standing Committees' general duties

1. 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. The Executive Board shall provide the Treasurer with projected expenses for the coming year to assist in preparation of the budget.

2. Historical: To record events including written and pictorial material associated with Club activities and to maintain an historical record of such.

3. Membership: Be the 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 Treasurer to ensure having an accurate list of paid-up members, and to assist the Treasurer, as needed, in following up on all members who have not paid International and Club dues by the applicable due date.

4. Publicity: To collect newsworthy items of interest to club members and to publish at least quarterly a Newsletter containing past and future events of the Club, Region, and International. Forward material to Headquarters for publishing in the Blue Beret, Blue Beret Blog and Directory with respect to the Club's activities schedule. Also, make use of social media as a means of communicating with the Club membership.

5. Webmaster/Social Media: Responsible for the public image of the Club related to Internet-based mediums like a website or social media. Creates, updates and maintains the Club's website where appropriate and manages social media accounts for the Club.

Sect. 4 Other Committees: Special Committees may be appointed by the President as required. Examples include, but are not limited to: Caravan, Constitution and Bylaws, Ethics and Grievance, Legislative, and Public Relations. Special Committees are normally stood down when the task(s) for which they were formed is(are) complete.

ARTICLE III

GUESTS

Sect. 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 Club. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee.

Sect. 2 Non-Member Airstream Owner Guest: 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. Members sponsoring such a guest shall pay one extra rally fee.

Sect. 3 International Club Members: Members in good standing in the International Club may attend activities of the Club provided that such members have made and paid for necessary reservations and rally fees for each attendee.

Sect. 4 Buddy Rallies or Caravans: The club, once each calendar year, may host a rally, caravan or combination thereof with a recreation vehicle club not chartered by the Wally Byam Caravan Club International, Inc. It may also conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by that club in that calendar year) a designated buddy rally and/or caravan. Each member of the club may invite no more than one non-member recreation vehicle family. Rally fees will be expected of guests unless expenses are shared.

Sect. 5 Prospective Members: Guests are invited to introduce them to the WBCCI "Way of Life" and 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

Sect. 1 Nominating Committee Creation: The Executive Board shall, not less than ninety (90) days prior to the Club's annual business meeting, appoint a three-member Nominating Committee. This committee shall solicit Club members to volunteer to stand for any open leadership position. The committee should also encourage self-nomination for any position. The committee shall, 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 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 twenty (20) 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. The election may be by electronic ballot, e-mail ballot, or in person at the annual meeting.

ARTICLE V

DUTIES OF OFFICERS

Sect. 1 The President shall:

- Prepare the agenda and 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.
- Plan to attend and represent the club at the Region 3 and Airstream International rallies, schedule permitting.
- Make a detailed report at the Annual Business meeting to include the previous year's accomplishments.

Sect. 2 The 1st Vice President shall:

- Attend all business meetings of the Club and the Executive Board.
- Assist the President.
- Assume the duties of the President in the President's absence.
- Prepare and post a rally schedule for the following year.

Sect. 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 or President in the absence of said officer(s).
- Maintain accountability and care of Club property and items purchased for Club purposes such as flags, audio equipment, etc.

Sect. 4 The Secretary shall:

- Issue notices of all meetings of the Club and the Executive Board as provided in the Constitution and Bylaws.
- Record and preserve the minutes of all official meetings of the Club and the Executive Board, and e-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.

Sect. 5 The Treasurer shall:

- Maintain the financial records of the Club and receive all monies, as prescribed in International Policy and Financial Data Guidelines, and promptly deposit them in the bank previously chosen by the Executive Board.
- Notify members of expiration of dues and direct members to the Headquarters website to renew their International and Club dues. They shall also maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with 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 in order that the Membership Chair might assist the Treasurer in contacting those members to collect their dues. If a member of the Executive Board is delinquent, this shall be shared with the President.

- Submit a written report of finances to the Executive Board at each meeting. Each year the books and accounts will be reviewed by a committee selected by the incoming President.
- Before retirement, all books, monies, and property of the Club shall be delivered promptly to the incoming Treasurer.
- Ensure that the President or 1st Vice President has joint access to the Club bank account(s), and provide the same with written directions to access Club financial records.

Sect. 6 **The Trustees** 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.

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

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

ARTICLE VI

MEETING TYPE

Sect. 1 **Electronic Meeting:** Any Business Meeting of the Club or the Executive Board may be held as an electronic meeting with a minimum of fifteen (15) days notification to the membership and Executive Board. Such notification will include all necessary information for participation by the membership and Executive Board, and shall be conducted as outlines in Article VI of the Constitution.

Sect. 2 **Electronic Meeting Quorum:** Any electronic meeting will meet the quorums established in the Club's Constitution., Article VI.

ARTICLE VII

DUES

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

Sect. 2 **Failure to Pay Dues:** A member who fails to pay properly assessed International and 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 Treasurer or International on or before December 31st. Those who joined after August 1, 2021, must pay the dues by the anniversary date. If the dues are not paid by the applicable deadline, the membership will be terminated.

ARTICLE VIII

CODE OF ETHICS

Sect. 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 good will 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 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. (04/25)

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

ARTICLE IX

LIABILITY

Sect. 1 **Officer Liability Exemption:** 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 or associated with Club activities. 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.

Sect. 2 **Liability Insurance Requirement:** The Club's parent organization, WBCCI, provides liability insurance for sanctioned Club 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 Club. WBCCI liability insurance applies only to sanctioned activities.

ARTICLE X

POLICY

Sect. 1 **Policies:** 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

Sect. 1 **Bylaw Amendments:** Any Article or Section of these Bylaws may be amended by a two-thirds vote of the members voting at a business meeting of the Club or a special meeting called for that purpose, providing 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 (15) days prior to such a meeting. Provision for balloting may follow Article VI, Sec. 3 of the Club Constitution.
(Adopted __/__/25)

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

ARTICLE XII

RESIGNATION OR REMOVAL OF OFFICER OR TRUSTEE

Sect. 1 **Resignation:** Any Trustee or Officer may resign at any time by giving notice to the President or Secretary. A resignation shall take effect upon receipt unless otherwise stated in the resignation. Acceptance of a resignation is not necessary to be effective unless stated in the resignation.

Sect 2. **Removal:** Any Officer or Trustee may be removed from office, for cause, by the Executive Board. The vote to remove an officer or Trustee requires a two-thirds vote of the full Executive Board. Cause for removal may be defined as, but not limited to:

- a. Violating WBCCI or Club Code of Ethics, Constitution, Bylaws or Policies.
- b. Demonstrating conduct rendering them unfit to continue in an office or leadership position in the Club.
- c. Non-performing the role described in the office's job description.
- d. Disregarding the confidentiality of sensitive WBCCI or Club information that is stated or written as such.
- e. Failing to disclose information that may result in a conflict of interest.
- f. Mismanaging financial matters or information.
- g. Committing a felony or an indictable offense resulting in a conviction while in office.
- h. Engaging in actions not in the best interests of WBCCI or the Club.
- i. Disrespecting WBCCI members with regard to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability commensurate with applicable legal and regulatory authority.

ARTICLE XIII

MERGER, CONSOLIDATION OR DISSOLUTION OF THIS CLUB

Sect. 1 **Changing Club Charter:** In the event the 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.

These Bylaws, as last amended, were adopted by the membership of the Club on September 27th, 2025 at Grayton Beach State Park, FL.