

Northern Illinois Airstream Club

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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 this Club.

Sec. 2 The order of business shall 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

Sec. 1 Standing Committees shall be:

- A. Budget
- B. Membership
- C. Caravan
- D. Ethics and Grievance
- E. Constitution and Bylaws

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

Sec. 2 All Standing Committees may 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.

Sec. 3 Duties of the Standing Committees

- A. Budget In cooperation with the incoming and outgoing Treasurer of the Club, prepare for the Executive Board a budget projecting the unit's income and expenditures for the next year.
- B. Membership Be the Club 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

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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 dues by October 15th

- C. Caravan To plan, organize, and obtain leaders for Club caravans that are operated or conducted for the Club within the scope of the WBCCI Caravan Handbook. To develop an aggressive Club Caravan program and to coordinate unit caravan matters with appropriate Region and International Caravan Committee personnel.
- D. 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.
- E. Constitution and Bylaws To conduct a continuing review and study of the Club 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. Complete the Bylaws review and update at least one year before the due date required by WBCCI. Before Board votes on the changes, obtain review by, and recommendations from, the WBCCI C&BL Committee.

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 Unit.
- 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 Wally Byam Caravan Club International, Inc., and it may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by that unit in any calendar year) a buddy rally or a buddy caravan or combination thereof to which each member of the unit may invite not more than one non-member recreation vehicle family.
- Sec. 5 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 WBCCI "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 WBCCI members to attend a WBCCI rally in their non-Airstream vehicles.

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ARTICLE IV

NOMINATING COMMITTEE

Sec. 1 The Executive Board shall, not less than ninety (90) days prior to the unit's annual business meeting, appoint a three member Nominating Committee. This committee shall solicit Unit/Club/Intra-Club 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, the nominating committee shall 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.) If there are no candidates, for open offices, at the time of the business meeting, nominations may be taken from the floor of the business meeting.

ARTICLE V

DUTIES OF OFFICERS

Sec. 1 **The President** shall:

- Attend all Club business and the Executive Board meetings.
- Preside at all Club and Executive Board meetings.
- Enforce the Constitution and Bylaws.
- Enforce Issue notices of all meetings of the Club and the Executive Board as prescribed in Article VI, Sections 1 and 2 and Article VIII, Section 2 of the Constitution and ARTICLE XI, Sec.1 of the Bylaws.
- Prepare an agenda of pending business for use for each meeting.
- Coordinate with the Treasurer to maintain an accurate roster of paid-up members of the Club.
- Appoint all standing committees and the Parliamentarian.
- Have such powers and duties as typically pertain to the principal Executive Officer.

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

- Attend all Club business and the Executive Board meetings.
- Assist the President.
- Assume the duties of the President in the President's absence.

Sec. 3 **The 2nd Vice President** shall:

- Attend all Club business and the Executive Board meetings.
- Assist the President and the First Vice President.

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- Assume the duties of the First Vice President in the absence of said officer.
- Assume the President's duties in the absence of the President and the First Vice President.
- Perform the duties as assigned by the Executive Board.

Sec. 4 The Secretary shall:

- Attend all Club business and the Executive Board meetings.
- 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 no more than fifteen (15) days after each meeting.
- Record the officers' attendance at each meeting and advise the presiding officer if a quorum is present.
- Issue notices of all Club and the Executive Board meetings 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.
- 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 Unit/Club/Intra-Club members.

Sec. 5 The **Treasurer** shall:

- Attend all business meetings of the Club and the Executive Board.
- Maintain the financial records of the Club and receive all monies, as prescribed in international Bylaws, **Article XVI Financial Management and Policy, Financial Data Guidelines**, and promptly deposit them in the bank previously chosen by the Executive Board.
- Notify members of expiration of dues, issue receipts for dues paid through the Club, 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 15th in order that the membership chairman might assist the Treasurer in contacting those members to collect their dues prior to November 1st.
- 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. 6 The duties of the Trustees shall be:

- Attend all business meetings of the Club and the Executive Board.
- Accept special assignments as directed by the President. Additional duties may include chairing or serving on committees.

ARTICLE VI

MEETING TYPE

Sec. 1 An electronic meeting for any Club or Executive Board business meeting can be arranged, 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 Any electronic meeting will meet the quorums established in the Club's Constitution, Article VI.

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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 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 by and received 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.

Sec 3 The fiscal year shall be the calendar year.

ARTICLE VIII

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 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 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.

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Sec. 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

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., embodying additional provisions for the government of the Club may be adopted by the Executive Board or the Club's members.

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.

ARTICLE XII MERGER, CONSOLIDATION OR DISSOLUTION OF THIS CLUB

Sec. 1 In the event the members of this Club deem it desirable for this Club to merge with another Club, or for the Club to consolidate with one or more 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, 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.

This Constitution, as last amended, was adopted by the membership on:

01/14/2025 _____ at _____ Chicago, IL _____
(Date) _____ (City, State/Province)