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ARTICLE I PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern the International Club in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the International Club. (1/21/94)

see Policy 1.1 Order of Business

ARTICLE II CORRESPONDENCE

All international club correspondence shall be addressed to:

Wally Byam Caravan Club International, Inc.
P.O. Box 612
Jackson Center, OH 45334 USA

ARTICLE III COMMITTEES

Sec. 1 The Standing Committees shall be: (2/23/23)

A. Caravan
B. Constitution and Bylaws
C. Ethics and Grievance
D. Family and Youth
E. Finance
F. Historical
G. Information Technology
H. International Relations
I. Long Range Planning
J. Membership - Outreach, Engagement and Retention
K. National Event Rallies
L. Publications
M. Recruitment Oversight
N. Technical
O. Volunteer Training, Resources and Support

Sec. 2 The chairs of all standing committees, except Finance, shall be appointed by the International President, approved by the Executive Council, and reported to the International Board of Trustees.

A. Each appointed committee chair will serve for two years and may be reappointed by the incoming International President. (2/23/23)

B. A standing committee will undertake no program unless approved by the Executive Council and funding for such program included in the annual budget.

C. The President shall fill, by appointment, any vacancy in a standing committee chair position occurring by reason of death or resignation. (2/23/23)

Sec. 3 All standing committees, unless otherwise stated in this Article, shall have a minimum of two additional members selected from the membership by the Committee Chair. (2/23/23)

A. Names and contact information of each standing committee chair shall be provided on the website to allow members to contact the Chairs directly and volunteer for any committee based upon their interest, experience, or expertise. The Chair may also invite members to serve on their committee and in the event of a vacancy occurring by reason of death or resignation, the Chair shall advertise the opening and select a replacement member. (7/13/23)

Sec. 4 The members of the Finance Committee shall be the Finance Director, who will serve as Committee Chair, a minimum of two additional members of the Executive Council and a minimum of two additional members selected from the region officers or the general membership. The Executive Director shall be a non-voting member of the Committee. (1/23/25)

Sec. 5 All standing committee chairs will submit a half-year report to the IBT 4 weeks prior to the 2nd Quarter and 4th Quarter meetings or upon request of the International President. Each report will cover the period since the previous report. (2/23/23)

A. With the exception of the Finance Committee, no reports are required for the IBT Meeting following the international rally.

B. The reports will be published on the WBCCI website in a downloadable format and sent electronically to all members of the IBT and region vice presidents based on established timing.

C. The Chairs of the standing committees or a committee member may attend the meetings to answer any questions arising from the report by either the IBT or the members in attendance.

D. The reports need not be read aloud at the meetings. Members of the committee shall have the privilege of submitting a minority report on issues of concern.

Sec. 6 Each standing committee chair will work with a member of the Executive Council designated by the President. (2/23/23)

Sec. 7 Special committees may be appointed by the President for the purpose of carrying out projects not within the purview of a standing committee. (2/23/23)

Sec. 8 The President shall appoint a Parliamentarian who shall serve as the principal advisor and consultant to the President on all matters of parliamentary procedure. The Parliamentarian shall attend all IBT Meetings and all Executive Council Meetings. (2/23/23)

Sec. 9 All standing committees, or special committees appointed by the President, may conduct the business of the committee electronically. This includes the use of, but not limited to, teleconferencing, video conferencing, or any other appropriate means of electronic communication. (2/23/23)

see Policy 3.11, Standing Committees – General Duties

ARTICLE IV MEMBERSHIP AND MEMBERSHIP PRIVILEGES (6/24/20)

Sec. 1 Membership in the International Club (WBCCI) and any local club thereof, is restricted to adults who qualify in accordance with Article VI, Sec 1 of the International Constitution.

Sec. 2 There are two types of memberships in WBCCI, (1) regular members (those who have joined a local club) and (2) members-at-large (members who have not joined a local club).

Sec. 3 An owner and their spouse/partner of a recreational vehicle manufactured by Airstream, Inc., upon becoming a regular member or member-at-large of the International Club, shall be deemed to possess one vote per person for international constitutional issues or international officers. (12/23/25)

An affiliate member and his/her spouse/partner (these are members who have formed a relationship with a local club) shall possess all the rights and privileges of a regular member of such local club, except the following:

A. The right to hold office in the local club;

B. The right to vote in the election of the local club, or region officers;

C. The right to vote on any amendment to the local club constitution; and

D. The right to vote on the dissolution, consolidation or merger of the local club with another local club. (7/24/21)

Sec. 4 To be eligible to serve as an elected officer of a local club, a region, or the International Club, a person must be a regular member of the International Club. A member-at-large or regular member may serve as an intra-club officer.

Sec. 5 No local club shall establish, fix or observe a limit as to the number of its members.

Sec. 6 A local club shall not establish a class of membership that is not as defined or listed in the international constitution, bylaws or policy.

Sec. 7 A regular member may invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the local club but will not invite the same non-member RV owner(s) to more than one such rally or activity per year.

Sec. 8 Except as authorized by Sec. 10 and Sec. 11 of this Article, only members of WBCCI traveling in a recreational vehicle manufactured by Airstream, Inc. and their guests, and visitors especially authorized by the Executive Council of WBCCI, may be admitted to any caravan, rally or national rally sponsored by an intra-club, local club, region, or the International Club. However, members of WBCCI may attend such rallies without their recreational vehicle manufactured by Airstream, Inc. when it is inconvenient or impossible for them to travel in said recreational vehicle. This is provided such members do not attend (for the purpose of this section attend is defined as “to be present at any rally activity”) in any other make of recreational vehicle. The

requirements of this section shall not be applicable to members of WBCCI traveling outside the North American continent in caravans organized under the sponsorship of the International Relations Standing Committee.

A. A recreational vehicle that is not manufactured by Airstream, Inc. shall not be admitted to any caravan, rally or national rally sponsored by an intra-club, local club, region, or the International Club. A semi or fully self-contained motorized recreational vehicle being used to tow a recreational vehicle manufactured by Airstream, Inc. may be admitted to any activity as described above provided the motorized vehicle is used solely for transportation purposes at a caravan or rally parking site.

Sec. 9 Special Rally Conditions

A. Local clubs, once each calendar year, may host a rally or caravan or combination thereof with a recreational 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 its scheduled rallies and caravans in any calendar year) a buddy rally or a buddy caravan or combination thereof to which each member of the local club may invite not more than one non-member recreational vehicle family. The non-member RV family to be invited is intended to be a prospective member, and 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 local club members in the hope the non-member RV family 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.

B. The sponsor(s) of a national, region, state, Commonwealth or multi-local club rally may invite non-member owners of recreational vehicles manufactured by Airstream, Inc. to attend such rallies.

Sec. 10 Membership Dues

A. International membership dues and fees for members at large, or regular members, and dues in any local club or chartered body will normally be collected electronically by Headquarters on the WBCCI website, or by mail to Headquarters. Local club, intra-club and affiliate club dues collected by Headquarters will be forwarded electronically to the respective entities twice a month. (11/17/22)

B. Only regular members and members-at-large, current on payment of dues, will be listed in the directory. (7/13/23)

C. Membership in WBCCI will be suspended if dues are not paid electronically or by mail to Headquarters, or to and receipted by, a local club treasurer on or before the membership expiration date. Any suspended membership may be reinstated within 60 days of suspension once international dues are received. Suspended memberships after 61 days may be reinstated with a new expiration date once international dues are received. (5/11/23)

D. New members of WBCCI are adults who qualify for membership pursuant to the provisions of Article VI of the international constitution, and such adults have not been members of the International Club in the twelve (12) months immediately prior to the date of application for membership or reinstatement.

See the following Policies:

Policy 4.12.1, Membership, Transfer of Membership dues
Policy 4.12.2, Membership, International Dues
Policy 4.12.3, Membership, Lifetime Membership
Policy 4.12.4, Membership, Membership Stars

ARTICLE V DISCIPLINARY PROCEDURES (8/22/24)

Sec. 1 Grievance Filing

All grievance information shall be confidential at all levels, by all parties, at all times.

A. Any member (hereafter referred to as the "complainant") may file a grievance alleging that another member ("hereafter referred to as the "respondent") has violated the WBCCI Constitution, Bylaws, Policies, Code of Ethics, or any comparable governing rules of any region, local club, or intra-club of WBCCI, or has engaged in misconduct within any local club, intra-club, region or at the international level. The complaint shall be filed at the lowest appropriate level with the local club, intra-club, region, International President, or the relevant international standing committee chair. (10/23/25)

B. International, region, local club, and intra-club officers may not be grieved for performing their duties described in the WBCCI Constitution, Bylaws, and Policies or the applicable club/intra-club or region (lower level) constitution, bylaws, and policies. Refer to the relevant bylaws regarding the removal of officers.

C. Complaints resulting from misconduct at a local club event should be filed at the local club level, at a region event at the region level, at an intra-club event should be filed at the intra-club level, and an international event at the international level. A complaint filed regarding an incident occurring on a national caravan or at a national event rally shall be filed with the applicable international standing committee chair. In every case, the first step will be to attempt a negotiated settlement between parties. All the steps included here shall be followed at all times. (10/23/25)

D. If a complaint arises from actions taken on social/digital media (e.g., Facebook, Instagram, etc.) where the WBCCI has an active responsibility, the complaint must first be reported to the administrator of that site. The administrator(s) should take swift and appropriate action based on the rules that are in effect for that site. Contact information and site rules should clearly state the consequences of rules that have been violated by participants. If the complaint is not satisfied by the response of the administrator(s), their complaint must be

directed to the same administrator(s) and clearly state how the decision is in violation of the rules. (4/23/26)

A grievance under Article V related to social media violations can only be filed with the WBCCI Ethics and Grievance Committee if:

1. The complaint has not been addressed by the administrator(s) of the ACI-sponsored site.
2. The offending group member refuses to abide by the ruling of the site administrator(s) (if moderated by a WBCCI entity) and continues their inappropriate behavior (second infraction). (4/23/26)

E. Local clubs, regions and intra-clubs will follow the process outlined in their bylaws. If their bylaws do not include a procedure, the method used shall conform to Article V of the International Bylaws. (10/23/25)

Sec. 2 Grievance Procedure

Grievances may be mediated at any point before an appeals decision.

A. Complaints must be submitted:

1. In writing, using the WBCCI Complaint Form available on the ACI website. (https://form.jotform.com/260194567134055). All online forms submitted immediately notify the Ethics and Grievance Standing Committee Chair. Alternatively, claimants can call Headquarters to request a paper complaint form.

2. All sections of the form must be completed legibly and signed.

3. No anonymous complaints will be accepted.

4. The complaint must be filed with the Chair of the Ethics and Grievance Standing Committee no later than fourteen (14) days after the alleged violation or misconduct occurs or is discovered. If a complaint form is requested from Headquarters, it must be requested no later than fourteen (14) days after the alleged violation or misconduct occurs or is discovered, and the completed form must be sent to Headquarters postmarked no later than seven (7) days after receiving it from Headquarters.

B. When a complaint is received:

1. The Ethics and Grievance Committee Chair or their representative will carefully review it to determine its validity and decide the appropriate level to address it.

2. Once the committee determines the complaint is valid, it will promptly refer the grievance to the relevant president or committee chair for resolution.

3. If no grievance committee exists at the relevant level, one shall be appointed by the appropriate president or standing committee chair. Grievance committees should comprise three (3) or five (5) people but will always be an odd number. The International Ethics and Grievances Standing Committee shall adjudicate grievances arising from national caravans, intra-club and special events rallies. (10/23/25)

4. The appointed committee will choose a chair from its members.

C. It will be the duty of a grievance committee chair to:

1. Mail a copy of the complaint certified mail, request a return receipt, and restrict delivery to the respondent.

2. Notify the respondent that they may provide a written response to the complaint.

3. Notify the respondent that they may request a hearing within fourteen (14) days of receiving the notice. The hearing request shall be sent by certified mail, and a return receipt will be requested, which will be restricted to the addressee only unless all parties agree to electronic mail.

D. If the respondent requests a hearing, the committee chair shall set the date, time, and place for the hearing and notify the respondent and the complainant by certified mail of such time and place unless an agreement for electronic mail has been made. If both parties agree, such a hearing may be held in person or electronically.

E. The hearing will be conducted professionally. Proper language and respect for all parties shall prevail at all times during the hearing. Complainant and respondent shall each have one (1) hour to present their facts. Both the complainant and respondent must be present at the hearing. Witnesses need not be present; they may be represented by a written statement that will be read into the record. All relevant testimony, documents, or other evidence shall be admitted and considered by the committee. If the complainant, the respondent, or neither attends the hearing, the grievance committee, at its discretion, may reschedule, dismiss, or adjudicate.

Hearings conducted virtually will be recorded. If the hearing is not held virtually, an audio/video recording will be made, or detailed minutes will be taken. Minutes or recordings of the hearing will be filed with Headquarters. Headquarters will provide the record, as submitted by the grievance committee, to the complainant or the respondent upon request, and to the appeals board, if necessary.

F. Findings of fact by the committee shall be based on the complaint, the response (if any is filed), the testimony presented at the hearing (if any), and the written evidence and documents produced. No new information or documents shall be submitted.

G. The committee's determination may be but is not limited to:

1. The grievance be dismissed,

2. The member(s) be given a letter of reprimand,

3. The member(s) be suspended from membership in the Local or International Club

4. The member(s) be expelled from membership in WBCCI

H. The committee's findings and recommendations shall be reported in writing to the local club, region, intra-club, International President, or responsible international standing committee chair within fourteen (14) days. (10/23/25)

I. Suspension (item 4 above) by a Local Club Grievance Committee requires the written approval of their region Executive Board (local) or International Executive Committee (International) before the decision is delivered to the complainant and respondent. Any decision by a Grievance Committee to expel a member requires the International Executive Council's approval in writing.

J. The appropriate local club, intra-club, region, International President, or responsible International Standing Committee Chair shall send a copy of the Committee's determination to the respondent and the complainant within fourteen (14) days. The determination shall be sent by certified mail, return receipt requested, and delivered to both parties unless an agreement for electronic mail has been made. The report shall also be emailed to the Ethics and Grievance Committee Chair.

Sec. 3 Appeal Process

A. Any member who has been expelled or suspended from membership in the International Club may, at any time within fourteen (14) days following such expulsion or suspension, file a written notice of appeal with the International President. Such notice shall state the errors relied upon as grounds for reversing the decision on such expulsion or suspension and may contain a request for a hearing. Notice of request for reconsideration shall be sent directly to the International President by electronic mail or certified mail to Headquarters, with a return receipt requested.

B. Upon receipt of a notice of appeal, the International President shall appoint an appeals board composed of three International Board of Trustees members. The members of the appeals board will select one of their members to serve as chair. (10/23/25)

C. The appeals board, so appointed, shall mail to the complainant a copy of the notice of appeal advising the complainant of the appeal unless electronic mail has been the method of communication at the earlier levels. The appeals board shall obtain the original hearing's complete record, including notices of complaint, accused response, evidence, documents, and any record made at the original hearing, including a recording, if available, and the written ruling of the prior hearing.

D. The hearing on the appeal shall be on the original record made; the complainant and the respondent may present an argument based on the original record only. No further evidence or witnesses shall be heard.

E. At any such hearing, the respondent and the complainant shall be accorded equal time, and each shall be entitled to question the other. If the complainant, the respondent, or neither attends the hearing, the appeals board may, at its discretion, reschedule, dismiss, or adjudicate. If neither party attends the requested hearing, the appeals board's decision is final and not challengeable.

F. After the hearing or if no hearing is requested, upon receiving all the information, the appeals board will issue a written decision based on the written/recorded records and arguments

presented. The decision may confirm, overturn, or change any previous judgments on the complaint. This decision will be final and conclusive. Such judgment may affirm, overrule, or modify any judgment previously taken on the complaint, which shall be final and conclusive. Regardless of the outcome, the report shall be emailed to the International President and Ethics and Grievance Committee Chair.

G. If suspension is recommended, the International President will inform the appropriate region, local club, and intra-club secretaries. The Executive Director will notify all region, local club, and intra-club secretaries of the name and address of the person expelled. As determined by the appeals board, approval from the International Executive Council shall not be required for suspension or expulsion.

Sec. 4 The suspension or expulsion of any member is deemed to include any spouse or partner that is a member unless specified otherwise in the Grievance Committee or appeals board decision.

Sec. 5 Grievance Conclusion

A. The information supplied to, or received by, any fact-finding committee, complainant, or accused, during any investigation, at all levels, shall be strictly confidential. Violating this provision may result in disciplinary action. (7/22/17)

B. Upon conclusion of all the steps of the process, including appeal, the applicable president, (local club, region, intra-club, or international,) may report to the respective entity a final decision of the action. All details and evidence of the case shall remain confidential in perpetuity. (10/23/25)

Sec. 6 Expelled members may, at any time after two years following expulsion, file a written petition for reinstatement with the office of the Executive Council of WBCCI. The Executive Council, upon receipt of any such petition and after conducting inquiry and investigation as it deems necessary, shall grant or deny the same. The determination of the Executive Council is at its sole and absolute discretion.

Sec. 7 Subject to the other provisions of this article, any discipline imposed according to this article shall be recognized and enforced by the local club, region, intra-club, or international of WBCCI. No local club, region, intra-club or international entity shall take any action inconsistent with any discipline imposed per this article. (10/23/25)

ARTICLE VI CLUB ORGANIZATION

Sec. 1 To propose the formation of a new local club and request a charter from the International Club, a minimum of ten (10) voting memberships shall be required. A voting membership is defined as a primary member and, if applicable, their spouse or partner, as recognized under current membership definitions. (10/23/25)

Sec. 2 Local clubs may incorporate under the non-profit laws of their respective states and provinces provided that the corporate powers thus acquired do not conflict with the corporate powers

granted by the state of Ohio to the Wally Byam Caravan Club International. If so incorporated, such local clubs may acquire and hold property, both personal and real, individually or in conjunction with other local clubs, and may improve and develop the same for the use and benefit of their members. Such incorporated local clubs, as well as any other local clubs, may engage in any activities they deem necessary for the benefit and pleasure of their members. (1/19/07)

Sec. 3 For a local club or intra-club to continue to be chartered and supervised by the International Club and to maintain the International Club's tax-exempt status all local clubs and intra-clubs shall submit a reviewed, amended or revised constitution and bylaws for review by the Constitution and Bylaws Standing Committee at least once every five (5) years. (4/23/26)

A. Incorporated local clubs may use their incorporation documents as the local club constitution.

B. Such constitution and bylaws shall not be in conflict with, or be inconsistent with the Constitution, Bylaws or Policy of the International Club. Such constitution and bylaws shall include, but not limited to, provisions for: (a) election of officers, (b) regular meetings and quorum of each, (c) a dissolution clause in compliance with federal, state, and provincial laws, (d) a method of amendment. (7/24/21)

C. Any local club or intra-club who has not fulfilled this requirement of Article VI, Section 3 will have their charter suspended by the IBT. (4/23/26)

D. The suspended local club or intra-club will have ninety (90) days from the date of suspension and notification to submit the required documents. If the documents are not submitted, a trustee will be appointed by the International President to oversee the dissolution of the local club or intra-club, following the procedures outlined in Article VII. Members of the local club will revert to member-at-large status and have the opportunity to join another functioning local club. (7/20/19)

E. The Executive Council may lift the suspension and reinstate a local club or intra-club if, within ninety (90) days of suspension, the club submits its constitution and bylaws and receives approval from the WBCCI Constitution and Bylaws Standing Committee. The Executive Council will report its action to the International Board of Trustees at the Board's next scheduled meeting. (4/23/26)

Sec. 3 Use of Airstream Licensed Property

A. Each local club, region, intra-club and national caravan is required to sign the sublicense agreement regarding Airstream licensed property. By signing, they agree to comply fully with the terms of the license agreement. (7/22/17)

B. Before WBCCI grants a provisional charter, any new local club or intra-club must sign and submit the WBCCI sublicense agreement. Additionally, every local club, region and intra-club must annually review, sign, and provide the updated sublicense agreement to WBCCI Headquarters. (10/23/25)

C. WBCCI grants to the local club, region, intra-club and national caravan a nonexclusive, nontransferable sublicense to use the licensed property only with a defined geographic region and only for the purposes of signifying affiliation with the WBCCI in the course of

performing club services and in communications consistent with the bylaws, rules and standards of WBCCI. The local club, region, intra-club and national caravan may not grant further sublicenses. Airstream reserves all rights not specifically granted in this sublicense agreement. (7/22/17)

D. This sublicense is contingent upon a local club, region, intra-club and caravan continuing to be in good standing as determined by WBCCI and satisfying all criteria with respect to the organization, membership, performance and operation established by WBCCI. (7/22/17)

E. Violation of any terms or conditions of the sublicense agreement will result in an automatic suspension of a local club, region, intra-club or caravan by the Executive Council. A local club, region, intra-club or caravan may be re-instated once the violated term or condition has been satisfied. (10/23/25)

Sec. 4 The International Club shall provide a local club model constitution and bylaws for the use of the local clubs that is compatible with the constitution, bylaws and policy of the International Club.

Sec. 5 Mail, electronic mail, or facsimile balloting procedures are authorized for all votes to be taken by local clubs, intra-clubs or the International Board of Trustees provided the entities constitution or bylaws permits such a ballot procedure. If an entity elects to use these procedures, it must take steps to ensure the accuracy and validity of the vote. Votes allowed in this manner should also be received at the entity no later than two (2) days before any regular or special meeting at which a vote is to be taken. These votes must be kept confidential until any voting at a meeting has taken place. Proxy voting is not allowed by any entity. (8/24/23)

Sec. 6 Members and proposed members wishing to form a local club of the International Club outside of the countries of Canada, Mexico and the United States shall adhere to the following additional guidelines: (11/17/22)

A. All communications to and from the International Club, its headquarters, officers and committees shall be in the English language.

B. Initial requests for the formation of this category of local clubs shall be made directly to Headquarters, and the WBCCI Executive Council has the authority to grant such provisional charters. The Granting of actual charters will continue to be the authority of the IBT. Thereafter, coordination to/from these local clubs will be the responsibility of the Standing Committee Chair for International Relations, and these local clubs will be provided with that contact information.

C. WBCCI is a US Ohio-based non-profit corporation. Depending on the availability of liability insurance through WBCCI and the requirements of the US Revenue Service, each local club may be required to furnish a minimum liability insurance policy in the amount of one million dollars ($1,000,000 in US currency and continue to keep current) naming the WBCCI as the insured before any charter can be given and retained. Each local club may be required to be organized as a not for profit or tax-exempt corporation or organization under the laws of their respective country and shall provide proof of good standing to Headquarters at that time of

incorporation and any subsequent change of status. Legal review may be required. All international WBCCI dues paid shall be in US Funds. (1/14/16)

D. These local clubs will be considered as an official part of the WBCCI Club, subject to all appropriate rules and regulations as determined by the IBT. Members will be considered as regular members of the WBCCI and enjoy the privileges of membership, but likewise be governed by the regulations of the Club including their own WBCCI approved local club constitution and bylaws.

E. If requested by any one of these local clubs, the IBT may authorize special considerations to that local club and/or its members in such matters as travel in Canada and/or the United States, etc., which may differ from rules governing local clubs/members residing within the North American continent as appropriate. An additional postal charge will be added to individual dues unless the local club chooses to opt out of mailings.

F. Every member is encouraged to fly the flag of their nation and those of WBCCI and to observe international flag protocol if traveling in other nations.

see Policy 6.6 Local Clubs

ARTICLE VII MERGER, CONSOLIDATION OR DISSOLUTION OF LOCAL CLUBS

Sec. 1 In the case of a local club that is unable to obtain officers as required by the local club Constitution and/or Bylaws, or is unable to enlist ten (10) members in order to retain the local club charter as required by Article IX, Section 4 of the International Constitution, such local club may merge with another local club, consolidate with one or more local clubs, or the local club may dissolve. In all cases local clubs shall comply with the requirements as listed hereunder. (1/19/07)

Sec. 2 In the case of a merger of two local clubs, one of the local clubs will continue as a local club of the international club and the other local club will lose its independent identity and cease to exist as a local club of the international club.

A. The local club into which another local club wishes to merge shall send, by First Class mail or Email, a copy of the proposal to accept the merger to all regular members of the local club at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. A copy of the notice of the proposal shall also be sent to the president of the region and to Headquarters.

B. A local club that proposes relinquishing its independent identity by merging with another local club shall send, by First Class mail or Email, a notice of the proposal to merge to all regular members of the local club at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. A copy of the proposal shall also be sent to the president of the region and to Headquarters. The copy to Headquarters shall also include the local club charter, an inventory listing of the property, bank accounts and other assets owned by the local club including International Club property. The property, funds and other assets

of the local club shall be held in trust by the International Club and the International President shall appoint a trustee to act on behalf of the International Club. Pending the completion of the merger, the property, funds or assets of the local club held in trust shall be disbursed or disposed of as determined by the trustee in consultation with the merging local club.

C. Each local club proposal shall be adopted by a two-thirds vote of the international dues paying members of each local club voting at a business meeting or the special meeting as listed in the prior notice to members of the local club. Copies of the minutes of the meetings of each local club shall be sent to the president of the region and to Headquarters. The trustee, upon determining the requirements for a merger have been met, shall disburse or dispose of the property, funds or assets held in trust as previously determined. The charter of the defunct local club shall be kept, for historical purposes, by the local club with which it merges. (1/23/20)

Sec. 3 In the case of the consolidation of two or more local clubs, each local club will discontinue its independent existence as a local club of the international club and a new local club shall be formed which shall include the international dues paying members of the local clubs that have consolidated and the newly formed local club shall assume the assets and liabilities of each of the local clubs that have consolidated to form the new local club. (1/20/95)

A. Each local club wishing to consolidate shall send, by First Class mail or email, a notice of the proposal to consolidate to all regular members of the local club at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. Each local club shall send a copy of the notice of the proposal to the president of the region and to Headquarters. The copy of the proposal from each local club to Headquarters shall include the local club charter and an inventory listing of the property, bank accounts and other assets owned by the local club including international club property such as blue books. The property, funds and other assets of each local club shall be held in trust by the international club and the International President shall appoint a trustee to act on behalf of the international club. Pending the completion of the consolidation of the local clubs, the disbursement or disposal of the property, funds or assets of each local club shall be in a manner as determined and as prescribed by the trustee. (6/22/18)

B. The adoption of the proposal to consolidate shall be by a two-thirds vote of the international dues paying members of each local club present and voting at the local club business meeting or the special local club business meeting listed in the notice of the proposal to consolidate. Each local club shall send a copy of the minutes of the meeting at which the proposal was adopted to the president of the region and to Headquarters. (1/20/95)

C. The newly formed local club shall submit, through the president of region in which the local club will function, an application in writing to the International Board of Trustees for the granting of a local club Charter. The president of the region may issue a provisional charter to the new local club and such local club may elect officers, collect local club and International dues and engage in usual local club activities, but until issued a permanent local club Charter, such local club shall not be entitled to vote for International officers or Constitutional Amendments. (7/24/21)

D. Upon the granting of a permanent charter to the new local club, the property, funds and assets of each local club being held in trust shall be assigned to the new local club and the charters of the local clubs that have consolidated shall be returned to the new local club to be kept for historical purposes. (1/20/95)

Sec. 4 In the case of the dissolution of a local club, the members paying international dues to such local club may become members of another local club of each individual members' choice, and a local club upon dissolution shall cease to be a local club of the international club. (6/22/18)

A. A local club wishing to dissolve shall send, by First Class mail or email, a notice of the proposal for the dissolution of the local club to all regular members of the local club at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. A copy of the proposal for dissolution shall be sent to the president of the region and to Headquarters. The copy to Headquarters shall also include the local club charter and an inventory listing of the property, bank accounts and other assets owned by the local club including international club property such as blue books. The property, funds and assets of the local club shall be held in trust by the international club and the International President shall appoint a trustee to act on behalf of the international club pending dissolution of the local club. (6/22/18)

B. A proposal for the dissolution of a local club shall be adopted by a two-thirds vote of the international dues paying members of the local club voting at the business meeting or the special meeting called for that purpose as listed in the prior notice of the proposal for the dissolution of the local club. local clubs may use a mail ballot (electronic, email or First Class) to insure they meet their constitutional quorum. A copy of the minutes of the meeting at which the proposal was adopted shall be sent to the president of the region and to Headquarters. Upon a determination that the requirements for the dissolution of the local club have been met, the appointed trustee shall assign the property, funds and assets of the dissolved local club as permitted or required by existing federal, state, and provincial laws governing 501(C)(7) non-profit organizations. (1/24/19)

C. In case a local club wishing to dissolve is unable to do so using Part A and B of Sec. 4 (has no officers and/or sufficient members to meet the quorum requirements of its constitution for a business meeting), the following procedure(s) will be used. (1/24/19)

1. The region president will seek volunteers from the existing local club membership to act as president pro tem and secretary pro tem to conduct a business meeting of the membership to vote on the dissolution of the local club following the protocols listed in Sec. A & B above. The region president, or his/her representative, shall be in attendance at the meeting. local club members in attendance at the meeting to determine dissolution of the local club will constitute a quorum. A copy of the Minutes of the meeting, if the proposal is adopted, shall be sent to the region president and Headquarters. Upon a determination that the requirements for the dissolution of the local club have been met, the International President shall appoint a trustee to assign the property, funds and assets of the dissolved local club as permitted or required by existing federal, state, and/or provincial laws governing 501(C)(7) non-profit organizations.

2. If there are no local club volunteers to oversee the dissolution of the local club the region president will act as the local club president with the region Executive Board acting as the local club Board. They will take charge of the local club charter and local club property, bank accounts and other assets owned by the local club including International Club property.

a. The region secretary will contact Headquarters for a list of all members of the local club and will contact the members by First Class mail or email with a notice of the proposal for dissolution.

b. Included in the mailing will be a ballot to be returned either electronically or by First Class mail to the region secretary. The ballot will ask members to vote for or against dissolution of the local club.

c. Within a maximum of 90 days of sending the ballots, within a set time, the region president, in the presence of the region secretary, will count the ballots. If 2/3 of the returned ballots vote for dissolution, the local club will be dissolved. Headquarters will be advised the local club is dissolved and the region president will send the local club's Charter and other WBCCI property to Headquarters.

d. The International President shall appoint a trustee for the local club's assets. The trustee shall assign the property, funds and assets of the dissolved local club as permitted or required by existing federal, state, and/or provincial laws governing 501(C)(7) non-profit organizations.

Sec. 5 A local club incorporated in a state or province may merge with another local club or it may consolidate with other local clubs or an incorporated local club may dissolve. In all cases a local club incorporated in a state or province shall comply with the requirements as listed hereunder: (1/20/95)

A. When an incorporated local club wishes to merge with another local club or to consolidate with other local clubs, an attorney shall be retained by the incorporated local club for the preparation of the proper documents and to advise of all the steps necessary to meet the legal requirements of the state or province in which the local club is incorporated.

B. Unincorporated local clubs wishing to merge or to consolidate with an incorporated local club shall comply with the requirements of sec. 2 or sec. 3 of this article as applicable.

C. The incorporated local club shall notify Headquarters of any proposal to merge with another local club or to consolidate with other local clubs.

Sec. 6 Dissolution of a local club. (6/22/18)

A. An incorporated local club proposing the dissolution of the local club shall ensure a trustee is appointed in accordance with the legal requirements of the state or province in which the local club is incorporated and an attorney shall be retained to draw up the required documents and to advise the local club of the procedures to be followed to complete the dissolution of the local club.

B. The local club shall notify International Headquarters of the proposal for the dissolution of the local club.

C. All international club property shall be returned to Headquarters.

ARTICLE VIII BOARD OF TRUSTEES AND EXECUTIVE COUNCIL (7/30/22)

Sec. 1 General Powers

A. The powers of the Wally Byam Caravan Club shall be exercised, its business and affairs conducted, and its property managed under the direction of the Board of Trustees, except as otherwise provided by the law of the State of Ohio, the Articles of Incorporation, Constitution or these Bylaws. The Board shall have the right and power to perform all lawful acts which may be necessary to manage and control the affairs of the Club and shall have the following specific powers and duties:

1. Support the Club's mission and purpose, and enhance its public standing;

2. Establish strategic directions, approve specific objectives, and develop and strengthen the Club's programs and services;

3. Have supervision over the financial affairs of the Club including the adoption of a budget, designate the bank or other depositories in which funds of the Club are to be deposited, and designate the persons who shall draw funds thereupon. The Board of Trustees shall have supervision over all real and personal property of the Club, including the disposal and distribution thereof in the event of the Dissolution of the International Club or a local club thereof, except a local club incorporated in another state or province, all within Section 1702.49 of the Ohio Revised Code;

4. Establish and carry out an effective system of governance at the Board level; to include a peer review and evaluation of the Trustees developed by the Executive Council and approved by the International Board of Trustees;

5. Perform any and all other acts that a nonprofit, corporation organized under the laws of the State of Ohio is empowered to do, or which may be necessary, convenient or appropriate in connection with the administration of the Club's affairs and the carrying out of the Club's duties as set forth in the Articles of Incorporation, Constitution and these Bylaws.

6. Each Board Member, including Ex Officio Members, will annually sign the Board Member Commitment Contract, which outlines expectations for Trustees and sets forth a Code of Conduct for behavior.

7. To prevent the appearance of impropriety or unethical conduct and to avoid the use of undue and inappropriate influence over Staff, Board Members must coordinate staff related contact and interactions with the Executive Director, as appropriate.

Sec. 2 Start Date of International Board of Trustees Terms of Office (1/23/25)

A. Newly elected region presidents will assume office at the start of the WBCCI fiscal year, following their election. (2/11/26)

B. Members filling a mid-term vacancy will start immediately. Service of greater than one-half of a term shall be deemed as having served a full term in that position.

C. Newly elected Executive Council members will assume office at the start of the WBCCI fiscal year.

D. The Immediate Past International President will install all newly elected International Board of Trustees members with an oath of office after they are seated in their position.

Sec. 3 Election of Executive Council Members (1/23/25)

The Recruitment Oversight Committee (ROC) is responsible for the election of the Executive Council. Except for the Finance Director and the Immediate Past International President, the Executive Council members will be elected by the club members through an electronic or mail in ballot organized by WBCCI Headquarters. Names of all candidates who submit a Statement of Candidacy (SoC) pursuant to Policy 8.4.1 will be put forward for a vote by the WBCCI membership. (8/07/25)

A. Running for office and electioneering

Electioneering is a helpful process for informing members of The Club about issues or candidates and encouraging participation in an election. Motivated candidates may request support from personal acquaintances and Club leaders who follow the guidelines as stated in the bylaws and policies. Through this process, members may become more informed about candidates and issues.

1. The WBCCI Code of Ethics applies to all electioneering activities.

2. No person in a WBCCI leadership position (IBT, region, local club, and Intra-Club, including all appointed positions) may endorse a single candidate or group of candidates. While in their leadership capacity, WBCCI leaders shall remain impartial and support all candidate applications for offices.

B. Executive Council terms shall be two (2) years. Executive Council members may serve on the Council for three (3) terms. The exception is the Immediate Past International President, who may serve on the Council for a maximum of four (4) terms. Each Executive Council member may run for an Executive Council position after a continuous six-year hiatus. The hiatus starts once the member no longer has voting rights on the International Board of Trustees.

C. Service beginning in election year 2022 shall be the start of Executive Council and officer term limits. Service prior to the 2022 election applies only to experience for officer eligibility.

D. Vacancies during Executive Council members' terms may be filled by:

1. The candidate with the next highest votes received in the most recent election will be the first choice to fill the position. If this candidate is unavailable, the Recruitment Oversight

Committee will continue through the candidates in the order of highest votes received until all vacancies are filled.

2. In case of a tie in the most recent election, the Recruitment Oversight Committee will draw names in the presence of the International Board of Trustees.
3. If there are not enough candidates to fill open positions, the International Board of Trustees will decide if a mid-term election should occur, or if the position should be left vacant until the next scheduled election.
4. If no candidates from the most recent Executive Council election are available to serve, and if the International Board of Trustees decides a mid-term election should occur, Headquarters will announce a special election and invite WBCCI members to submit a Statement of Candidacy (SoC) to fulfill the remaining term(s). The timeline for submission of the SoC will be no more than two (2) weeks.
5. The duration of the election will be fifteen (15) calendar days.
6. Members filling a mid-term vacancy will start immediately. Service of greater than one-half of a term shall be deemed as having served a full term in that position.

Sec. 4 Election and Term of Office of International Officers (1/23/25)

A. Following the completion of the election of new Executive Council members, the current President will call a virtual reorganization meeting of the incoming International Board of Trustees members for the purpose of electing the President, Vice President, and Secretary who will serve the next term. The International Board of Trustees members voting at the reorganization meeting include the newly elected Executive Council members, the newly elected region presidents, and those region presidents who still have another year in their terms.

B. The President, Vice President and Secretary will be elected by majority vote at the reorganization meeting. The International Board of Trustees will elect a non-voting Finance Director, when a vacancy occurs, by majority vote.

C. Candidates for the President, Vice President, and Secretary positions must have served at least one (1) term on the International Board of Trustees as either an Executive Council member or a region President, before being eligible for an International officer position.

D. Each International officer shall hold office until their successor is installed, or until they resign or are removed from office.

E. International officers shall not serve more than two (2) terms in the same position.

F. The term of the Immediate Past International President ends when a new Immediate Past International President is installed or when a maximum of four (4) terms on the Executive Council has been served.

G. The required Immediate Past International President hiatus time may be paused if called to fill a vacancy in the Immediate Past International President position during their hiatus.

H. If the Immediate Past International President does not wish to continue or terms out, the Past International Presidents Council will be asked to provide a member to fill the Immediate Past International President role on the International Board of Trustees until a new Immediate Past International President is available.

I. Past International Vice Presidents and International Secretaries may serve as International officers again after waiting the required hiatus.

J. After a person has served two (2) terms as the International President they are no longer eligible to be an International officer. Terms served as president are not required to be consecutive. After hiatus a Past International President who served two (2) terms as president may only return as an Executive Council member, not as an International officer.

Sec. 5 International Board of Trustees Meetings

A. Regular meetings of the International Board of Trustees will be held each quarter of the WBCCI's fiscal year at such time and place as the president of the Board may specify.

B. To promote effective governance, motions considered by the International Board of Trustees (IBT) shall be introduced by current members of the IBT or International Standing Committee Chairs. Nothing in this policy prevents a member from developing and proposing a motion; however, the motion must be submitted to the IBT by a Region President or another member of the IBT. (10/21/26)

C. Members will be provided an opportunity to comment on any motion brought before the Board during the discussion of the motion. If the meeting is virtual, provisions will be made to allow for member comments or questions.

D. Special meetings of the International Board of Trustees may be called by the President, Vice President, or ten (10) Trustees, or at the signed request of five hundred (500) members in good standing. (10/21/26)

E. The Minutes of the International Board of Trustees Meetings will be distributed to all Board Members, the Parliamentarian, International Standing Committee Chairs, Region 1st and 2nd vice Presidents, and Past International Presidents within ten (10) days of any Board Meeting. In addition, all correspondence normally distributed to region presidents will be forwarded to the region 1st and 2nd vice presidents. All nominees for the Executive Council positions on the International Board of Trustees will be placed on the distribution list for all the above correspondence and Minutes.

F. All retiring Board Members of the International Board of Trustees shall be provided with a copy of the Minutes of the meeting held prior to their retirement.

G. The Minutes of the International Board of Trustees Meetings shall show the results of votes taken. All votes of the International Board of Trustees shall be by Roll Call vote, except when a request for Unanimous Consent is approved.

H. The Minutes shall show the names of those members voting in favor, the names voting against. Roll call voting by International Board of Trustees members shall be in a random order sequence.

I. Major policy changes adopted by the International Board of Trustees shall be communicated in writing to all local club presidents who shall so inform their members.

J. The Policy file shall be maintained by Headquarters and may be amended by a majority vote of the International Board of Trustees present and voting at a regular or special meeting called for that purpose.

Sec. 6 Place of Meeting and Electronic Meetings

A. Meetings of the International Board may be held at any place or virtually. If no designation is made, the place of meeting shall be the principal office of WBCCI Inc. in the State of Ohio.

B. Unless prohibited by order of the Trustees, meetings of the Board may be held in person or by any authorized communications equipment or electronic device, provided all persons participating can communicate with each other. Participation in a meeting pursuant to this section constitutes presence at the meeting.

Sec. 7 Notice of Meeting

A. Written notice of the time and place of each Board meeting shall be given to each Trustee either by personal delivery, mail or electronic mail at least thirty (30) days before each meeting, unless circumstances require an immediate or shorter notice. In case of shorter notice it shall not be less than five (5) days.

B. Notice of all meetings of the IBT will be provided to the WBCCI membership on the WBCCI website with date, time and link information, if the meeting is virtual.

C. In order to facilitate distribution of the meeting agenda for any Board Meeting all agenda items should be submitted to Headquarters, thirty (30) days prior to the noticed Meeting.

D. No bylaws changes, only amendments to policy and routine matters shall be permitted from the floor.

Sec. 8 Quorum and Manner of Action

A. A quorum for transaction of business at any meeting of the International Board of Trustees shall be twelve (12).

B. Changes to the bylaws require a 2/3 vote in the affirmative of the International Board of Trustees.

C. Changes to the WBCCI Policy requires a majority vote in the affirmative of the International Board of Trustees.

D. Item B and C above are the conditions required to approve change in any Bylaw or Policy, unless a greater number is required by the Constitution, Articles of Incorporation or these Bylaws.

Sec. 9 Action by Board of Trustees Without Meeting

A. To the extent permitted by Ohio law, any action, which may be authorized or taken at a meeting of the Trustees, may be taken without a meeting with a 2/3, or majority vote in the affirmative, as determined by the WBCCI Constitution, Bylaws, or Policy, and in a writing or writings signed by, a majority of the Trustees. For purposes of this section, a signed writing shall include any original document bearing the signature of a Trustee, a telecopy sent by, and bearing the signature of a Trustee, or an electronic mail transmission created and sent by a Trustee which sets forth his or her name in such a manner so as to logically evidence his/her intent to sign the transmission.

B. Any such writing shall be filed with or entered in the records of the Club.

Sec. 10 Resignations or Removal

A. Any Trustee of the Board may resign at any time by giving written notice to the President or Secretary.

B. A resignation shall take effect upon receipt unless otherwise specified in the resignation. Acceptance of a resignation is not necessary to be effective unless stated in the resignation.

C. Any International officer or Executive Council Member may be removed from office, for cause, by the IBT. The motion to remove an officer requires a two-thirds vote of the IBT. Cause for removal may be defined as, but not limited to:

1. Violating WBCCI Code of Ethics, Constitution, Bylaws, or Policies.
2. Demonstrating conduct rendering them unfit to continue in an office or leadership position in WBCCI.
3. Nonperforming the role described in the office's job description(s).
4. Disregarding the confidentiality of sensitive WBCCI information that is stated or written as such.
5. Failing to disclose information that may result in a conflict of interest.
6. Mismanaging financial matters or information.
7. Committing a felony or an indictable offense resulting in a conviction while in office.

8. Engaging in actions that are not in the best interests of WBCCI.

9. Disrespecting WBCCI members with regard to gender, sexual orientation, national origin, race, religion, age, political affiliation, or disability commensurate with applicable legal and regulatory requirements.

Sec. 11 Executive Council

The Executive Council will be composed of eleven (11) members; the International President, Vice President, Secretary, Finance Director, six (6) Executive Council members and the Immediate Past International President. The Executive Director attends all International Board of Trustees and Executive Council meetings as a non-voting member, as directed by the President. The President shall not be entitled to vote except when members are equally divided on any question. (1/23/25)

A. The Executive Council shall supervise the administration of the Club between meetings of the International Board of Trustees and none of its acts shall modify any action taken by the International Board of Trustees. The Executive Council shall perform such other duties as specified in the Constitution, Bylaws and Policies of the International Club. (1/23/25)

B. The Executive Director and the Finance Director shall prepare the Club's annual budget and shall submit it to the International Board of Trustees for adoption. (1/23/25)

C. The President shall be the Chair of the Executive Council and has the power to convene meetings. The Executive Council must be given a minimum of five (5) days prior notice of date and location of a meeting. (1/23/25)

D. Upon written request of five (5) members of the Executive Council and after five (5) days' notice, a meeting of the Executive Council can be convened.

E. A quorum of the Executive Council shall be six (6) members.

F. The Executive Council may meet through electronic communication provided a quorum is present, and all members may simultaneously hear one another and participate during the meeting. (2/23/23)

G. The Executive Council, working with the International Board of Trustees and membership, shall have the responsibility for Long Range Strategic Planning for WBCCI and make recommendations to the International Board of Trustees for implementing any proposed changes.

H. The International Club may, upon a nomination by the Executive Council and with the approval of the Board of Trustees, hire an employee who shall be responsible for the administration and general management of the Club. This employee shall operate under the authority of the President and the Board of Trustees in accordance with the job descriptions.

1. The Executive Council will select, advise, support, evaluate, and establish the compensation of the Executive Director in Executive Session absent the Executive Director. (1/23/25)
2. The Executive Council will monitor the Executive Director's performance to ensure that the Club operates responsibly, ethically, and effectively.
3. The Executive Council is responsible for replacement of the Executive Director if needed. (1/23/25)

I. The Executive Council may conduct any business, in accordance with the Constitution, by mail (postal or electronic). (1/23/25)

Sec. 12 Official Club Communications (7/22/26)

A. All official electronic communications of the International Board of Trustees related to the business of WBCCI shall be conducted using the authorized club-issued email accounts assigned to officers, directors, committee chairs, and other designated members as specified by the President.

B. These email accounts shall be maintained under the club's domain and managed by the club's designated information technology or communications administrator.

C. The use of personal or unauthorized email accounts for conducting official club business is prohibited. In an emergency and under extraordinary circumstances when personal email is used for club business the IBT member shall copy their club-assigned email address into the email sent from their personal account.

ARTICLE IX REGIONS

Sec. 1 The regions of the Club and their geographic boundaries shall be as follows: (For a list of Local Clubs within a region, see WBCCI Website) (1/21/21)

Region 1	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut in the United States; New Brunswick, Nova Scotia, Newfoundland, Prince Edward Island, and Quebec in Canada. (1/7/89)
Region 2	New York, New Jersey, Pennsylvania, Maryland, Delaware, Washington DC, and Ontario.
Region 3	Virginia, North Carolina, South Carolina, Georgia and Florida (except that portion lying in the Central Time Zone).
Region 4	Michigan, except the Upper Peninsula of Michigan, Ohio and West Virginia. (1/10/14)
Region 5	Illinois, Indiana and Kentucky.
Region 6	Tennessee, Alabama, Mississippi, Arkansas, Louisiana, and that portion of Florida lying in the Central Time Zone.

Region 7	Wisconsin, the Upper Peninsula of Michigan, Minnesota, North Dakota, South Dakota and Manitoba. (1/10/14)
Region 8	Iowa, Missouri, Nebraska and Kansas.
Region 9	Oklahoma and Texas (except that portion of Texas lying within the Mountain Time Zone). (6/19/81)
Region 10	Montana, Idaho, Washington, Oregon, Alaska, British Columbia, Alberta, Saskatchewan, the Yukon Territory and the Northwest Territory of Canada. (1/16/09)
Region 11	Wyoming, Colorado, Utah, New Mexico, Arizona, Mexico and that portion of Texas lying within the Mountain Time Zone. (6/19/81)
Region 12	California, Hawaii, and Nevada

Sec. 2 The administrative body of each region shall be a region board which shall be composed of its president, 1st vice president, and 2nd vice president (if elected) as region officers and the presidents of all local clubs within such region. The president will also appoint the region's Immediate Past President, providing they are not serving in another elected WBCCI office. (2/22/24)

A. Each region shall elect as its officers a president, a 1st vice president, and a 2nd vice president (optional). These elected officers shall constitute the Executive Council of the region board and are responsible for the administration of the region. The president, with the consensus of the other elected officer(s) of the Executive Council, shall appoint two additional, non-voting region members to the region Board. One person from the region as the region secretary and one person as the region Treasurer to administer region funds. The president may also appoint the region's Immediate Past President as a voting member of the Region Executive Council, providing they are not serving in another elected International WBCCI office. (08/07/2025)

B. The term of office shall be two years, or until an officer's successor is installed or until they resign or are removed from office. Service of a partial term greater than one-half of such term shall be deemed as service of a full term in that office by the retiring officer.

1. An officer may not serve consecutive terms, except when any elected officer cannot or does not choose to continue in office. In such cases, the advancing officer shall complete the predecessor's term of term office and have the option to run for one additional term in that office.

2. Even-numbered regions shall elect their officers in odd-numbered years, and odd-numbered regions shall elect their officers in even-numbered years. (6/22/18)

3. Region officers and appointed region Board Members will assume office, coinciding with the IBT term of their region president, or will start immediately if filling a mid-term vacancy. (8/22/24)

C. The treasurer shall maintain the financial records of the region, shall receive all monies and promptly deposit them in the bank previously approved by the Executive Board; shall submit

a full written report of finances to the Executive Board at each meeting and before retirement from office, shall have the books and accounts audited by an individual or committee selected by the incoming Executive Council. The treasurer shall deliver all books, monies and property of the region promptly to the incoming treasurer. (2/22/24)

D. The region secretary shall attend and record the minutes of all meetings of the region Executive Council and Region Board; advise the president as to whether or not a quorum is present; and shall deliver the minutes within fifteen days after each meeting for publication on the region website.

E. In the year in which region officers are elected, the region shall select a nominating committee consisting of at least three members from the region. (02/11/26)

1. This committee, with the help of local club officers, shall identify and consider all interested and qualified candidates for each position.

2. The committee shall consider each candidate on the basis of qualifications without regard to the geographic area or local club of the candidate.

3. The Nominating Committee shall solicit all Regular Members in the region to volunteer to stand for any open region leadership positions. The Committee should also encourage self-nomination for any position. After having obtained prior acceptance from each potential candidate, all names for any office shall be placed in nomination. A written report including resumes of the all candidates will be submitted to the Executive Board. (11/30/23)

4. The region president will distribute the report to all local club presidents in the region within 60 days. (6/23/95)

F. Election of Region Officers (2/11/26)

1. Not later than June 1, the region president shall select a nominating committee in accordance with Article IX, Sec. 2, E, and will provide their report and recommendations to the region board not later than September 1.

2. Each local club president shall be entitled to cast one vote, based on local club instructions, for one candidate for each office for which a vacancy will occur. All votes shall be cast by use of the official ballot.

3. Not later than October 1 of the year in which the election is to occur, the region president shall send, via email or postal mail, to each local club president within the region the official ballot which shall contain the name for each position as listed in the Nominating Committee report. The official ballot shall also contain a space for write-in candidates.

4. The voting local club presidents shall return their ballot by electronic or postal mail to the region secretary no later than October 20. Ballots postmarked after October 20 will not be counted.

5. The region president shall announce to the region membership the election results promptly and prior to November 1 in the current communications methods used by the region.

6. The region president shall certify the names of the newly elected officers to Headquarters not later than December 1.

G. Conditions of Office (8/22/24)

1. Each region officer shall be a regular member of one of the local clubs within such officer's region. (11/17/22)
2. Region presidents shall not hold any other office in the International Club, except for an intra-club position. However, a local club officer may continue to do so until he/she becomes region president. (11/17/22)

H. In the event of a mid-term vacancy in the office of the president, a mid-term vacancy in the office of a vice president, or an officer's inability to fulfill the duties of office, the next-ranking vice president shall advance. (8/22/24).

1. When such a vacancy occurs, the region secretary shall notify each local club president of the vacancy and request each one's assistance in identifying interested and qualified candidates for the open region officer position. Potential candidates' names should be sent to the Region Nominations Committee. (2/22/24)
2. To fill an expired term, the open elected office or offices of vice president(s) shall be filled by a majority vote of the region board from nominees submitted by the Region Nominations Committee.
3. To allow sufficient time for local club presidents to contact their members, such office or offices of vice president(s) will not be filled in less than sixty (60) days from notification to local club presidents of such vacancy. (2/22/24)
4. Elected officers serve for two (2) years or until their successors are elected. (8/22/24)
5. A region president or another region officer may be removed from office, for cause, by the region board. The motion to remove an officer requires a two-thirds vote of the region board. (8/22/24)

   Cause for removal may be defined as, but not limited to:

   a. Violating the WBCCI or Region Code of Ethics, Constitution, Bylaws, or Policies.

   b. Demonstrating conduct rendering them unfit to continue in an office or leadership position in WBCCI.

   c. Nonperforming the role described in the office's job description(s).

   d. Disregarding the confidentiality of sensitive WBCCI 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 that are not in the best interests of WBCCI.

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 requirements.

Sec. 3 There shall be no region dues.

Sec. 4 For the purpose of providing a means of geographic representation of the International Board of Trustees, region presidents shall, by virtue of their office, become members of the International Board of Trustees.

Sec. 5 Region presidents or any officer designated by them shall visit all local clubs within their respective regions at least once each year. They shall consult with, assist, and advise the officers in their duties. Regions may hold board meetings, rallies, conduct caravans and engage in such other activities as deemed in the best interest of the region and its local clubs, provided such activities are not in conflict with the International Constitution, Bylaws, Rules and Regulations.

Sec. 6 In the event a local club president is unable to attend a meeting of the region board, the next ranking officer may attend in the place and stead of the absent local club president. (1/20/95)

see Policy 9.6.1 Region Operations

ARTICLE X DUTIES OF INTERNATIONAL OFFICERS (7/24/21)

Sec. 1 The International President shall:

A. Preside at all meetings of the Board of Trustees, and the Executive Council.

B. Enforce the Club Charter, Constitution, Bylaws and Policies.

C. Appoint a Parliamentarian, who will attend the Executive Council and the International Board of Trustees meetings as a non-voting advisor to the President regarding the administration of Roberts Rules of Order. (1/23/25)

D. Apportion Headquarters' office time and services to the various committees, rallies, and other club business.

E. Have such other powers and duties as normally pertain to the principal office holder, as prescribed in the parliamentary authority adopted by the International Club.

F. Not be entitled to vote except when members are equally divided on any question.

G. At a minimum, arrange to have the financial books audited at the completion of the term of office of the Finance Director. (1/23/25)

see Policy 10.1.1 Duties of International President

Sec. 2 The International Vice President shall: (1/23/25)

A. Attend all meetings of the International Club, the Board of Trustees, and Executive Council.

B. Assist the President in the conduct of the Club's business.

C. Preside over meetings in the absence of the President.

D. Serve as President Pro Tempore if there is a mid-term vacancy in the presidency until the President is able to resume their duties or until a permanent replacement is elected by the International Board of Trustees to fill a mid-term vacancy. This time will not be counted as time in the President position. (1/23/25)

Sec. 3 The International Recording Secretary shall:

A. Attend and record the minutes of all meetings of the Board of Trustees and of the Executive Council.

B. Advise the President as to whether or not a quorum is present.

C. Deliver the minutes to Headquarters in accordance with the Bylaws Section VIII. (1/23/25)

Sec. 4 The Finance Director shall:

A. Chair the Finance Committee. (1/23/25)

B. Working with the Executive Director, be responsible for the receipt, disbursement, investment, accounting, and reporting of all funds of the International Club, within the budget approved by the Board of Trustees, and as prescribed in the International Bylaws and Policies. This responsibility includes financial statements and reports as specified in the International Bylaws and Policies, and interim reports as may be further directed by the International Board of Trustees. (1/23/25)

C. Attend all meetings of the International Board of Trustees, and the Executive Council.

ARTICLE XI DUTIES OF EXECUTIVE DIRECTOR

Sec. 1 Pursuant to the provisions of Article VIII, Section 3 of the International Constitution, the Executive Director, under the authority of the Board of Trustees and the supervision of the International President, shall perform the duties listed in the WBCCI Employee Handbook. (1/21/21)

Sec. 2 The duties of this position shall be performed in accordance with the duties specified in the Executive Council's Document, Human Resources Manual. Authority to permanently remove this employee rests solely with the International Board of Trustees. This does not preclude this employee's immediate supervisor, the International President, in concordance with the Executive Council, from taking disciplinary or suspension action under the authority granted by Article IX, Sec. 4 of the WBCCI Constitution pending International Board of Trustees resolution. (11/17/22)

Sec. 3 The Executive Council may, with the approval of the International Board of Trustees, confer the appropriate executive title on the employee responsible for the administration and general management of the international club. (7/5/93)

ARTICLE XII OFFICIAL PUBLICATIONS

Sec. 1 The Board of Trustees may publish or cause to be published certain documents, which shall be designated official publications of the international club. At present, the digital Membership Directory and the *Blue Beret* are the official Club publications. (7/13/23)

Sec. 2 The control and sale of all advertising space shall be the responsibility of the Executive Director operating under written procedures. (1/20/17)

Sec. 3 The Executive Council shall specify the overall format of the *Blue Beret*. (7/13/23)

Sec. 4 The Executive Council shall formulate procedures pertaining to the allocation of space to each facet of the *Blue Beret*.

see Policy 12.4.1 Club Publications

ARTICLE XIII USE OF CLUB NAME AND EMBLEM (1/23/20)

Sec. 1 The official emblem of the Wally Byam Caravan Club International (WBCCI) is one of the three 1 3/4" disk options as shown in 1, 2 or 3 below:



Option 1: Heritage WBCCI Emblem. Available for continued use by local clubs, intra-clubs and caravans. This includes, but is not limited to, new member badges, region, local club and club merchandise, etc.



Option 2: Wally Byam Airstream Club. Available for continued use by regions, local clubs, intra-clubs and caravans. This includes, but is not limited to, new member badges, region, local club, and club merchandise, etc.



Option 3: Airstream Club International. This emblem is available for use for all marketing, electronic and general membership applications, regions, local clubs, intra-clubs and caravans. This includes, but is not limited to, new member badges, region, local club, club merchandise, etc.

Sec. 2 The official emblem for WBCCI lifetime members is a duplicate of any of the above shown disks surrounded by a 1/4" gold strip imprinted in large black letters with the word "LIFE" at the top center and "MEMBER" at the bottom center. The overall dimension of the life emblem and insignia is no smaller than 1 3⁄4".

Sec. 3 A Blue Beret with any of the three approved caravanner insignia of the style approved by the International Board of Trustees shall be the official headgear and may be worn for formal or casual wear by any member in good standing.

Sec. 4 All local clubs may design their own badge, unique to their local club, or use a standard badge available through Headquarters. Each badge shall contain at the minimum one of the official emblems of the International Club with a minimum dimension of 1 3⁄4 inches as described in Sec. 1 of Article XIII. In addition, it shall contain the name of the local club and the name of the member. If a member holds a current elected position in the local club or a region, that should be designated on the badge. Past elected offices can be designated on the badge. Any badge designed by a local club shall be submitted for approval by the International Board of Trustees or Executive Council.

Sec. 5 Uses of the club's name and emblems:

A. Any member in good standing of the International Club and their dependent children and such other children who may accompany them shall be entitled to wear any of the described emblems and other insignia as may from time to time be adopted by the International Board of Trustees.

B. Neither the name, emblems nor the digital membership directory (including the pdf or printed form) of the International Club shall be used for any purpose other than that authorized by the International Board of Trustees. (7/13/23)

C. All stationery and publications of the various regions and local clubs shall use the name, emblem(s) as prescribed by the International Board of Trustees.

Sec. 6 The official club emblems, as described in Article XIII, Sec. 1 and Sec. 4, shall serve as identification of the wearer of a local club designed badge or WBCCI provided badge as a member of WBCCI for entry to any local club, region, or International sponsored event. In addition, such badges, bearing one of the club emblems, may be used as identification on any club sponsored caravan.

Sec. 7 An intra-club or a local club or a region may use the emblems of the International Club provided the intra-club, the local club or the region is in good standing in the International Club.

A. A person shall be entitled to wear the emblem(s) of the International Club provided such person is a member in good standing in the International Club.

B. A member, or an intra-club, or a local club, or a region shall not design and use printed material, or a flag or pennant, or a decal or plaque or any other item or material using the name, or emblems of the Wally Byam Caravan Club International, Inc. without the prior written approval of the International Board of Trustees.

C. Upon the resignation, or the suspension, or the expulsion of a member, such member shall be deemed to have forfeited all rights to use the name, or emblems of the International Club.

D. Upon the suspension or the revocation of the charter of a local club or the suspension or revocation of the authorization of an Intra-Club such a local club or intra-club shall be deemed to have forfeited all rights to use the name, or emblems of the International Club.

Sec. 8 All local clubs may use as a part of their marketing or local club paraphernalia any WBCCI approved logo. Logos may be approved by the Executive Council or International Board of Trustees. These approved local club logos are not the same as the official WBCCI emblems (Bylaws Article XIII, Use of Club Name and Emblem, Sec. 1). These logos may not be used in lieu of the official WBCCI insignia or emblem on the official identification badge of WBCCI as described in Article XIII, Sec. 1, 2 and 4. (6/24/20)

ARTICLE XIV LIABILITY

Neither the club nor its officers shall be responsible for the loss of, or damage to, property; or for the injury to, or death of, a person on the premises of any club rally, or any other club function, this freedom from responsibility for the loss or damage to property shall apply regardless of whether such property shall be received by any member or officer, or left on the premises of said rally or other club function.

ARTICLE XV PUBLIC RELATIONS

The International President, the region presidents and the local club presidents, or any members specially designated by any of them, may confer the title "Honorary Caravanner" upon any person not a member of the WBCCI. The International President, or any person specially designated by him/her for that purpose, may confer the title "Honorary Member" upon any person not a member of WBCCI. The titles, "Honorary Caravanner" and "Honorary Member" confer none of the privileges of membership other than the privilege of wearing the beret.

ARTICLE XVI FINANCIAL MANAGEMENT

Sec. 1 **Conflict of Interest Policy**: No transactions or arrangements that violate the Conflict of Interest Policy will be entered into. All officers, directors, and /trustees must read and comply with this policy. (1/16/09)

Sec. 2 **International Rally Budget**: The Executive Director will prepare an international rally budget and review it with the Finance Director. Once reviewed and approved by the Finance Director, the Executive Director will submit a rally budget to the Executive Council. After the budget is approved, the Executive Director will make expenditures, as necessary, per the approved budget. Budget variances, if any, will be discussed and approved by the Finance Director before disbursement. The Finance Director will approve future rally deposits before disbursement. (8/22/24)

Sec. 3 **Charitable Donations During the International Rally**: The International Rally Committee may donate to the host community. The Executive Director will update the Executive Council with the current year's selection. (8/22/24)

Sec. 4 **International Rally Financial Reporting**: The International Rally Committee shall prepare and distribute a detailed report, only for the IBT, of the international rally no later than December 1st following the international rally. (8/22/24)

Sec. 5 A motion presented to the IBT that may have cost implications beyond the usual clerical expenses shall be accompanied by a financial impact statement setting forth the estimated costs of implementing such motion. This should be an annual cost impact with a 5-year projection. (7/5/09)

Sec. 6 **Financial Reserves:** (5/23/24)

WBCCI will establish and manage financial reserves to ensure long-term sustainability and growth. The IBT shall determine at least annually, based upon a recommendation from the Finance Committee, the amounts to fund the reserve accounts from the difference between operating budget accounts vs actuals. The funds shall be:

A. The Operational Reserve Fund will maintain financial stability and cover unforeseen operational expenses.

B. The Technology Reserve Fund will support technology-related investments, upgrades, and advancements

C. The Infrastructure Reserve Fund will address the needs of WBCCI's physical infrastructure, facilities, and capital expenditures.

Contributions to each reserve balance shall be made until the reserve goal is met. The annual contribution goals for each reserve may be reviewed and adjusted periodically to ensure they remain aligned with WBCCI's financial goals and objectives. Any adjustments to the contribution goals or deployment of reserve monies shall be contingent upon IBT approval.

See the following Policies:
16.6.1 Financial Management
16.6.2 Financial Data Guidelines
16.6.3 Financial Disbursement

ARTICLE XVII AMENDMENTS

Sec. 1 These Bylaws may be amended by two-thirds (2/3) vote of the Board of Trustees present and voting at a regular or special meeting called for that purpose provided the proposed amendment shall have been submitted to all members of the Board of Trustees in writing five (5) days prior to such meeting. Notice of proposed amendments may be given in less than five (5) days, however, a nine-tenths (9/10) vote of the board shall be required for adoption. (7/5/93)

Sec. 2 Such amendments shall become effective upon adoption, unless otherwise provided. (1/20/90)

These Bylaws were amended and approved by the International Board of Trustees at the virtual meeting on 22 July 2026.