

CCMAC CONSTITUTION

ARTICLE I NAME

Sec. 1 This organization is a chartered club of Wally Byam Caravan Club International, Inc. (“WBCCI” or “the International Club”) and shall be known as the Cape Cod Massachusetts Airstream Club (CCMAC) (“this Club”) of the Wally Byam Caravan Club International, Inc.

ARTICLE II OBJECTIVES

Sec. 1 The objectives of this non-profit Club shall be:

- To build a strong active Club where members foster responsible Airstream use, safety, and public goodwill.
- To promote and encourage camaraderie among Airstream owners and provide opportunities for members to camp and travel together.
- To coordinate with, and support the interests and activities of, the International Club and Region 1.
- To promote the standards and ethics of recreational vehicle use.
- To disseminate advisory and educational information that is valuable to members.
- To encourage government and private agencies to provide more and better recreational vehicle parks and facilities.

ARTICLE III

MEMBERSHIP QUALIFICATIONS

Sec. 1 An adult who owns a hard-side recreational vehicle manufactured by Airstream, Inc. shall be eligible for membership of this Club.

Sec. 2 There are two classes of membership in this Club: Regular and Affiliate Members.

Sec. 3 Applicant for membership in this Club must apply through the International Club website and, upon the payment of dues to the International and this Club, shall be a Regular Member of this Club.

Sec. 4 Regular Members who have sold their recreational vehicle manufactured by Airstream,

Inc., may, upon request, retain their membership as Regular Members of this Club pursuant to the provisions of Sec. 2 ARTICLE VI of the International Constitution. Such Regular Members shall possess all the rights and privileges of WBCCI including full voting rights in all elections and on all questions.

Sec. 5 Any member of Wally Byam Airstream Club may become an Affiliate member in this Club by an application to the Membership Chair and upon acceptance shall possess all the rights and privileges of the Club except:

- To vote in the election of officers in the International Club as an Affiliated member of this Club
- To hold office in this Club.
- To vote in the election of officers of this Club
- To vote on amendments to this Club's Constitution and By-Laws.
- The right to vote on the dissolution of this Club, consolidation of this Club with one or more Clubs, or the merger of this Club with another Club.

Sec. 6 Applicants for Affiliate membership in this Club must apply through the International Club website and, upon the payment of this Club's dues, shall be an Affiliate Member of this Club.

Sec. 7 Failure to pay dues of either the International Club or this Club will automatically terminate membership in this Club.

Sec. 8 An owner of an Airstream and his/her spouse/partner who join this Club/Unit as Regular Members will have one vote per person in the election of officers at the Local and International levels as well as amendments to their respective Constitutions.

ARTICLE IV

OFFICERS AND THEIR ELECTION

Sec. 1 The officers of this Club shall be Regular members of this Club and shall consist of:

- President
- First Vice President
- Second Vice President
- Club Secretary

- Treasurer
- Four Directors

Sec.2 The Officers shall be elected at the annual fall business meeting and shall be installed and shall assume office at that time. An officer, except for Directors, shall serve in office for a term of one year or until a successor is elected but in no case shall an officer be eligible to serve more than two consecutive terms in the same office except the Club Secretary or Treasurer provided said officers are duly nominated and elected for each term of office.

Sec. 3 The Directors shall be elected at the annual fall business meeting, each for a term of two years, but arranged so that only one-half such Directors' terms expire in any one year. No Director shall serve more than one two-year term consecutively.

Sec. 4 An officer who advances to an office pursuant to the provisions of Sec. 5 of this ARTICLE shall not be deemed to have served a full term in such office unless said service is for a period of greater than one-half (1/2) the term of such office.

Sec. 5 In the event of the death or resignation of the President or the death, advancement or resignation of a Vice President, or an officer's inability to fulfill the duties of office, the next ranking Vice President (in the order first, second) shall advance thereto. All other vacancies on the Executive Board, except that of the Immediate Past President, shall be filled by a majority vote of the Executive Board.

ARTICLE V

EXECUTIVE BOARD

Sec. 1 The Executive Board shall consist of all this Club's officers plus the immediate Past President of this Club.

Sec. 2 The Executive Board shall be the administrative body of this Club and shall define the policies of and have full administrative authority in all matters pertaining to this Club and shall exercise general control and supervision of all officers and committees.

Sec. 3 The President or any two members of the Board may call a business meeting of the Executive Board at any time deemed necessary.

Sec. 4 A quorum of the Executive Board shall consist of a majority of its members (i.e 6 members).

ARTICLE VI

CLUB BUSINESS MEETINGS

- Sec. 1 The annual business meeting of this Club shall be held during the months of September or October. Additional business meetings may be held during any rally of this Club and may be called at any time by a majority vote from the Executive Board. The date, time, location, and purpose of Club business meetings of this Club shall be communicated to the members by first class mail or electronically at least fifteen days prior to the meeting. A quorum for conducting business at any business meeting shall be not less than 10% percent of the membership.
- Sec. 2 All Regular Members, including spouses or partners, voting at the annual or additional business meetings of this Club, shall have one vote.
- Sec. 3 Ballots submitted via secure electronic data collection platforms, email, or regular mail may also be accepted from Regular members unable to attend regular or special business meetings. The President and Club Secretary shall ensure no member casts more than one ballot. Votes allowed in this manner should be received by this Club no later than two (2) days before the regular or special meetings at which a vote is to be taken. These votes must be kept confidential until voting at a meeting has taken place. Such ballots also count as a part of the quorum for such a business meeting.

ARTICLE VII

BYLAWS

Sec. 1 Bylaws consistent with this Constitution and with the Constitution, Bylaws and Policy of WBCCL., embodying additional provisions for the government of this Club may be adopted by the Executive Board.

ARTICLE VIII

AMENDMENTS

Sec. 1 Proposed amendments to this Constitution shall be submitted to the Executive Board in writing. The Executive Board shall submit all such amendments to the members for their consideration.

Sec. 2 Any Article or Section of this Constitution may be amended by a two-thirds vote of the members present and voting at a business meeting of this Club or a special meeting called for that purpose, providing in either case, a notice containing the proposed amendment or amendments has been mailed first-class or electronically to each member of this Club at least fifteen days prior to such a meeting.

Sec. 3 All amendments to this Constitution shall become effective upon adoption.

This Constitution, as last amended, was adopted on October 14, in 2023 during Fall Business Meeting via Zoom.

CCMAC BYLAWS AND POLICY

ARTICLE I

PARLIAMENTARY AUTHORITY

Sec. 1 Parliamentary procedures for all meetings of this Club and Executive Board shall be governed by the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED except when they conflict with the Constitution, Bylaws, or Policy of this Club.

The order of business may be as follows:

- 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. Ethics and Grievance
- B. Historical
- C. Hospitality/Social Secretary
- D. Membership
- E. Newsletter/Publicity
- F. Technical Coordinator

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

Sec. 2 All Standing Committees shall consist of a Chair and as many members as deemed necessary by the President. Chairs of Standing Committees shall report at each meeting of the Executive Board.

STANDING COMMITTEES

General Duties

1. Ethics and Grievance To investigate and assess all grievances or complaints made by members and others according to Article V of the WBCCI Bylaws, and to make recommendations thereon to this Club's Executive Board.
2. Historical To record events including written and pictorial material associated with unit activities and to maintain a historical record of such. Coordinate with the Technical Coordinator regarding digital solutions for archiving historical records.

3. Hospitality/Social Secretary Receive and make welcome guests and new members at Club functions. Recommend ways to meet and greet all members of this Club and guests at rallies and/or seasonal functions. Communicate by sending members cards to show this Club's desire to welcome new members and offer congratulations, comfort, support, and care, when needed, to all members.
4. Membership Be this Club's contact for prospective new members and explain the purpose and objectives of WBCCI. Extending invitations to new members to attend a rally or meeting. Coordinate with the Treasurer to ensure we have an accurate list of paid-up members, and to assist the Treasurer, as needed, in following up with all members who have not paid dues for their membership year.
5. Newsletter/Publicity Collect newsworthy items of interest to members of this Club and publish a regular newsletter containing past and future events of this Club, Region and WBCCI. Publish yearly a roster in the form and content as directed by the Executive Board. Forward material to Headquarters for publishing in the Blue Beret and Directory with respect to this Club's activity schedule. Make use of social media to communicate and engage with this Club's membership and to present a public face of this Club to attract new members and engage the community. Coordinate with the Technical Coordinator on tools and configuration.
6. Technical Coordinator Manage this Club's use of information technology functions including digital records management, online event registration, email, etc. and administer this Club's web properties, including our pages and other information hosted on the WBCCI website. Collaborate with the Treasurer on implementation of digital payment systems. Coordinate with Region 1 and WBCCI Technology Committees to ensure consistency and adherence to policy. Establish standards for use of tools with focus on privacy, data security and minimizing cost.

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 this Club. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee.
- Sec. 2 A member of 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 this Club.
- Sec. 3 Members of good standing in WBCCI may attend activities of this Club provided that such members, and where required, shall have made prior reservation for each attendance.
- Sec. 4 This Club, once each calendar year, may host a rally or caravan or combination thereof with a recreation vehicle club not chartered by WBCCI. This Club may also conduct twice each calendar year (but not more than 50% of the rallies and caravans conducted by this Club in any calendar year) a buddy rally or a buddy caravan or combination thereof to which each member of this Club may invite not more than one non-member recreation vehicle family.
- 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 this 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.
- Sec. 5 Except as authorized by section 1 through 4 of this article, only members of a WBCCI club traveling in a recreational vehicle manufactured by Airstream, Inc. and their guests, and visitors especially authorized by the Executive Committee of WBCCI, may be admitted to an intra-club, club, state, region, or International caravan, special event, or rally.
- However, members of WBCCI may attend an intra-club, club, state, region, or International caravan, special event, or rally without their recreational vehicle manufactured by Airstream, Inc. when it is inconvenient or impossible for them to travel in said recreational vehicle, provided such members are not present at any activity in any other make of recreational vehicle.

ARTICLE IV

NOMINATING COMMITTEE

Sec. 1 The Executive Board shall, not less than ninety (90) days prior to this Club's annual business meeting, appoint a three-member Nominating Committee. This committee shall solicit members of the Club to volunteer to stand for any open 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 will be submitted to the Executive Board. The President shall distribute the report to the membership not less than twenty (20) days before an election. The election may be by electronic ballot, mail ballot, or at the business meeting.

ARTICLE V DUTIES OF

OFFICERS

Sec. 1 The President shall:

- Preside at all meetings of this Club and Executive Board.
- Enforce the Constitution and Bylaws.
- Appoint all standing committees.
- Have such powers and duties as normally pertain to the principal executive officer.
- Respond to any and all communications from WBCCI, or delegate them to the appropriate officer, in a timely manner.
- Complete and submit required WBCCI forms in a timely manner at the start of term. This includes the "Officer Reporting and Communication Form."
- Have such powers and duties as normally pertain to the principal Executive Officer.
- Train the incoming President on these responsibilities at the end of term.

Sec. 2 The 1st Vice President shall:

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

- Plan and schedule this Club's event calendar for the following year.
- Organize the Nominating Committee in conjunction with the Executive Board.
- Train the incoming 1st Vice President on these responsibilities at the end of term.

Sec. 3 The 2nd Vice President shall:

- Attend all business meetings of this Club and the Executive Board.
- Assist the President and the First Vice President.
- Assume the duties of the First Vice President in the absence of said officer.
- Assume the duties of the President in the case of the absence of the President and the First Vice President.
- Perform the duties as assigned by the Executive Board.
- Ensure the completeness and accuracy of this Club's Equipment Inventory and make it available to this Club's members.
- Train the incoming 2nd Vice President on these responsibilities at the end of term.

Sec. 4 The Club Secretary shall:

- Issue notices of all meetings of this 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 by the presiding officer at each meeting.
- Record the attendance of the officers at each meeting and advise the presiding officer if a quorum is present.
- Coordinate with the Treasurer to maintain an accurate roster of paid-up members of this Club.
- Record and preserve the minutes of all official meetings of this Club and the Executive Board, and mail copies to the members of the Executive Board for not more than fifteen days following each meeting.
- Train the incoming Club Secretary on these responsibilities at the end of term.

Sec. 6 The Treasurer shall:

- Maintain the financial records of this Club and receive all monies, as prescribed in international Bylaws, Article XVI Financial Management Sec. 12 – 13 and Policy, Financial Data Guidelines, and promptly deposit them in the bank previously chosen by the Executive Board.
- Notify members of expiration of dues and direct the members to the Headquarters website to renew their International and Club dues. They should also maintain an upto-date roster of paid-up members. Changes to this roster shall be shared with the Club Secretary, the Newsletter Editor, and the Membership Chair. In addition, the Membership Chair shall be notified of all members who have not paid their dues by their anniversary date in order that the Membership Chair might assist the Treasurer in contacting those members to collect their dues.
- Submit a full written report of finances to the Executive Board at each meeting. Each year the books and accounts will be audited by a committee selected by the incoming President. Before retirement, all books, monies, and property of this Club shall be delivered promptly to the incoming Treasurer.
- Train the incoming Treasurer on these responsibilities at the end of term.

Sec. 7 The duties of the Directors shall be:

- To attend all meetings of this Club and the Executive Board.
- To accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.

ARTICLE VI

MEETING TYPE

Sec. 1 Any Business Meeting of this Club or the Executive Board may be held as an electronic meeting with a minimum of ten (10) days' notification to the membership and Board. Such notification will include all necessary information for participation by the membership and Board.

Sec. 2 Any electronic meeting must meet the quorums established in this Club's Constitution.

ARTICLE VII

DUES

Sec. 1 The dues of Regular and Affiliate members of this Club shall be set by the Executive Board.

Sec. 2 A member who fails to pay properly assessed dues of the International Club or this Club may not be listed in the Annual Membership Directory of WBCCI for the following year.

If the dues are not paid and receipted by the Treasurer or WBCCI on or before December 31, for members joining prior to August 1, 2023, or their anniversary date, for those joining after August 1, 2023, the membership will be terminated.

ARTICLE VIII

CODE OF ETHICS

Sec. 1 All members of this Club shall abide by the following Code of Ethics:

- A. To be ever mindful of our responsibility to WBCCI, and through conduct, indicate to the public that membership in this organization is an assurance of our courtesy on the road and goodwill to all peoples and countries.
- B. To be ever mindful of what we say or print with respect to its effect on others so as to avoid disharmony and ill feelings among club members of diverse ethnicities, religious beliefs, or orientation and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.
- C. To conduct ourselves in a manner to inspire others engaged in recreational vehicle travel to a full appreciation of the intent and meaning of this code.
- D. To maintain our camps in an orderly manner and leave them the same way.

ARTICLE IX

LIABILITY

Sec. 1 Neither this 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 function of this Club. 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.

ARTICLE X

POLICY

Sec. 1 Policy consistent with the Constitution and Bylaws of this Club and with the Constitution, Bylaws and Policy of WBCCI, embodying additional provisions for the government of this Club may be adopted by the Executive Board or the members of this Club.

ARTICLE XI
AMENDMENTS

Sec. 1 These Bylaws may be amended at any business meeting of the Executive Board by 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 this Club to consolidate with one or more Clubs, or for this 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 WBCCI. These procedures are in accordance with Section 501 (c) 7 of the Internal Revenue Service Code.

Cape Cod Massachusetts Airstream Club Constitution and Bylaws

Article I: Name

The organization is a chartered club of Wally Byam Caravan Club International, Inc. (WBCCI), known as the Cape Cod Massachusetts Airstream Club (CCMAC).

Article II: Objectives

- Foster a strong, active club where members promote responsible Airstream use, safety, and public goodwill.
- Encourage camaraderie among Airstream owners and provide opportunities to camp and travel together.
- Coordinate and support activities of the International Club and Region 1.
- Promote standards and ethics of recreational vehicle use.
- Share advisory and educational information is valuable to members.
- Advocate for improved recreational vehicle parks and facilities.

Article III: Membership Qualifications

- Membership is open to adults who own a hard-side Airstream recreational vehicle.
- Two membership classes: Regular and Affiliate.
- Applicants apply through the International Club website and pay dues to become Regular Members.

- Regular Members who sell their Airstream can retain membership via the International Constitution, maintaining all rights and voting privileges.
- WBCCI members may become Affiliate members with application and dues but cannot vote in certain elections, hold office, or vote on amendments or dissolution.
- Affiliate membership is gained through the International Club website and payment of dues.
- Failure to pay dues to either this Club or the International Club will terminate membership.
- Each Airstream-owning member and their spouse/partner has one vote per person in officer elections and amendments.

Article IV: Officers and Election

- Officers must be Regular members and include President, First Vice President, Second Vice President, Club Secretary, Treasurer, and four Directors.
- Officers are elected at the annual fall business meeting, serve one-year terms (maximum two consecutive terms, except Secretary/Treasurer).

These Bylaws, as last amended, and adopted on October 13, 2023, during Fall Business Meeting via Zoom.