

NORTHERN VIRGINIA AIRSTREAM CLUB
WALLY BYAM CARAVAN CLUB INTERNATIONAL INC.
BYLAWS

INTRODUCTION

Section 1. Throughout these Bylaws, "Club" refers to the Northern Virginia Airstream Club, and WBCCI refers to the parent organization, the Wally Byam Caravan Club International, Inc.

Section 2. These Bylaws provide for the management of the Club in addition to articles contained in the Club Constitution. If these Bylaws are found to be inconsistent with the Club Constitution, the Club Constitution shall govern. If these Bylaws are found to be inconsistent with the Constitution, Bylaws, or Policy of the WBCCI, the latter shall govern.

Article I

PARLIAMENTARY AUTHORITY

Section 1. Parliamentary procedures for all meetings of the Club and the Executive Board shall be governed by the current edition of Robert's Rules of Order Newly Revised, except when they are in conflict with the Constitution, Bylaws, or Policy of this Club or the WBCCI.

Section 2. The order of business may be:

A. Opening Ceremonies

Invocation (Nonsectarian), Pledge of Allegiance (The Pledge of Allegiance may be omitted at all WBCCI rallies, events, and functions held outside the United States.)

B. Roll Call

C. Reading and Approval of Minutes

D. Reports of Officers and Committees

E. Special Orders

F. Unfinished Business

G. New Business

H. Announcements

I. Adjournment

Article II

COMMITTEES

Section 1. Standing Committees shall be:

A. Budget

B. Caravan

C. Constitution, Bylaws, & Legislative

D. Historical

E. Membership

F. Rally

G. Webmaster

Section 2. The President shall serve as an ex-officio member of all committees.

Section 3. The Chairman of each standing committee shall be one of the officers listed in Article IV of the Constitution. If other members are desired on any committee, they shall be appointed by the President after consulting with the chairman of the committee.

Section 4. The Chairmen of all standing committees shall report at each meeting of the Executive Board.

Section 5. Standing committees general duties:

A. Budget: Chaired by the Treasurer. The incoming and outgoing Treasurers of the Club shall prepare for the Executive Board a budget projecting the Club's income and expenditures for the next year.

B. Caravan: Chaired by the Second Vice President. Responsible for planning and scheduling Club caravans within the scope of the WBCCI Caravan Handbook and, when necessary, obtaining caravan leaders and coordinating Club caravan matters with appropriate WBCCI Region and International caravan committee personnel.

C. Membership: Chaired by the Membership Director. Serve as Club contact for the referral of prospective new members. Responsible for aggressively seeking prospective members and ensuring that they are extended an invitation to join the Club. Advise prospects of the objectives of WBCCI and the criteria for membership. After receiving confirmation from ACI of a new member, the membership director will contact them via email and US postal mail and include a welcome letter and a current copy of the Club Newsletter. The Membership Director will compile and maintain a digital Club Directory to be distributed to all Club members in the winter/spring and summer/fall of each year.

D. Constitution, Bylaws, & Legislative: Chaired by the Legislative Director. Responsible for the continuing study and review of the Constitution and Bylaws of both the Club and the WBCCI and for making recommendations regarding any amendments deemed desirable. Study and review any legislation which might affect the Club or the WBCCI or its members and make recommendations as to whether the members should support or oppose such legislation.

E. Historical: Chaired by the Newsletter Editor. Minutes of all business meetings are published in the Newsletter. The Newsletter is our historical record.

F. Rally: Chaired by the First Vice President. Responsible for developing and coordinating the rally schedule and for the safekeeping of all rally equipment and supplies.

G. Webmaster: Chaired by the Webmaster. Responsible for maintaining and updating NORVA's website.

Section 6. Special Committees may be appointed by the President, as required.

Article III

GUESTS

Section 1. A guest or guests sponsored and invited by a member and using the member's trailer or motor home or staying in a non-RV facility such as a cabin, motel room, etc., may attend activities of the Club. Members sponsoring such a guest shall pay one extra rally fee, exclusive of the parking fee.

Section 2. A member in this Club may sponsor and invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the Club.

Section 3. Members in the International Club may attend activities of the Club provided that such members, and where required, shall have made prior reservation for each attendance.

Section 4. This Club, once each calendar year, may host a rally or caravan or combination thereof with a recreation vehicle club not chartered by the Wally Byam Caravan Club International, Inc., and it may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by this Club in any calendar year) a buddy rally or a buddy caravan or combination thereof to which each member of the 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 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.

Article IV REMOVAL OF OFFICERS

Section 1. Absences Limited: Any member of the executive board who misses three (3) consecutive board meetings without an excuse shall be subject to removal for cause from the board. Members of the board wishing for an excused absence from a meeting of the board should inform the president or the recording secretary in advance of the anticipated absence. The board will manage the vacancy in accordance with article IV of this club's constitution.

Article V NOMINATING COMMITTEE

Section 1. The executive board must appoint a three-member nominating committee at least ninety (90) days before the club's annual business meeting. This committee must solicit members to volunteer for any open leadership position and encourage self-nomination. After securing prior acceptance from each potential candidate, the committee will nominate all candidates for office. The committee must submit a written report to the executive board. The president must distribute the slate of officers to the membership at least twenty (20) days before the election. The election shall follow the criteria specified in article VI of this club's constitution.

Article VI DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Club and the Executive Board, enforce the Constitution and Bylaws, appoint all committee chairmen and a Parliamentarian and have such powers and duties as normally pertain to a principal executive officer. The President shall vote only when executive board members are equally divided on an issue. The President shall select a committee to audit the books and accounts. The outgoing President shall present the incoming President with the Club's gavel, and the flag of office.

Section 2. The First Vice President shall attend all business meetings of the Club and the Executive Board, assist the President, and assume the duties of the President in the President's absence. The First Vice President, with the Rally Committee, will develop a schedule of rallies and activities for the next calendar year and present it to the President for approval. The First Vice President shall present the outgoing President with the WBCCI Club Past President's flag and shall present the incoming First Vice President the flag of office.

Section 3. The Second Vice President shall attend all business meetings of the Club and the Executive Board, assist the President and First Vice President and assume the duties of the First Vice President in the First Vice President's absence. The Second Vice President shall assume the duties of the President in the case of the absence of the President and the First Vice President. The Second Vice President, with the Caravan Committee, will develop a schedule of caravans for the next full calendar year and present it to the President for approval. The outgoing Second Vice President shall present the incoming Second Vice

President the flag of office.

Section 4. The Secretary shall attend and record attendance and actions at all business meetings of the Club and the Executive Board, advise the presiding officer as to whether or not a quorum is present, coordinate with the Membership Director to maintain an accurate roster of paid-up unit members, prepare minutes of meetings, and provide copies to all members of the Executive Board within fifteen days following the meeting. The Secretary shall have access to the ACI Outlook account and has the responsibility for managing the Inbox (correspondence), storing Club documents, and sending the Club Newsletter (on behalf of the Newsletter Editor) and other notices. The outgoing Secretary shall present the incoming Secretary with the flag of office and turn over a complete set of Minutes of all Executive Board meetings and Club business meetings.

Section 5. The Newsletter Editor shall attend all business meetings of the Club and the Executive Board, ensure that proper notice is provided to the membership prior to all business meetings in accordance with the Club Constitution, prepare and mail or e-mail the NORVA newsletter, and chair the Historical Committee. The outgoing Newsletter Editor will turn over all books, supplies, and any Club equipment to the incoming Newsletter Editor. The outgoing Newsletter Editor will present the incoming Newsletter Editor with the flag of office.

Section 6. The Treasurer shall attend all business meetings of the Club and the Executive Board and oversee and report on all matters related to Club funds including:

- Tracking financial assets and debts
- Receiving and recording income in a timely manner and maintaining complete and organized documentation to support these receipts
- Paying bills in a timely manner
- Maintain complete and organized documentation (receipts) to support required payments
- Preparing reports for the Executive Board and general membership
- Interacting with the Club bank account specialist
- Filing required national (IRS or CRA) and state/provincial forms
- Developing a club budget with input from officers and members
- Ensuring the club has checks and balances (aka controls) for its finances
- Reconciling all monthly bank statements, including cash apps such as PayPal
- Reviewing the budgets, receipts and disbursements for rallies and events
- Communicating with ACI HQ on financial matters as required
- Ensuring our club is in compliance with ACI HQ needs

The Treasurer shall comply with ACI policy regarding Club finances. Each year, the Treasurer shall arrange to have the books audited by a committee appointed by the incoming President. The outgoing Treasurer shall turn over all Club books, monies, and property to the incoming Treasurer, and shall present the incoming Treasurer with the flag of office.

Section 7. The Legislative Director shall attend all business meetings of the Club and Executive Board and chair the Constitution, Bylaws, & Legislative Committee. Responsible for the continuing study and review of the Constitution and Bylaws of both the Club and the WBCCI and for making recommendations regarding any amendments deemed desirable. Study and review any legislation which might affect the Club or the WBCCI or its members and make recommendations as to whether the members should support or oppose such legislation. Maintain and update Club Executive Board Policies. The outgoing Legislative Director shall turn over all Club materials to the incoming Legislative Director and shall present the incoming Legislative Director with the flag of office.

Section 8. The Membership Director shall attend all business meetings of the Club and Executive Board and chair the Membership Committee. Responsible for aggressively seeking prospective members and ensuring that they are extended an invitation to join the Club. Advise prospects of the objectives of WBCCI and the criteria for membership. Maintain a current roster of members and follow up on all members who have not paid their dues to Airstream Club International within 45 days of their anniversary date. Update

a digital directory on a bi-annual basis and distribute to the Club membership. The outgoing Membership Director shall turn over all Club materials to the incoming Membership Director and shall present the incoming Membership Director with the flag of office.

Section 9. Webmaster: Shall attend all business meetings of the Club and Executive Board. Responsible for maintaining and updating the Northern Virginia Airstream Club Website on the Airstreamclub.org website of WBCCI. Ensure that all functionalities are in accordance with guidelines, policies and requirements from WBCCI and Region 3 webmasters. The outgoing Webmaster shall turn over all Club materials to the incoming Webmaster and shall present the incoming Webmaster with the flag of office.

Section 10. Parliamentarian is an appointed non-voting position. Shall attend all business meetings of the Club and Executive Board. Responsible for the proper function of all business and executive board meetings insuring they conform to Robert's Rules of Order and WBCCI guidelines. Upon appointment of a new Parliamentarian by the President, the outgoing Parliamentarian shall present the incoming Parliamentarian with the Parliamentarian's flag.

Section 11. Immediate Past President: Shall attend all club business meetings, as well as executive board meetings. Serve as a member of the executive board in an advisory role and shall vote on issues placed before the board.

Article VII ELECTRONIC MEETINGS

Section 1. The executive board of this club can arrange an electronic meeting for any business meeting or the executive board meetings, provided they notify the members and board members at least ten (10) days in advance. The notification should include all relevant information to ensure member and board participation and must follow the procedures outlined in article VI of the constitution.

Section 2. The electronic meeting must meet the quorum requirements established in Article VI of this club's constitution.

Article VIII MEMBERSHIP AND RENEWAL

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

Article IX CODE OF ETHICS

All members shall abide by the following Code of Ethics.

- A. To be ever mindful of our responsibility to Wally Byam Caravan Club International. Inc., and through conduct, indicate to the public that membership in this organization is an assurance of our courtesy on the road and goodwill to all peoples and countries.
- B. To be ever mindful of what we say or print with respect to the effect on others of our diverse membership so as to avoid disharmony and ill feelings among Club members of differing ethnicities, religious beliefs or orientation and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.
- 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 campsites in an orderly manner and leave them in the same way.

Article X

LIABILITY

Section 1. Officer Liability Exemption: Neither the club nor its officers are responsible for the loss of or damage to property or injury to or death of a person on the premises of any club function. This freedom from responsibility for loss or damage to property applies regardless of whether that property has been received by any member or officer or left on the premises.

Section 2. Liability Insurance Requirement: The club's parent organization, WBCCI, provides liability insurance for sanctioned club rallies, caravans, and functions. A certificate of liability insurance, defining coverage and liability limits, is available upon request from WBCCI headquarters. Publishing events is necessary to ensure they are considered sanctioned activities since WBCCI liability insurance applies only to sanctioned activities.

Article XI

POLICY

Policy consistent with the Constitution and Bylaws of the Club and with the Constitution, Bylaws and Policy of the Wally Byam Caravan Club International, Inc., embodying additional provisions for the governing of the Club, may be adopted by the Executive Board and/or the Club members.

Article XII

AMENDMENTS

Section 1. These Bylaws may be amended at any business meeting of the Executive Board by a two-thirds vote of the members present and voting. The proposed amendment must have been submitted to all members of the Executive Board in writing by first class mail or by e-mail (to those members who have agreed to have their vote registered by e-mail and who have filed with the secretary of this Club a current e-mail address) at least ten (10) days prior to such meeting. All e-mail messages from the Club Secretary and from the members shall request a "Read Receipt" to assure the sender that the message was received. Proxy voting is not allowed.

Section 2. If the executive board agrees to the proposed amendment, the amendment must be submitted to WBCCI for review. Upon approval from WBCCI, the amended bylaws may be adopted by a two-thirds vote of the executive board members.

Section 3. Such amendments shall become effective upon adoption.

Article XIII

MERGER, CONSOLIDATION, OR DISSOLUTION OF THE UNIT

In the event the members of this Club deem it desirable for this Club to merge with another Unit or Club or for the Club to consolidate with one or more Units or Clubs, or for the Club to dissolve, the members shall, through the President of this Club, follow the appropriate procedures as prescribed in ARTICLE VII, Section 1 through 6 of the Bylaws of the International Club. These procedures are in accordance with Section 501 (c) (7) of the Internal Revenue Service Code. Whether the Club merges with another Unit or Club consolidates with one or more other Units or Clubs, or dissolves, none of the funds or property of this Club shall ensure to the benefit of any member.

These Bylaws, as last amended, were adopted and effective on [Month date year, at location] _____