

# OKLAHOMA UNIT BYLAWS

## ARTICLE I

### PARLIAMENTARY AUTHORITY

- Sec. 1    A. Parliamentary procedures for all meetings of the Unit and Executive Board shall be governed by the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED except when they are in conflict with the Constitution, Bylaws, or Policy of this Club.
- B. The Unit may elect to dispense with certain elements of the suggested order of business when not applicable to the matter at hand.
- Sec. 2    A. Suggested order of business:
1. Opening Ceremonies
    - Invocation (Nonsectarian)
    - Pledge of Allegiance
  2. Business Meeting
    - Call to Order
    - Roll Call
    - Approval of Past Minutes
    - Reports of Officers and Committees
    - Special Orders
    - Unfinished Business
    - New Business
    - Announcements
    - Adjournment

## ARTICLE II

### COMMITTEES

**(Unit will establish only those committees they need.)**

- Sec. 1    A. Standing Committees shall be:
1. Budget
  2. Caravan
  3. Constitution and Bylaws
  4. Ethics and Grievance
  5. Family/Youth
  6. Historical
  7. Hospitality

8. Legislative
9. Membership
10. Publicity
11. Public Relations

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

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

### **STANDING COMMITTEES General Duties**

1. Budget - In cooperation with the incoming and outgoing Treasurer of the Unit, prepare for the Executive Board a budget projecting the unit's income and expenditures for the next year.
2. Caravan - To plan, organize, and obtain leaders for unit caravans that are operated or conducted for the Unit within the scope of the WBCCI Caravan Handbook. To develop an aggressive Unit Caravan program and to coordinate unit caravan matters with appropriate Region and International Caravan Committee personnel.
3. Constitution and Bylaws - To conduct a continuing review and study of the Unit and the International Constitution and Bylaws and to make recommendations for any amendments or additions deemed desirable and in the best interest of the Club.
4. Ethics and Grievance - To investigate and assess all grievances or complaints made by members and others and to make recommendations thereon to the Unit Executive Board.
5. Family/Youth - Plan programs to encourage participation of family/youth at unit functions and to be the liaison person between the Unit and International Family/Youth Standing Committee.
6. Historical - To record events including written and pictorial material associated with unit activities and to maintain an historical record of such.
7. Hospitality - To receive and make welcome guests and new members at club functions. Recommend ways to meet and greet all club members and guests at rallies and/or seasonal functions.
8. Legislative - To study, advise and recommend legislation in the interest of the Club and its members; to recommend opposition to all legislation which is discriminatory and injurious to the interest of the Club and its members.

9. Membership - Be the Unit/Club contact for prospective new members and explain the purpose and objectives of the Wally Byam Caravan Club International. Extend invitations to prospective members to attend a rally or meeting when making application for membership. Coordinate with the Treasurer to ensure having an accurate list of paid-up members, and to assist the Treasurer, as needed, in following up on all members who have not paid dues by October 15th.
10. Publicity - To collect newsworthy items of interest to club members and to publish monthly a newsletter containing past and future events of the Unit, Region and International. Forward material to Headquarters for publishing in the *Blue Beret* and Directory with respect to the Unit's activities schedule.
11. Public Relations - To maintain communications with the International and Region Public Relations Committees for maintaining a continuing program of public relations between WBCCI and communities being exposed to rallies and caravans.

Sec. 3 Special Committees may be appointed by the President as required.

### **ARTICLE III GUESTS**

- Sec. 1 A guest (or guests) sponsored and invited by a member in good standing, and using the member's trailer or motorhome or staying in a non-RV facility such as a cabin, motel room, etc., may attend activities of the Unit. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee.
- Sec. 2 A member in good standing in this Unit may sponsor and invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the Unit.
- Sec. 3 Members in good standing in the International Club may attend activities of the Unit provided that such members, and where required, shall have made prior reservation for each attendance.
- Sec. 4 A unit, once each calendar year, may host a rally or caravan or combination thereof with a recreation vehicle club not chartered by the Wally Byam Caravan Club International, Inc., and it may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by that unit in any calendar year) a buddy rally or a buddy caravan or combination thereof to which each member of the unit may invite not more than one non-member recreation vehicle family. 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 unit 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**  
**NOMINATING COMMITTEE**

- Sec. 1 The Executive Board shall, not less than ninety (90) days prior to the unit's annual business meeting, appoint a three member Nominating Committee who shall, after having obtained the prior acceptance for office of each nominee if elected, place in nomination all qualified candidates for each office to be filled by election, and submit a written report to the Executive Board which shall include the names of all candidates considered, and the President shall distribute the report to the membership not less than ten (10) days prior to said business meeting. Additional candidates who have previously consented to accept the office if elected, may be placed in nomination from the floor of said meeting. No seconds are required for any nomination.

**ARTICLE V**  
**DUTIES OF OFFICERS**

- Sec. 1 The President shall:
- A. Preside at all meetings of the Unit and Executive Board.
  - B. Enforce the Constitution and Bylaws.
  - C. Appoint all standing committees and the Parliamentarian.
  - D. Have such powers and duties as normally pertain to the principal executive officer.
- Sec. 2 The 1st Vice President shall:
- A. Attend all business meetings of the Unit and the Executive Board.
  - B. Shall assist the President.
  - C. Assume the duties of the President in the President's absence.
- Sec. 3 The 2nd Vice President shall:
- A. Attend all business meetings of the unit and the Executive Board.
  - B. Assist the President and the First Vice President.
  - C. Assume the duties of the First Vice President in the absence of said officer.
  - D. Assume the duties of the President in the case of the absence of the President and the First Vice President.
  - E. Perform the duties as assigned by the Executive Board.

- Sec. 4 The Corresponding Secretary shall:
- A. Issue notices of all meetings of the Unit 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.
  - B. Prepare an agenda of pending business for use by the presiding officer at each meeting.
  - C. Coordinate with the Treasurer to maintain an accurate roster of paid-up members of the Unit.
- Sec. 5 The Recording Secretary shall:
- A. Record and preserve the minutes of all official meetings of the Unit and the Executive Board, and email the minutes to the members of the Executive Board not more than ten (10) days following each meeting.
  - B. Record the attendance of the officers at each meeting and advise the presiding officer if a quorum is present.
- Sec. 6 The Treasurer shall:
- A. Maintain the financial records of the Unit and receive all monies, as prescribed in International Bylaws, Article XVI Financial Management, Sec. 12 – 14 and Sect. 14, Financial Data Guidelines, Sub Paragraphs 1 through 6, and promptly deposit them in the bank previously chosen by the Executive Board.
  - B. Notify members of expiration of dues, issue receipts for dues paid, and maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Corresponding Secretary, the Newsletter Editor, and the Membership Chairman. In addition, the Membership Chairman shall be notified of all members who have not paid their dues by October 15th in order that the membership chairman might assist the Treasurer in contacting those members to collect their dues prior to November 1st.
  - C. 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 the Unit shall be delivered promptly to the incoming Treasurer.
- Sec. 7 The duties of the Trustees (or Directors) shall be:
- A. To attend all meetings of the Unit and the Executive Board.
  - B. To accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.

**ARTICLE VI  
DELEGATES**

- Sec. 1 The Executive Board may appoint one delegate and one alternate from among the Regular Members of this unit who will attend the annual Delegates Meeting of the parent organization, Wally Byam Caravan Club International, Inc. An Affiliate Member of this unit who is a regular member in the same region may be appointed if the unit has no Regular Members who are going to attend the Delegates Meeting. Any vacancy occurring following such selection shall be filled by appointment by the President. The delegate should be instructed with respect to the wishes of the Unit on matters to come before the meeting. The President and Secretary shall certify to these appointments.

**ARTICLE VII  
DUES**

- Sec. 1 The annual Unit dues of Regular and Affiliate members shall be set by the Executive Board.
- Sec. 2 A member who fails to pay properly assessed International and Unit dues before November 15 may not be listed in the Annual Membership Directory of the International Club for the following year. If the dues are not paid and received by the Treasurer on or before December 31, the membership will be terminated.

**ARTICLE VIII  
CODE OF ETHICS**

- Sec. 1 All members shall abide by the following Code of Ethics:
- A. To be ever mindful of our responsibility to Wally Byam Caravan Club International, Inc., and through conduct, indicate to the public that membership in this organization is an assurance of our courtesy on the road and good will to all peoples and countries.
  - B. To be ever mindful of what we say or print with respect to its effect on others so as to avoid disharmony and ill feelings among club members and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.
  - C. To conduct ourselves in a manner to inspire others engaged in recreational vehicle travel to a full appreciation of the intent and meaning of this code.
  - D. To maintain our camps in an orderly manner and leave them the same way.

**ARTICLE IX**  
**LIABILITY**

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

**ARTICLE X**  
**POLICY**

- Sec. 1 Policy consistent with the Constitution and Bylaws of the Unit and with the Constitution, Bylaws and Policy of the Wally Byam Caravan Club International, Inc., embodying additional provisions for the government of the Unit may be adopted by the Executive Board or the Unit members.

**ARTICLE XI**  
**AMENDMENTS**

- Sec. 1 These Bylaws may be amended at any business meeting of the Executive Board by a two-thirds vote provided the proposed amendment has been submitted to all members of the Executive Board in writing ten (10) days prior to such meeting.
- Sec. 2 Such amendments shall become effective upon adoption.

**ARTICLE XII**  
**MERGER, CONSOLIDATION OR DISSOLUTION OF THIS UNIT**

- Sec. 1
- A. In the event the members of this Unit deem it desirable for this Unit to merge with another Unit, or for the Unit to consolidate with one or more Units, or for the Unit to dissolve, the members shall, through the President of this Unit, 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.
  - B. Whether the Unit merges with another Unit, or consolidates with other Units, or the Unit dissolves, none of the funds or property of this Unit shall inure to the benefit of any member.

These Bylaws, as last amended, were adopted on 21 Nov 2017 at Lexington OK  
(Date) (City, State, or Province)