

**Alberta-Saskatchewan Canada Unit  
of the  
Wally Byam Caravan Club International Inc.**

**Unit Bylaws**

Article I

ORDER OF BUSINESS

Section 1 Parliamentary procedure for all meetings of the Unit 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 or Bylaws of this Club.

Section 2 The order of business shall be:

- A. Invocation (Optional)
- B. Roll Call
- C. 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 and Bylaws
- D. Ethics and Grievances
- E. Family/Youth
- F. Historical
- G. Hospitality
- H. Legislative
- I. Membership.
- J. Publicity
- K. Public Relations

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

Section 2 All standing committees shall consist of a Chairman and of 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 expenditure for the calendar year next ensuing.
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 programme 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 interests 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.

- 10. Publicity To collect newsworthy items of interest to club members and to publish a monthly newsletter containing past and future events of the Unit, Region and International. To 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 the Unit's activities schedule.
- 11. Public Relations To maintain communications with the International and Region Public Relations Committees for maintaining a continuing programme of public relations between WBCCI and communities being exposed to rallies and caravans.

Section 3 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 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.

Section 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.

Section 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.

Section 4 The Unit, once each calendar year, may host a rally, caravan, or combination thereof, with a recreational vehicle club not chartered by the Wally Byam Caravan Club International and it may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by the unit in any calendar year) a buddy rally or buddy caravan or combination thereof to which each Unit member may invite not more than one non-member recreational 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 that 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

- Section 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 one candidate for each office and trustee 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 fifteen (15) days prior to the said business meeting. Additional candidates who have previously consented to accept the office if elected, may be placed in nomination from the floor of the said meeting. No seconds are required for any nomination.

## Article V

### DUTIES OF OFFICERS

- Section 1 The President shall preside at all meetings of the Unit and Executive Board, shall enforce the Constitution and Bylaws, appoint all standing committees and have such powers and duties as normally pertain to the principal executive officer.
- Section 2 The Vice President shall attend all business meetings of the Unit and the Executive Board and shall assist the President and assume the duties of the President in the President's absence.
- Section 3 The Recording Secretary shall record and preserve the Minutes of all official meetings of the Unit and the Executive Board; copies of same shall be mailed to the members of the Executive Board not more than fifteen days following each meeting; shall record the attendance of the officers and trustees at each meeting and advise the presiding officer if a quorum is present.
- Section 4 The Secretary Treasurer shall maintain the financial record of the Unit, shall receive all monies and promptly deposit them in the bank previously chosen by the Executive Board; shall notify members of expiration of dues and issue receipts for dues paid; submit a full written report of finances to the Executive Board at each meeting and before retirement from office shall have the financial books and accounts audited by a committee of not less than three members appointed by the incoming President; shall deliver all books, monies and property of the Unit promptly to the incoming Secretary Treasurer. In addition, the Secretary Treasurer

shall issue notices of all meetings of the Unit and Executive Board as prescribed in Article VI, Sections 1 and 2 and Article VIII, Section 2 of the Constitution; shall prepare an agenda of pending business for use by the presiding officer at each meeting; shall keep a register of all members of the Unit.

Section 5 The duties of the Trustees shall be to attend all meetings of the Unit and Executive Board and to accept special assignments as directed by the President.

## Article VI

### DELEGATES

Section 1 The Executive Board shall appoint one delegate and one alternate from among the officers and Regular members who will attend the annual Delegates meeting of the parent organization, the Wally Byam Caravan Club International, Inc. 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 Treasurer shall certify to these appointments.

## Article VII

### DUES

Section 1 The annual Unit dues of Regular and Affiliate members shall be set by the Executive Board.

Section 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 receipted by the Secretary Treasures on or before December 31, the membership will be terminated.

Article VIII

CODE OF ETHICS

Section 1 All members shall abide by the following Code of Ethics:

A. To be ever mindful of our responsibility to the Wally Byam Caravan Club International Inc. and through conduct to indicate to the public that membership in this organization is an assurance of good will to all peoples and countries.

B. To be ever mindful of what we say or print with respect to the effect on others 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 so as to inspire others also engaged in recreational vehicle travel to a full appreciation of the intent and meaning of this Code.

D. To maintain our camps and parking areas in an orderly manner and to leave them the same way.

Article IX

LIABILITY

Section 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 Rally or other 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

Article X

AMENDMENTS

Section 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.

Section 2 Such amendments shall become effective upon adoption.

Article XI

DISSOLUTION

Section 1 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 other 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. 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 enure to the benefit of any member. (1/16/98)

Article XII

MISCELLANEOUS

Section 1 A. Unit officers' flags are to be purchased by the Unit and passed on to the succeeding officers.

B. The Past President's flag, or equivalent gift, is to be purchased by the Unit and presented as a gift upon completion of term of office.

C. Name plates for the badges of new members are to be furnished to them at no charge.

These Bylaws were last amended and the amendments as adopted became effective on May 18, 2008 at Wainwright, Alberta, Canada.