

# **TEXAS GULF COAST UNIT CONSTITUTION**

## **ARTICLE I NAME OF ORGANIZATION**

Sec. 1 This organization is a chartered Unit of the Wally Byam Caravan Club International, Inc. (hereinafter “WBCCI” or “International Club”) and shall be known as the Texas Gulf Coast Unit (hereinafter “Unit”) of the WBCCI.

## **ARTICLE II OBJECTIVES**

Sec. 1 The objectives of this Unit shall be:

- To encourage and assist the development of a socially active and community-oriented RV lifestyle.
- To afford opportunities through rallies and trips for Airstream owners to socialize regularly and to develop lasting friendships with those members of the Unit.
- Organize and conduct Unit rallies and coordinate with and participate in the interests and activities of the Region and the International Club.
- To encourage and promote high ethical standards in the Unit and various RV groups around the country.
- To disseminate educational information that will be of value to the Unit, other recreational vehicle owners, or the general public.

## **ARTICLE III MEMBERSHIP QUALIFICATIONS**

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

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

Sec. 3 An applicant for membership in this Unit must apply in writing and, upon paying International and Unit dues, shall become a Regular Member.

Sec. 4 Regular Members who sell their Airstream recreational vehicle may, upon request, retain their membership as Regular Members of this Unit under the provisions of Article VI, Sec. 2, of the International Constitution. Such Regular Members shall possess all the rights and privileges of the International Club, including full voting rights in all elections and on all questions.

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

- The right to hold office in the Unit.
  - The right to vote, through the Affiliated Unit, in the selection or election of officers in the Unit or Region or on any amendment to the Unit Constitution.
  - The right to vote on the Unit's dissolution, consolidation of the Unit with one or more Local Clubs, or the merger of the Unit with another.
- Sec. 6 Applicants for Affiliate membership in this Unit must submit dues and show evidence of membership in the International Club.
- Sec. 7 Failure to pay either Unit or WBCCI dues will automatically terminate membership in the Unit.
- Sec. 8 An owner of an Airstream and his/her spouse/partner who join the 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 the Unit shall be Regular members of the Unit and shall consist of:
- President
  - First Vice President
  - Second Vice President
  - Corresponding Secretary
  - Recording Secretary
  - Treasurer
  - Two Trustees
- Sec. 2 The Officers shall be elected at the annual business meeting. They shall be installed and assume office at the installation of officers at the December rally. An officer, except for Trustees, 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 Recording Secretary, Corresponding Secretary or Treasurer provided they are duly nominated and elected for each term of office.
- Sec. 3 The Trustees shall be elected at the annual business meeting, each for a term of two years, but arranged so that only one-half of such Trustees' terms expire in any one year. No Trustee shall serve more than one two-year term consecutively.
- Sec. 4 An officer who advances to an office under 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 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 or unwillingness to fulfill the

duties of office, the next ranking Vice President (in the order first, second) shall advance. 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 the Unit officers plus the immediate Past President.
- Sec. 2 The Executive Board shall be the administrative body of the Unit. It shall define the policies of and have full managerial authority in all matters about the Unit and 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 consists of a majority of its members.

## **ARTICLE VI UNIT BUSINESS MEETINGS**

- Sec. 1 The annual business meeting of the Unit shall be held during the month of October. Additional business meetings may be held during any Unit rally and may be called at any time by a majority vote of the Executive Board. The date, time, location, and purpose of all Unit business meetings shall be announced to the members in writing at least fifteen days before the meeting. A quorum for conducting business at any business meeting shall be not less than 15% percent of the membership.
- Sec. 2 All Regular Members, including spouse or partner, voting at the annual or additional business meetings of this Unit shall each have one vote.
- Sec. 3 Ballots submitted by email, regular mail, or facsimile may also be accepted from Regular Members. The President and Recording Secretary shall ensure no member casts more than one ballot. The Unit should receive votes allowed in this manner 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 business meeting quorum.

## **ARTICLE VII BYLAWS**

- Sec. 1 Bylaws consistent with this Constitution and with the Constitution, Bylaws, and Policy of the WBCCI, embodying additional provisions for the government of the Unit, 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 consideration.
- Sec. 2 Any Article or Section of this Constitution may be amended by a two-thirds vote of the members voting at a business meeting of the Unit or a special meeting called for that purpose. In either case, a notice containing the proposed amendment or amendments has been delivered by first-class mail or electronically to each Unit member at least fifteen (15) days before the meeting. Provision for balloting may follow Article VI, Sec. 3, of this Constitution.
- Sec. 3 All amendments to this Constitution shall become effective upon adoption.

This Constitution, as last amended, was adopted by the Membership on February 18, 2023, at Texas Airstream Harbor, Incorporated, Zavalla, Texas 75980.

# TEXAS GULF COAST UNIT BYLAWS

## ARTICLE I PARLIAMENTARY AUTHORITY

- Sec. 1 Parliamentary procedures for all Unit and Executive Board meetings 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 Unit.
- Sec. 2 The order of business may be:
- A. Opening Ceremonies
    - 1. Welcome
    - 2. Pledge of Allegiance (subject to omission at events outside the United States)
  - 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

- Sec. 1 **Standing Committees.** Standing Committees shall be:
- A. Caravan
  - B. Hospitality and Membership
  - C. Publicity
  - D. Scholarship

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.
- Sec. 3 General Duties of Standing Committees

**Caravan Committee.** The Caravan Committee shall plan, organize, and obtain leaders for local club caravans operated or conducted by the Unit within the scope of the

WBCCI Caravan Handbook. The committee shall coordinate Unit caravan matters with appropriate Region and International Caravan Committees.

**Hospitality and Membership Committee.** The Hospitality and Membership Committee shall welcome guests and new members to Unit functions and orient them to all Unit activities. The committee shall also recommend initiatives to meet and greet all Unit members and guests at rallies and seasonal functions to include them in all aspects of Unit life. The committee will further serve as the Unit's contact for prospective new members, explain the purpose and objectives of the WBCCI, and extend invitations to prospective members to attend a rally or meeting when applying for membership. Finally, this committee will coordinate with the Treasurer to ensure an accurate list of members in good standing and to assist the Treasurer, as needed, in following up on all members who have not paid their WBCCI or Unit dues by October 15 of each membership year.

**Publicity Committee.** The Publicity Committee shall publicize and promote all Unit rallies and Region and International Club activities. Such communications shall include the use of social media as appropriate. The committee shall also identify and collect newsworthy items of interest to Unit members and publish ten (10) monthly newsletters containing past and future events of the Unit, Region, and International Club. The committee shall further forward the material to WBCCI Headquarters for publishing in the Blue Beret and Directory concerning the Unit's activities and schedule. Finally, the committee shall communicate with the International and Region Public Relations Committees regarding programs, rallies, and caravans.

**Scholarship Committee.** The Scholarship Committee shall encourage donor-giving support, oversee the application process, and recommend potential recipients for the annual TGCU Scholarship for Vocational Studies.

Sec. 4 **Special Committees.** Special Committees are *ad hoc* committees that the President may appoint as they deem necessary.

### **ARTICLE III GUESTS**

Sec. 1 A guest (or guests) sponsored and invited by a member of the Unit 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 a prior reservation.

Sec. 4 The Unit, once each calendar year, may host a rally, caravan, or combination thereof with a recreation vehicle club not chartered by the WBCCI. It may conduct a buddy rally and caravan twice each calendar year (but not more than 50% of the rallies and caravans conducted by the Unit in any calendar year). Each Unit member may invite no more than one non-member recreation vehicle family.

The family is invited to the buddy rally or caravan to introduce them to the WBCCI “Way of Life.” The Unit members hope they might decide to purchase an Airstream and join WBCCI. 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 appoint a three-member Nominating Committee not less than ninety (90) days before the Unit’s annual business meeting. After obtaining the prior acceptance for the office of each nominee, if elected, shall place in nomination one candidate for each office to be filled by election. A written report submitted to the Executive Board shall include the names of all candidates considered, and the President shall distribute the information to the membership not less than fifteen (15) days before the business meeting. Additional candidates who have previously consented to accept the office, if elected, may self-nominate or 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:

- Preside at all meetings of the Unit and Executive Board.
- Enforce the Constitution and Bylaws.
- Appoint all standing committees and the Parliamentarian.
- Have such powers and duties as usually pertain to the principal Executive Officer.

Sec. 2 The First Vice President shall:

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

Sec. 3 The Second Vice President shall:

- Attend all business meetings of the Unit and the Executive Board.
- Assist the President and the First Vice President.
- Assume the duties of the First Vice President in the absence of the said officer.

- Assume the President's responsibilities in the absence of the President and the First Vice President.
- Perform the duties as assigned by the Executive Board.

Sec. 4 The Corresponding Secretary shall:

- Issue notices of all Unit and Executive Board meetings as prescribed in Article VI, Sec. 1 and 2 and Article VIII, Sec. 2, of the Constitution and Article XI, Sec.1, of the Bylaws.
- Prepare an agenda of pending business for the presiding officer at each meeting.
- Coordinate with the Treasurer to maintain an accurate roster of paid-up members of the Unit.

Sec. 5 The Recording Secretary shall:

- Record and preserve the minutes of all official meetings of the Unit and the Executive Board, and mail copies to the members of the Executive Board not more than fifteen days following each session.
- Record the attendance of the officers at each meeting and advise the presiding officer if a quorum is present.

Sec. 6 The Treasurer shall:

- Maintain the Unit's financial records and receive all monies, as prescribed in International Policy 16.6.1, Financial Management, Items K - M and Policy 16.6.2, Financial Data Guidelines, and promptly deposit them in the bank chosen by the Executive Board.
- Notify members of the expiration of dues and direct the members to the Headquarters website to renew their International and Unit dues. They should also 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 Chair. In addition, the Membership Chair shall be notified of all members who have yet to pay 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 a committee selected by the incoming President will audit the books and accounts. 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 shall be:

- Attend all meetings of the Unit 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  
EXECUTIVE BOARD MEETING TYPE**

- Sec. 1 Any Business Meeting of the Executive Board may be held as an electronic meeting with a minimum of ten (10) days notification to the Board. Such notification will include all necessary information for participation by the Board.
- Sec. 2 Special meetings may be required from time-to-time when normal notification time lines are impractical due to urgency of a matter. Special meetings may only be called by the President, carefully considering the difference between important and urgent matters. Any member of the Executive Board may petition the President for a special meeting. All Executive Board members will be notified by voice, text or email. So long as a quorum is achieved during voting, no notification timelines are required. Voting results will be made available by voice, text or email to all members of the Executive Board. Voting results will be presented to the Executive Board at the next regularly scheduled meeting and duly recorded in the meeting minutes.
- Sec. 3 Any electronic meeting will meet the quorum established in the Club's Constitution.

**ARTICLE VII  
DUES**

- Sec. 1 The Executive Board shall set the annual Unit dues of Regular and Affiliate members.
- Sec. 2 A member who fails to pay appropriately assessed International and Unit dues before December 31 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 Unit or International on or before December 31, for members joining before August 1, 2021, or their anniversary date, for those joining after August 1, 2021, 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 mindful of our responsibility to WBCCI, and through conduct, indicate to the public that membership in this organization guarantees our courtesy on the road and goodwill to all peoples and countries.
  - B. To be ever mindful of what we say or print concerning the effect on others of our diverse membership to avoid disharmony and ill feelings among club members of various ethnicities, religious beliefs, or orientations 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  
LIMITATION OF LIABILITY**

- Sec. 1 In the absence of gross negligence, bad faith, or intentional or willful misconduct, neither the Unit, its board, nor its officers shall be liable to each other, or any other person, for the loss of or damage to property or for any losses, liabilities, damages, costs, or injury to or death of a person on the premises of any Unit function. Neither board members nor officers of the Unit shall be liable to any person in respect of any property left on the premises of a Unit function, whether or not such property was delivered to a board member or officer or abandoned on 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 WBCCI, containing additional provisions for the government of the Unit may be adopted by the Executive Board.

**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 before such meeting.
- Sec. 2 Such amendments shall become effective upon adoption.

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

- Sec. 1 In the event the members of this Unit deem it desirable to merge with another Unit/Local Club, to consolidate with one or more Unit/Local Clubs, or for the Unit to dissolve, the members shall, through the President of this Unit, follow the appropriate procedures as prescribed in Article VII, Sec.1 through 6 of the Bylaws of the WBCCI. These procedures are in accordance with Section 501 (c) 7 of the Internal Revenue Service Code.

These Bylaws, as last amended, were adopted by the Board on October 14, 2023, at Texas Airstream Harbor, Incorporated, Zavalla, Texas 75980.