

**BYLAWS**  
**VINTAGE AIRSTREAM CLUB**

Capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the VAC Constitution.

**ARTICLE I**  
**PARLIAMENTARY AUTHORITY**

- Sec. 1 **Meeting Governance:** Parliamentary procedures for all meetings of the Club and Board shall be governed by the current edition of *Robert's Rules of Order Newly Revised* except when they conflict with the Constitution or Bylaws.
- Sec. 2 **Agenda:** The order of business shall be
- A. Pledge of Allegiance (The United States Pledge of Allegiance may be omitted at all WBCCI rallies, events, and functions held outside the United States).
  - B. Roll call of the Board of Directors and determination of a quorum
  - C. Approval of Minutes of previous meeting
  - D. Treasurer's Report
  - E. Reports of Committee Chairs and Officers
  - F. Reports of Region Representatives
  - G. Unfinished business
  - H. New Business
  - I. Announcements
  - J. Adjournment

**ARTICLE II**  
**COMMITTEES**

- Sec. 1 **Creation of Standing Committees:** The Board may establish standing committees with the intent that all such committees are to exist on an ongoing basis (collectively, "Standing Committees"). The Board shall appoint Regular Members to Chair each Standing Committee and from time to time Appointees.
- Sec. 2 **Standing Committees** of the Club are:
- A. Region Representatives - report to 3rd VP
  - B. Webmaster – reports to 2nd VP
  - C. Membership Chairman - reports to 2nd VP
  - D. Historian - reports to 1st VP
  - E. Quartermaster - reports to 1st VP
  - F. Concours d' Elegance Chairman - reports to 1st VP
  - G. Librarian reports to 2nd VP
  - H. Newsletter Editor - reports to the President
  - I. Parliamentarian – is appointed by, and reports solely to, the President and serves as the Chair of the Governance and Constitution & Bylaws Committees.
- Sec. 3 **Chair Term of Office:** The term for the Chair of any Standing Committee shall be one (1) year without limit to the number of terms served.

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- Sec. 4     **Duties:** All Standing Committee Chairs shall make a report at the annual business meeting or at such other meetings as may be requested by the Board. The duties and qualifications of each Standing Committee Chair are set forth in Schedule 1 attached hereto, entitled, “Duties of Officers and Appointees,” which is a part of these Bylaws.
- Sec. 5     **Expenditures:** No expenditure will be incurred by any Standing or Special Committee unless pre-approved by the Board or funding for such program is included in a budget approved by the Board.
- Sec. 6     **Other Committees:** The President may appoint special committees to carry out projects not within the purview of a Standing Committee. Special Committees shall report to the Board upon the President's request.

**ARTICLE III**  
**GUESTS**

- Sec. 1     **Invited Guests:** A guest (or guests) sponsored and invited by a Regular Member in good standing and using the Regular Member’s Vintage Airstream or staying in a non-RV facility such as a cabin, motel room, etc., may attend social activities of the Club. Regular Members sponsoring such a guest shall pay any fees as are required to be paid by participating Members, exclusive of any site fee.
- Sec. 2     **Non-Member Airstream Owner Guest:** A Regular Member in good standing with the VAC may sponsor and invite an owner of a Vintage Airstream or any other make of travel trailer, who is not a member of the WBCCI, as a prospective Member of the VAC, to attend rallies and other social activities of the Club.
- Sec. 3     **Buddy Rallies or Caravans:** A regional group that is a recognized unit of the VAC may host a rally one time per calendar year with a recreation vehicle club not chartered by the WBCCI.

Such regional groups may also conduct, twice each calendar year, a “buddy” rally. Each member of the Club may invite no more than one non-member recreation vehicle to each such buddy rally. The non-member recreation vehicle is invited to the buddy rally to introduce them to the WBCCI, the Club and its Members in the hope that the non-member guest might decide to purchase an Airstream and join the WBCCI.

Such regional group rallies and any buddy rallies may not constitute more than 50% of the total rallies conducted by that regional group in the same calendar year.

- Sec. 4     **Prospective Members:** A guest/family may be invited to the buddy rally or caravan to introduce them to the WBCCI “Way of Life” and the Members in the hope that such guest(s) might decide to purchase an Airstream and join WBCCI. A buddy rally is not intended for current or past WBCCI members to attend a WBCCI rally in their non-Airstream vehicles.

**ARTICLE IV**  
**NOMINATIONS**

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- Sec. 1 **Nomination of Board Candidates:** Any Regular Member may nominate a Regular Member, including him/herself, as a candidate for an Officer position and Board member, by emailing the nomination to the President of the Board at least twenty (20) days prior to the annual business meeting. A list of all such nominations for a particular position, together with any open positions, shall be posted to the VAC website and circulated to the Members via electronic mail not less than fifteen (15) days prior to the annual business meeting. Additional candidates who are Regular Members may self-nominate or be placed in nomination from the floor (including via videoconferencing) of the Annual Business Meeting or at a Special Meeting called by the Board. All candidates so nominated and who have agreed to serve in the position for which they have been nominated and fulfill the duties of that position, as set forth in Schedule 1 to Article II, Sec. 7 of these Bylaws, will be submitted for a formal vote of the Voting Members at the annual business meeting or at a special meeting of the Voting Members called by the Board for that purpose.

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

- Sec. 1 **Duties:** The qualification, experience and duties of each of the Officers of the Club are set forth in Schedule 1 attached hereto, entitled "Duties of Officers and Appointees" which is a part of these Bylaws.

**ARTICLE VI**  
**MEETING TYPE**

- Sec. 1 **Annual or Special Meetings.** Any annual or special meeting of the Voting Members may be held in person and/or via such other means as are adopted by the Board to promote Member participation, including the use of electronic meetings.
- Sec. 2 **Electronic Meetings:** An electronic meeting can be arranged for any annual or special meeting of the VAC or the Board, provided the Voting Members or the Board, as applicable are notified and the meeting is conducted as outlined in Articles V or VI of the Constitution.
- Sec. 3 **Electronic Meeting Quorum:** Any electronic meeting will meet the quorums established in the VAC's Constitution for the type of meeting called.

**ARTICLE VII**  
**DUES**

- Sec. 1 **Setting of Dues:** Annual dues of the Club shall be set by a two-thirds (2/3) vote of the Voting Members present at the annual business meeting or at a special meeting called by the Board for that purpose.

**ARTICLE VIII**  
**CODE OF ETHICS**

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- Sec. 1     **Code of Ethics:** All members shall abide by the following Code of Ethics:
- A.   **Civility:** To indicate to the public that membership in the WBCCI and VAC is an assurance of our courtesy on the road and goodwill to all peoples and countries
  - B.   **Conduct:** To conduct ourselves and the activities of the VAC in a manner that embraces our diverse membership so as to promote harmony among Club Members of diverse ethnicities, religious beliefs, or orientations and to strengthen good fellowship and mutual understanding

**ARTICLE IX**  
**LIABILITY**

- Sec. 1     **Officer Liability Exemption:** The VAC, its Officers, Board members or Appointees shall have no responsibility to any Member, guest, invitee, or any other person for any loss of or damage to property or for any injury to or death of a person who attends or otherwise participates in any VAC-related function.
- Sec 2     **Liability Insurance Requirement:** The VAC's parent organization, WBCCI, provides liability insurance for sanctioned VAC rallies, caravans, and functions. A Certificate of Liability Insurance is available, defining coverage and liability limits upon request from WBCCI headquarters. Publishing events on the VAC website is necessary to ensure they are considered sanctioned activities of the VAC. WBCCI liability insurance applies only to sanctioned activities.

**ARTICLE X**  
**POLICY**

- Sec. 1     **Policies:** All policies as may be adopted by the Board shall be consistent with the Constitution and Bylaws of the VAC and with the Constitution, Bylaws, and Policies of the WBCCI, and may include additional provisions for the governance of the VAC as may be adopted by the Board.

**ARTICLE XI**  
**AMENDMENTS**

- Sec. 1     **Amendment Submittal:** Proposed amendments to these Bylaws shall be submitted to the President by any Regular Member no later than 120 days prior to the date of the annual business meeting scheduled for the applicable calendar year or any special meeting of the Voting Members called for such purpose. The President shall review proposed amendments for compliance with the provisions of these Bylaws and the Constitution and shall submit all such compliant, proposed amendments to the Board for consideration via electronic mail no later than ten (10) days prior to the next regularly scheduled or Special Meeting of the Board.
- Sec. 2     **Amendment Voting:** Any proposed amendments to the Bylaws as have been determined by the Board to be appropriate for submission to the Voting Members for vote shall be placed on



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**SCHEDULE 1 TO THE VAC BYLAWS**  
**Supplement to the Bylaws –Duties of Officers and Appointees**

Capitalized terms not otherwise defined in this Schedule shall have the meanings given to them in the VAC Constitution and Bylaws.

**DUTIES OF OFFICERS**

**Sec. 1 The President** reports to the VAC membership and the WBCCI IBT.

Position Qualifications and Experience:

- Working knowledge of the Constitution and Bylaws.
- Understands the operations of the VAC Standing Committees,
- Possesses the communication, coordination and oversight skills to facilitate the efficient operation of the Standing Committees and the conduct of Board meetings in accordance with the Constitution, Bylaws and good governance principles.
- Has been involved in VAC activities at the Unit or Region level.
- Attended at least two International rallies prior to taking office, and shall have served at least two years as a Board member with at least one year served as 1<sup>st</sup> Vice President.

Essential Job Functions Include:

- Chair all meetings of the Board and the Membership.
- Enforce the Constitution and Bylaws in consultation with the Parliamentarian, as needed.
- Guide the Board members in good governance and the exercise of their duties to the VAC
- Oversee and direct the Standing Committees in their areas of responsibility.
- Serve as the VAC liaison to the WBCCI IBT and represent the VAC Members at the WBCCI Rallies.
- Approve expenditures incurred by the Treasurer.
- Prepare the VAC Annual Report and provide such report as required by the WBCCI IBT, to include current financial, membership, state of the VAC, and such other information as requested by the WBCCI IBT
- Provide a “President’s Message” for each issue of the newsletter.
- Approve all contents of the newsletter and any Blue Beret submissions.
- Oversee the activities of the Special Committee.
- Develop and coordinate all VAC seminars and activities at the International Rally, including special requirements for any presentations.
- Arrange for a gathering place for VAC activities at the International Rally.

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- Coordinate VAC International Rally parking and VAC parade with WBCCI Parking Chair Persons, including arranging for a police escort for the VAC parade into the International Rally, as required by local authorities.
- Serve on the Board for 2 years **with the second year as Immediate Past President.**

The President may incur such expenditures as are necessary to enable the organization to function in an amount not greater than \$500 (individually or in the aggregate), except that any such expense in excess of \$200 must be pre-approved in writing (email accepted) by the Treasurer.

**Sec. 2 The 1<sup>st</sup> Vice President** reports to the President.

### Position Qualifications and Experience:

- Working knowledge of the Constitution and Bylaws.
- Understands the operations of the Standing Committees.
- Possesses the communication, coordination and oversight skills to facilitate the efficient operation of the Standing Committees, which report to the 1<sup>st</sup> Vice President.
- Has been involved in VAC activities at the Unit or Region level.
- Has attended at least two International rallies prior to taking office, and shall have served at least two years as a Board member with at least one year served as 2<sup>nd</sup> Vice President.

### Essential Job Functions Include:

- Attend all meetings of the Board and membership.
- Assume the role and duties of the President during any temporary or permanent absence or disability of the President, **and advance to the role of President at the end of the President's term of service.**
- Recruit a Regular Member to serve as the Chair of the Concours d'Elegance.
  - Coordinate the activities of each Standing Committee which reports to the 1<sup>st</sup> Vice President.
  - Coordinate the Rendezvous rally, including the location.
  - Provide information regarding the Rendezvous to the editors of the Newsletter, and Blue Beret for publication prior to the event.
  - Serve on the Board for 3 years.
  - Participate in Board meetings as 1st Vice President.
  - Perform other duties as assigned by the President.

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**Sec. 3 The 2<sup>nd</sup> Vice President** reports to the VAC President.

Position Qualifications and Experience:

- Working knowledge of the Constitution and Bylaws.
- Understands the operations of the Standing Committees.
- Possesses the communication, coordination and oversight skills to facilitate the efficient operation of the Standing Committees, which report to the 2<sup>nd</sup> Vice President.
- Has been involved in VAC activities at the Unit or Region level.
- Has attended at least one International rally prior to taking office, and shall have served at least one year as a Board member.

Essential Job Functions:

- Attend all Board and membership meetings.
- Assume the role of the 1<sup>st</sup> Vice President during any temporary or permanent absence or disability of the 1<sup>st</sup> Vice President, **and advance to the role of 1<sup>st</sup> Vice President at the end of the 1<sup>st</sup> Vice President's term of service.**
- Review all requests for VAC Sponsorships and present to Board for approval.
- Serve on the Board of Directors for 4 years.
- Perform other duties as may be assigned by the Board or President.

**Sec. 4 The 3<sup>rd</sup> Vice President** reports to the VAC President.

Position Qualifications and Experience:

- Working knowledge of the Constitution and Bylaws.
- Understands the operations of the Standing Committees.
- Has been involved in VAC activities at the Unit or Region level.
- Has attended at least one International rally prior to taking office.

Essential Job Functions:

- Attend all Board and membership meetings.
- Assume the role of the 2<sup>nd</sup> Vice President during any temporary or permanent absence or disability of the 2<sup>nd</sup> Vice President, **and advance to the role of 2<sup>nd</sup> Vice President at the end of the 2<sup>nd</sup> Vice President's term of service.**
- Provide guidance to, and monitor, the activities of the Region Representatives.



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- Serves as Regional Representative during any temporary or permanent absence or disability of a Region Representative, and works to recruit a replacement Region Representative.
- Reviews requests for VAC-numbered caravans for compliance with the applicable policy and presentation to the Board for approval.
- Shall be willing to serve on the Board of Directors for 5 years.
- Perform other duties as assigned by the Board or President.

**Sec 5. The Recording Secretary** reports to the President and the Board.

Position Qualifications and Experience:

- Working knowledge of the Constitution and Bylaws.
- Understands the operations of the Standing Committees.
- Has been involved in VAC activities at the Unit or Region level.
- Has attended at least one International rally prior to taking office.

Essential Job Functions:

- Attend all Board and membership meetings.
- Possess organized secretarial, record-keeping skills and preparation of minutes of all Board meetings.
- Record and preserve the minutes of all duly-convened meetings of the Board and membership.
- Record the attendance of Officers at each meeting and advise the Chair if a quorum is present.
- Record the attendance of the any committee chairs and guests.
- Distribute copies of the minutes via email to the members of the Board not less than 2 days prior to the next Board meeting.
- Serve on the Board for a minimum of 1 full year.
- Perform such other duties as may be assigned by the Board or the President

**Sec 6. The Treasurer** reports to the President and the Board.

Position Qualifications and Experience:

- Working knowledge of the Constitution and Bylaws.
- Understands the operations of the Standing Committees and their effects on the treasury.
- Has knowledge of accounting and is able to communicate with Committee Chairs having financial responsibilities.
- Has been involved in VAC activities at the Unit or Region level.

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- Has attended at least one International rally prior to taking office.

### Essential Job Functions

- Attend all Board and membership meetings.
- Maintain the financial records of the Club.
- Keep an accurate account of all monies received and paid out.
- Receive, promptly deposit in a bank account approved by the Board and account for all monies, as prescribed in the International Bylaws, Article XVI Financial Management Sec. 12 - 14 and Policy, Financial Data Guidelines.
- Submit a full written report of finances to the Board for submission as required to the WBCCI IBT.
- Make a financial report at each meeting of the Board and at the membership meeting.
- Prepare an annual budget for VAC within 60 days of the start of each calendar year.
- Every 3rd year, the books and accounts will be reviewed by a volunteer member of the WBCCI who is not a Board Member or Committee Member or otherwise has not been involved in running the Club or making decisions affecting the Club and who is a current or retired Certified Public Accountant (“Volunteer CPA”), or if no such Volunteer CPA is willing to volunteer their assistance, then by a third party accountant approved by the Board.
- Review and approve all expenses incurred by the President.
- Reimburse Club expenses as have been incurred by a Board member, Committee Member, Appointee or Member and as has been documented in a form sufficient to enable the Treasurer to verify the nature, purpose and amount of each such expense.
- The Treasurer shall approve all Quartermaster expenses to restock VAC merchandise as has been pre-approved by the Board up to \$5,000 per restocking.
- Board approval is required for all expenses (other than merchandize restocking) greater than \$500 or in excess of the approved budget for a particular line item or expense category.
- Coordinate with the Membership Chair and record in the financial records of the Club all paid membership dues.
- Before retirement from Office:
  - Have the books and accounts reviewed by a Volunteer CPA or an independent accountant approved by the Board; and
  - Deliver all books, money, banking information and property of the Intra-Club promptly to the incoming Treasurer.
  - Assist the incoming Treasurer, as needed, to assure a seamless transition of duties, including transfer any login credentials for bank

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accounts, software, apps or other programs or applications used by the club.

- Serve as the Treasurer for a minimum of two years.
- Perform other duties as assigned by the Board.

**Sec 7. The Immediate Past President** reports to the President.

Position Qualifications and Experience:

- Working knowledge of the Constitution and Bylaws.
- Understands the operations of the VAC Standing Committees,
- Provides advice and guidance to the President based on experience as past president.
- Has served at least one year as the former President.

Essential Job Functions:

- Attend all Board and membership meetings.
- Provide guidance to the President as needed.
- Serve as a Standing Committee Chair as required or requested.
- Serve on the Board as Immediate Past President for 1 year.
- Serve on the Governance Committee for 1 year.
- Participate in Board and membership meetings as Immediate Past President.
- Perform other duties as assigned by the President

**DUTIES OF STANDING COMMITTEE CHAIRS**

**Sec. 8. VAC Regional Representatives** report to the 3<sup>rd</sup> Vice President and the Board.

Position Qualifications and Experience:

- Basic understanding of the Constitution and Bylaws.
- Willing to coordinate and communicate activities in the region of assignment.
- Has been involved in Club activities at the Unit or Region level.
- Should have attended at least one International Rally

Essential Job Functions:

- Attend all Board and membership meetings.
- Promote and encourage vintage trailer owners in the WBCCI to join the VAC.
- Regional contact for members and newcomers.

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- Provide information about the VAC and WBCCI activities, information and resources, and include a personalized note welcoming new members to the VAC.
- Regional Representatives name and VAC email address will be listed in the VAC newsletter and on the VAC website.
- Access the WBCCI database on a quarterly basis to identify the names and addresses of all VAC members within their Region.
- Serve as liaison between the VAC and the Units in the Representative's Region.
- Regional Representatives are encouraged to plan a gathering of VAC members at their WBCCI Region Rally and to plan or assist in planning an independent VAC rally or event within their region.
- Provide a Region Representatives Report at each Board meeting.
- Serve as a Regional Representative for a minimum of 1 year.

**Sec. 9** The **VAC Newsletter Editor** reports to the President and Board.

### Position Qualifications and Experience:

- Understanding of the mission and activities of the VAC.
- Excellent writing skills.
- Experience in graphic design, publishing materials in varying formats and photography for publications.
- Has been involved in Club activities at the Unit or Region level.
- Should have attended at least one International Rally.

### Essential Job Functions:

- Attend all Board meetings as Newsletter Editor and provide a report of key activities.
- Promote and encourage vintage trailer owners in the WBCCI to join the VAC through the publication of interesting articles, stories and VAC event details.
- Publish and cause four issues of the Newsletter to be emailed annually (one each quarter) to the Members, the format and content of which has been approved by the President.
- Recruit and coordinate multiple contributors for articles, stories and event information for publication to the membership, WBCCI and community publications, as applicable.
- Submit each Newsletter to the President for review prior to publication.
- Draft articles for the Blue Beret publication, as permitted by the WBCCI, and submit to the President for review prior to publication.

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- Provide PDF's of each approved issue of the Newsletter and the Blue Beret articles to the Website Administrator and Membership Chair.
- Submit expenses incurred by the Newsletter Editor in connection with the drafting, production and publication of each issue to the Treasurer for approval and reimbursement.
- Before retirement from the position deliver all templates, resources, vendor contact details, printer and other supplies information, passwords and intellectual property of the Club or WBCCI promptly to the incoming Editor or as directed by the President.
- Be willing to serve for a minimum of 2 full years.

**Sec. 10. The VAC Website Administrator** reports to the President and the Board.

Position Qualifications and Experience:

- Understanding of the mission and activities of the VAC.
- Has the requisite experience to understand how a recreational club website should be designed and maintained.
- Has the ability to determine the best and most current information technology, including functionality, that best meets the website needs of the Club.
- Has the time, resources and skill to maintain and update the site in real-time with current Club information and event details.
- Meet posting deadlines as needed.
- Has good communication skills.
- Has been involved in Club activities at the Unit or Region level.
- Should have attended at least one International Rally.

Essential Job Functions:

- Attend all Board meetings as Website Administrator, and reports on new Website features, technology issues and upgrades as needed.
- Promote and encourage vintage trailer owners in the WBCCI to join the VAC through an informative, visually interesting and user-friendly Website.
- Maintain the site as needed from a technical perspective.
- Liaise with the WBCCI and International Website Administrator to facilitate a cohesive and functional connection between the WBCCI and VAC websites.
- Collaborate with Newsletter Editor and Regional Representatives to ensure that Club events and activities are timely published on the Website.
- Perform other duties as assigned by the President

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**Sec. 11. The Membership Chair** reports to the VAC 2<sup>nd</sup> Vice President and Board.

Position Qualifications and Experience:

- Understanding of the mission and activities of the VAC.
- Good organizational skills.
- Is personable and has the ability to communicate effectively with potential members.
- Proficiency with Excel and software databases.
- Has been involved in Club activities at the Unit or Region level.
- Should have attended at least one International Rally.

Essential Job Functions:

- Attend all Board and membership meetings as Membership Chair, and reports on current membership count, dues and new members recruited.
- Maintain VAC membership database, including addition of new members, deletion of expired memberships, and entering renewals as provided by WBCCI.
- Promote and encourage vintage trailer owners in the WBCCI to join the VAC through telephonic, email or in-person outreach.
- Develop and deliver a packet of information, resources and links to new members.
- Introduce new members to the applicable Regional Representative.
- Send a personalized note to members who appear on the list of members who have not paid their VAC dues, encouraging them to renew their VAC membership.
- Liaise with the WBCCI on membership matters, as needed.
- Works with the Treasurer to reconcile membership and dues documentation received from WBCCI, including the following: individual new member applications, renewals, notice of dues remitted to the VAC.
- Provide Regional Representatives with the names and addresses of their Region's VAC Members on a quarterly basis.
- Provide an Annual Membership Report for inclusion in the President's Annual Report.
- Assist the Recording Secretary or President in determining whether a quorum of the Regular Members are present (in person or via videoconferencing or proxy) for the annual business meeting.
- Perform other duties as assigned by the President.
- Before retirement from the position, deliver all new member marketing materials and VAC-provided equipment, supplies and passwords promptly to the incoming Membership Chair.

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- Be willing to serve for a minimum of 2 years.

**Sec. 12. The VAC Historian** reports to the 1<sup>st</sup> Vice President and Board.

Position Qualifications and Experience:

- Understanding of the mission and activities of the VAC.
- In-depth knowledge of the history of the VAC, WBCCI and vintage RV's manufactured by Airstream or recognized as having been designed by Wally Byam.
- Understanding of the items of historical interest pertaining to the VAC.
- Good organizational and archival skills, as needed to manage and maintain the VAC knowledge base and the ability to impart historical information about vintage Airstream RV's to members and others, as requested by the Board.
- Has been involved in Club activities at the Unit or Region level.
- Should have attended at least one International Rally.

Essential Job Functions:

- Attend all Board meetings as the VAC Historian.
- Review WBCCI archives and maintain historical VAC reference materials.
- Assist Members in identifying the type and manufacturing date of their vintage Airstreams.
- Make historical educational presentations at rallies.
- Produce or coordinate the production of periodic historic submissions for inclusion in the Newsletter.
- Before retiring from the position, transfer all files and data, in any format, belonging to the VAC, together with passwords and vendor contact details to the incoming VAC Historian.
- Be willing to serve for a minimum of 2 years.

**Sec. 13. The Quartermaster** reports to the 1<sup>st</sup> Vice President and the Board with a reporting line to the Treasurer as it relates to financial matters pertaining to the purchase and sale of VAC merchandise.

Position Qualifications and Experience:

- Understanding of the mission and activities of the VAC.
- Understanding of retail merchandising.
- Good organizational skills, as needed to manage and track VAC inventory and sales.
- Has been involved in Club activities at the Unit or Region level.
- Should have attended at least one International Rally.

Essential Job Functions:

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- Attend all Board meetings as the Quartermaster.
- Work with the Treasurer to secure prior approval of all new inventory expenditures, and to reconcile the sales and receipts generated from the sale of VAC merchandise.
- Coordinate the design of, and obtain competitive bids for the purchase of, merchandise bearing WBCII-approved VAC logos from vendors authorized by the Board.
- Coordinate with the Treasurer for the payment of all merchandise ordered.
- Maintain custody, and handle the shipping, of all inventory of Club and Regional items to the extent not handled by a third party vendor, as authorized by the Board.
- Transport and coordinate the sale of merchandise at International Rallies.
- Obtain receipts for merchandise purchased and provide copies to the Treasurer.
- Arrange for shipping of purchased items.
- Maintain a current inventory list of items in stock.
- Submit an accounting of sales and inventory to the Treasurer at the end of each quarter, or as otherwise requested.
- Submit an annual written accounting of sales and inventory for presentation by the Quartermaster or President at the annual business meeting.
- Secure and promptly submit collected sales proceeds to the Treasurer for deposit.
- Submit all expenses as are necessary and incurred by the Quartermaster for the marketing and sale of VAC merchandise, including inventory purchases, for approval and reimbursement by the Treasurer.
- Provide an Annual Quartermaster Report for inclusion in the President's Annual Report.
- Before retirement from the position, deliver all intellectual property containing or embodying VAC logos, sales and other records maintained by the Quartermaster, marketing materials, inventory on-hand, passwords and vendor contact information, including contracts, promptly to the incoming Quartermaster.
- Assist new Quartermaster, as needed to ensure a seamless transition of duties.
- Perform other duties as assigned by the President or Treasurer.
- Be willing to serve for a minimum of 2 years.

**Sec. 14. The Concours d'Elegance Chair** reports to the 1st Vice President and Board.

Position Qualifications and Experience:

- Understanding of the mission and activities of the VAC.



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- Knowledge of vintage RV's manufactured by Airstream or recognized as having been designed by Wally Byam.
- Understanding of the organizational efforts required for organizing the Concours Event at the International Rally.
- Possess the skills to run the Concours Event efficiently, fairly and in accordance with the protocols adopted by the Board.
- Organize, recruit and manage the judges.
- Ability to apply an impartial and consistent level of assessment and judging standards.
- Update the Board 1<sup>st</sup> Vice President as to the status of and plans for the Concours event.
- Has been involved in Club activities at the Unit or Region level.
- The Concours d' Elegance Chair must have served as a judge at one International Rally Concours prior to taking the position.

### Essential Job Functions:

#### *Prior to the International Rally:*

- Collaborate with the Newsletter Editor and Website Administrator to ensure that the Concours event is advertised via the VAC website, Newsletter, the WBCCI and any other media as determined in consultation with the Board.
- Create and print temporary award certificates.
- Modify and print sufficient judging sheets and participant information sheets. Recruit qualified judges for the Concours d'Elegance.
- Ensure that judges recuse themselves from judging any trailer owned or restored, in whole or in part, by them.

#### *At the International Rally:*

- Register Concours participants.
- Locate all entrant trailers and plan the judging teams route to all trailers.
- Act as Concours Steward during the Concours by escorting the judges and assisting as needed.
- Tally the scores and complete award certificates.
- Ensure the Best of Awards that require consultation with the judges are considered while the judging team is assembled.
- Arrange for pictures to be taken of at least all the Best of Award winners and their Airstreams.
- Conduct the Awards Ceremony.
- Verify all information with each winner, including the spelling and BRN of each winner, the make and year of their vintage RV.
- Order award plaques from a Board-approved vendor, to be delivered to individual participants.

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- Order award tag plates for the Bud Cooper Trophy and ensure placement on the trophy located at WBCCI Headquarters.
- Write an article for the Newsletter about the Concours and the results.

**Sec. 15. The Librarian** reports to the 2<sup>nd</sup> Vice President and the Board.

Position Qualifications and Experience:

- Has an understanding of the items of interest to Club members.
- Ability to maintain reference materials in an organized fashion.
- Possesses good communication skills.
- Has been involved in Club activities at the Unit or Region level.
- Should have attended at least one International Rally.

Essential job functions:

- Store reference materials, including print, video and digital material, in a manner that protects against physical deterioration.
- Provides Members with information including sources when requested.
- Loan material to Members upon request and maintain a log of the location of loaned items.
- Provide electronic copies of reference materials to the Website Administrator for inclusion on the Club's website.
- When requested, provide a report to the Board of materials on hand and other topics.
- Willing to serve for a minimum of 2 years.
- Before retirement from the position, deliver all materials, passwords and intellectual property of the Club promptly to the incoming Librarian.

**Sec. 16. The Parliamentarian** is appointed by, and reports to the President.

Position Qualifications and Experience:

- Possesses an in-depth knowledge of the Constitution and Bylaws of the VAC and the WBCCI.
- Understands parliamentary procedure and how to conduct meetings in accordance with “Robert’s Rules of Order”.
- Familiar with best practices for, and has participated in the governance of, a non-profit organization.
- Has been involved in VAC activities at the Unit or Region level.
- Has attended at least one International rally prior to taking office.

Essential Job Functions

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- Attend all Board and membership meetings as Parliamentarian.
- Serves as an advisor to the President concerning matters pertaining to good governance, proper procedures for conducting business of the Club, and soliciting votes at Board and membership meetings.
- Has final authority to resolve all matters which arise at any Board or business meeting, pertaining to nonprofit governance, parliamentary procedure and compliance with the Constitution and Bylaws.
- Performs other duties as requested by the President.
- Serve as the Chair of, and appoints Officers or Regular Members to serve on, the Governance Committee, which shall meet at such times as to be determined by the Parliamentarian to consider governance, compliance and related procedural matters.
- Serves as the Chair of the subcommittee to revise VAC Constitution and Bylaws as required every 5<sup>th</sup> year.
- Be willing to serve for at least one year.