

YE OLE VIRGINIA WINNIE-TASCAS
THE VIRGINIA STATE ASSOCIATION OF
WINNEBAGO-ITASCA TRAVELERS
CONSTITUTION/ BY-LAWS/ADDENDUM

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be “YE OLE VIRGINIA WINNIE-TASCAS,” chartered by WIT in the state of Virginia the 28th day of August, 1976.

ARTICLE II – STATE ASSOCIATION COLORS AND SYMBOLS

The state association colors are blue and white with the symbols of each chapter and the outline of the state of Virginia.

ARTICLE III – PURPOSE

The purpose of this association will be:

1. To assist the local chapters in the state of Virginia and to plan and execute the state Rally for said state.
2. To cooperate with the Local Chapters in problems that may arise where experience can be beneficial.
3. To cooperate with all other organizations which are working toward the conservation of our natural resources.
4. To provide, through “Winnebago-Itasca Travelers,” a basis of friendly welcome to other members.
5. To recommend improvements in travel facilities wherever the need exists, to bring these recommendations before the proper state or national agencies, and to press for action until the improvements have been adopted.
6. To support WIT on caravans, rallies, etc.
7. To promote traveling safety.
8. To provide for a frequent interchange of travel ideas and to take part in education programs which improve public knowledge of travel.
9. To be formed and chartered by WIT as an organization of travelers for those who love the outdoors and open roads.

10. To provide guidance and assistance to persons desiring to form Local Chapters within the State of Virginia and to all other WIT charters.

ARTICLE IV – MEMBERSHIP

SECTION I – MEMBERSHIP

- A. Membership shall be open to all members of Local Chapters within the State of Virginia and to all other WIT members.
- B. If any member of the state association is removed from WIT for cause or non-payment of dues, that member shall be immediately expelled as a member of the State Association.
- C. Members who have sold their motor homes due to health reasons and still associate with the State Association or a Local Chapter may be voted an Honorary Member. They are not required to pay dues and are non-voting members. Honorary members may attend State or Local Chapter outings and the Grand National Rally.

SECTION II – DUES

- A. Annual dues will be one dollar (\$1.00) per chapter membership unless modified for the next fiscal year by the Executive Board prior to the annual meeting. Dues will be paid by local chapter members through their local chapter treasurer and sent together with the chapter membership roster directly to the state treasurer prior to or at the first fiscal meeting. Members-at-Large dues will be \$5.00 annually paid directly to the state treasurer.
- B. Dues paid to the State Association Treasurer will be used to cover administrative expenses such as postage, telephone, and printing as required to maintain communication.
- C. A special assessment, determined by the Executive Board, may be levied against the membership when the State Association Treasury is in such condition as not to be able to carry out its appropriate and necessary functions prescribed in the Constitution and By-laws.

ARTICLE V-ASSOCIATION OFFICERS-DUTIES AND RESPONSIBILITIES

1. President
 - A. To lead the membership and coordinate affairs and events.
 - B. Preside over meetings. Offers recommendations and suggestions for consideration. In case of a tie vote, cast a vote.
 - C. Appoints committees as needed. Committee members serve at the pleasure of the President and may be excused without cause.
 - D. Insures all provisions of the WIT By-Laws are followed.

- E. Notifies WIT immediately of any accident or injury which occurs during any outing, meeting or rally.
 - F. Recruits new members for the Associations.
 - G. Talks to dealers and coordinates show-and-tell programs.
 - H. Attends outings of other clubs or chapters as often as possible.
 - I. Encourages members to participate in Association and Chapter functions.
 - J. Works with the area representative in his/her area.
 - K. Requests certificates of insurance from WIT office, if required by campgrounds or fairgrounds.
 - L. Follows up with each officer to be sure all duties are being performed.
 - M. Request blank checks and deposit slips from the Treasurer to be used for emergency purposes.
 - N. The President and Treasurer shall be registered as official signers for checks.
2. VICE-PRESIDENT
- A. Presides over meetings if the President is absent.
 - B. Assists the President in coordinating affairs and events.
 - C. Shall inventory and be responsible for all Association-owned equipment, transportation to areas of usage, and safe storage between usage.
 - D. Chair the Advisory Board until a chairperson is selected by the group.
3. SECRETARY
- A. Keeps accurate up-to-date records of the association membership. Following the election, send a list of new officers to WIT.
 - B. Submits a complete State Association roster to WIT immediately following the first fiscal meeting.
 - C. Records the proceedings of all meetings of the membership and its Executive Board.
 - D. Submits information on Association outings and "Who's Inviting Travelers" to WIT news editor.
 - E. Handles all correspondence for the Association.
4. TREASURER
- A. Receives, safeguards, deposits in the Association bank account (within 5 business days) and keeps accurate records of all funds in the name of the Association.
 - B. Submits written reports on funds at each meeting of the Association. Gives oral report to the membership.
 - C. Disburses funds only for authorized purposes and only in accordance with Association By-laws.
 - D. Shall be responsible for procurement and distribution of Association resale items, such as decals, emblems, logos, and other related materials.
5. IMMEDIATE PAST-PRESIDENT
- A. Serves as an advisor to the President.
 - B. Is a non-voting member on the Executive Board.
6. YOUTH COORDINATOR
- A. Shall be appointed by the President.
 - B. Coordinates the activities of the State Youth Group in conjunction with the State Association and Local Chapters.
 - C. Plans and executes programs for the youth at the state rally.
 - D. Attends Executive Board meetings to present youth programs and to serve as

- a non-voting member of the Executive Board.
- E. Assists and provides guidance to newly formed youth groups within the state.
 - F. Promotes participation of the youth in all WIT activities and functions.

ARTICLE VI – BASIC RULE

SECTION I – OFFICERS

The elected officers shall be a President, Vice President, Secretary, and Treasure, all of whom shall perform the duties that usually pertain to those offices. In addition to the elected officers, the immediate Past-President will serve in the position of Director and shall be a member of the Executive Board.

SECTION II – ELECTION AND TERM

Officers shall be elected at the last meeting preceding the State Rally. They shall hold the office for one year (one term) or until their respective successors have been duly elected and installed. **The offices of President of a state, provincial club or local chapter shall not hold office more than five consecutive one year terms. A partial term shall not count as a term served. (Updated 1/1/2011).**

- A. The office of Vice President may be exempted from the above requirement.
- B. The offices of secretary and treasurer may be exempted from the above requirements and may be combined.
- C. Any member of the state Association shall be eligible to be nominated and elected to hold a state office. No more than two members of anyone chapter may hold an elected office in the State Association in any given year. **(Change approved by executive board 28 Jul 07)***

ARTICLE VII – EXECUTIVE BOARD AND ADVISORY BOARD

SECTION I -EXECUTIVE BOARD

The executive Board of the State Association shall consist of the elected officers of the State Association, the immediate Past President (Director), the Presidents of the local Chapters, except that when the President of a local Chapter is an elected State Officer, the Vice President of the Local Chapter shall be the local Chapter member of the Executive Board, the State Association Youth Coordinator, The Rally master, and the Advisory Board Chairperson, The local Chapter Presidents or representative are the only voting members with the State President chairing the Executive Board meetings and will vote only to break a tie.

** Original on file with WIT (Forest City) and change approved August 21, 2007 see attached letter signed by Doug Formanek*

SECTION II – ADVISORY BOARD

The Advisory Board of the State Association shall be composed of two delegates from each Local Chapter who are not members of the Executive Board. The Advisory Board will elect a Chairperson from the body to act as a non-voting member of the Executive Board, thereby representing their membership with input and idea of the Advisory Board for consideration of the Executive Board

ARTICLE VIII – COMMITTEES AND APPOINTEES

SECTION I – COMMITTEES

There shall be a standing committee consisting of the Past Presidents of the Association currently in good membership standing. This committee will be chaired by the immediate Past President (Director). This committee will meet at the call of the State President or the Director and will serve in a consulting capacity to the President.

SECTION II – APPOINTEES

- A. If a vacancy occurs among the elected officers, the President shall appoint a successor who shall hold office for the unexpired term. If a vacancy occurs in the office of the President, the Vice President shall become the President and shall appoint a new Vice President.
- B. The State Association President may make such other appointments as appropriate for the proper administration of the office and to conduct the business of the Association.
- C. All appointments by the State President, except committee members, must be presented to the Executive Board for ratification by sixty percent of the Board.

ARTICLE IX – MEETINGS

SECTION I – GENERAL MEETINGS

- A. The State Association will meet regularly at least four times per year. The General Meeting will be preceded by meetings of the Executive Board and the Advisory Board except for the General Meeting held in conjunction with the Rally. The annual business meeting of the State Association shall be conducted no later than two weeks prior to the State Rally. Officers for the ensuing year shall be nominated and elected at this meeting.
- B. Any member of the State Association may speak on the floor at any State Association general meeting, may offer or second motions, and may nominate or second nominations for elective officers.
- C. Special meetings of the State Association may be called by the President or by five members of the Executive Board.

- D. An agenda of all State Association business to be transacted at a meeting shall be mailed to all Executive Board members and appropriate committee members ten days prior to the date set for the meeting.

SECTION II – EXECUTIVE BOARD MEETINGS

- A. Executive Board meetings shall be called by the President.
- B. Special Executive Board meetings may be called by five members of the Executive Board.
- C. Executive Board members must be notified in writing at least thirty days in advance of any meeting at which constitutional changes will be voted on.

SECTION III – OTHER MEETINGS

Advisory Board and committee meetings shall be called by their respective chairpersons.

ARTICLE X – FISCAL YEAR

The fiscal year shall begin at the first of the month following the State Rally and/or formal installation of elected officials.

ARTICLE XI – VOTING

SECTION I – EXECUTIVE BOARD MEMBERS

- A. Voting will be limited to one (1) vote per chapter with the Local Chapter President or his representative casting the vote. The State President will only vote to break a tie.
- B. A quorum for the conduct of Executive Board business shall consist of sixty percent of the voting membership of the Board.

SECTION II – GENERAL MEETINGS

- A. All State Association business, except election of officers, will be conducted by the Executive Board, either in Executive Session or during the State Association General Meeting.
- B. A quorum for the conduct of State Association business at the General Meetings shall consist of sixty percent of the Executive Board voting members of their authorized alternates.
- C. After all members of the State Association have had an opportunity to discuss any issue or motion requiring a vote, the Local Chapter Presidents or their alternates shall caucus their chapter members having State Association voting eligibility and shall orally discuss their chapter's vote.

SECTION IV- ELECTION OF STATE OFFICERS

- A. The Nominating Committee shall consist of at least three members appointed

at the May meeting by the President. They shall propose a slate of officers to the membership prior to the annual election. Additional nominations may be made from the floor at the General Meeting.

- B. Each qualified adult member will be entitled to one vote in the election of state Officers.

ARTICLE XII – PROXIES

WIT By-Laws do not permit “PROXY VOTING.” However, if a Chapter President cannot represent the chapter for any State Association function and the Chapter Vice President is not available, the Chapter President shall appoint another officer or member of the chapter as Acting President for the specific event and so notify the State Association Secretary in writing. The Acting President Shall enjoy all rights and privileges of the Chapter President, including voting. (Local Chapter By-Laws should specify criteria for the designation of Acting President.)

ARTICLE XIII – STATE RALLY

Checking account balances should be at a minimum, considered necessary to operate the club or chapter during the year. Rally profits should also be minimal. Any amount in excess of expenses should be applied toward the next year’s rally.

ARTICLE XIV – CONSTITUTIONAL AMENDMENTS

SECTION I

This Constitution may be amended by a majority vote of the Executive Board members at any regular or special meeting of the State Association, provided that a quorum is present and further provided that the intention to amend the Constitution shall have previously been communicated in writing to all Local Chapters at least thirty days prior to the date of the meeting.

SECTION II

Any amendment to this Constitution made in accordance with Section I above will be submitted to WIT for approval after adoption by the State Association.

ARTICLE XV – CONTINUITY

The State Association shall continue to exist and shall not be dissolved while there are at least two active Local Chapters.

BY-LAWS

- No.1. By-Laws may be adopted or amended at any State Association meeting by a majority of the Executive Board members voting, providing that a quorum, as defined in the Constitution is present. No By-Law may be modified more frequently than once per year
- No.2. WIT By-Laws shall govern on any item not specifically covered by the By-Laws.
- No.3. Disciplinary, Expulsion and Reinstatement Action:
- A. The purpose of this section is to guarantee the rights of every member of the State Association. The Executive Board shall have the right to discipline any member for just cause.
 - B. A member may submit a petition with the support of two thirds majority of the Association members through the President to the Board for confirmation or denial of their petition. The Board's decision will concur with the majority of the members.
 - C. A member may submit a request for expulsion through the President to the Board. The Board will review the request and make recommendations to the membership. To approve the recommendations, the majority of the membership must vote its support.
 - D. The person named in the petition or request has the right to reply to the charges in writing prior to action being taken.
 - E. In either case, the expulsion and/or reinstatement of a member is based on two-thirds majority support by the Association membership. The Board does not have sole power to expel or reinstate a member.
 - F. In either process, the Board will not vote against the wishes of the majority of the membership.
 - G. After the process is complete, documentation will be sent to the National WIT organization in Forest City, Iowa.
 - H. An officer or appointed chairperson may be removed from office or chairperson for cause. That being (but not limited to): (1) dereliction in the performance of duty; (2) conducting official affairs in an uncouth manner; (3) conduct which is objectionable and reflects detrimentally against the state Association, Local Chapter, or WIT; (4) repeated drunkenness in public; (5) any other just case as may be decided upon by the membership as approved by the Executive Board. Ruling will be decided by a majority of the Executive Board.

No. 4. The State Association may have a "State Convenience Rally" (or "Friendship Rally") annually with non-members of WIT. Attendance may include owners of both Winnebago/Itasca coaches and owners of other brands as prescribed in the WIT By-Laws. This "Friendship Rally" may not be used in place of the annual State Rally and will not be scheduled in conjunction therewith. The Rally must be pre-announced in the WIT Club News and authorized by the General Manager.

No. 5. The regular order of business at meetings shall be:

- A. Call to Order
- B. Invocation
- C. Pledge of Allegiance to the flag of the United States of America
- D. Reading of minutes of previous meeting
- E. Reading of Treasurer's report
- F. Introduction of guests and new members
- G. Unfinished business
- H. Special Committee Reports
- I. Election or Installation of officers
- J. New Business
- K. Announcements and adjournment

NOTE: The order of business and agenda may be altered to fit the needs of a specific meeting.

No. 6. Robert's Rules of Order, as far as applicable, will apply to any business not covered by this Constitution and By-Laws or the WIT By-Laws.

No. 7. Multiple Virginia Local Chapter Membership rule:

- A. Members of WIT are entitled to membership in any Local Chapter or State Association for which they meet membership requirements. Members of more than one Local Chapter within the state of Virginia will be limited with only one Chapter in the conduct of State business
- B. A member will be required to pay State Association dues with only one Chapter and will specify the Chapter with which the member desires to vote and pay dues. The State Treasurer will review records to insure that no member is overpaid in dues and voting limitations are honored. (This does not preclude members from being listed in the roster/directory of each chapter of which he/she is a member.)

No. 8. Rally Preparations and Responsibilities:

- A. The Host Chapter for the Annual State Rally will normally announce the date, location and Rallymaster at least one year in advance, preferably not later than the opening of the previous Annual Rally.
- B. The Rally theme will be suggested at the General Meeting held in conjunction with the Rally and voted upon by the membership. At the first General Meeting of the fiscal year, the LOGO of the rally patch or pin will be selected and finalized (with minor artistic license given to the designer).

- C. Rally announcement of dates and location will be provided to WIT News for inclusion in the March issue and the application (incorporating the theme and details) will be provided to WIT News at the discretion of the Rallymaster, but not later than five months prior to the Rally.
- D. The Rallymaster will be responsible directly to the state president for the conduct of Rally activities and will submit a preliminary financial report at the General Meeting held in conjunction with Rally and a final report at the first meeting of the fiscal year. The Rallymaster will require the Rally treasurer to open a separate Rally bank account.

No.9. Lacking specific further guidance in the Constitution and By-Laws for Ye Ole Virginia Winnie-Tascas, members shall be mindful of our principles of having FUN, FELLOWSHIP AND MUTUAL RESPECT in the lifestyle of motor homing and camping.

Reviewed by: _____

Philip S. Hannaford
State President

Date: 9/1/12

Reviewed by: All State Officers and Chapter Presidents

9/7/12

YE OLE VIRGINIA WINNIE-TASCAS
CONSTITUTION AND BY LAWS
ADDENDUM NUMBER 1:

Over the past several years, there have been several policy decisions made at both the Executive Board and General Membership level. It is important to formally document those decisions for reference by future members of this organization, to wit:

A. Per minutes of the May 21, 2008 meetings, annual chapter dues paid to state shall be \$5.00 per member coach. (Relates to “Article IV – Membership, Section II – Dues, Part A.”).

B. Per minutes of the May 17, 2009 meetings, it was decided/re-affirmed that \$400.00 would be allocated for expenses incurred by the state president at Grand National Rally (GNR) to cover fuel and food costs for the Head of Row party and a state “meet and greet”. Receipts, as always, are required. This expense is to be re-evaluated at annual May meeting.

C. Per minutes of the August 21, 2010 meetings, the state will hold only one charity involved meeting per year – the May meeting. The selection of the charity will be the host chapter’s choice.

D. Per minutes of the May 21, 2011 meetings, the host chapter will be allocated a base amount of \$125.00 plus \$2.00 per coach in attendance to defray associated food/supply costs.

E. Per minutes of the August 18, 2012 meetings, the coffee supplies will be replenished as needed by the appropriate host chapter. The chapter will be reimbursed by the state treasure (receipts to be provided) as a separate item from the regular host allocation (Item D.).

Prepared by: _____

Phil Hannaford
State President (2012/13)

Date: 9/7/2012

Reviewed by: All State Officers and Chapter Presidents