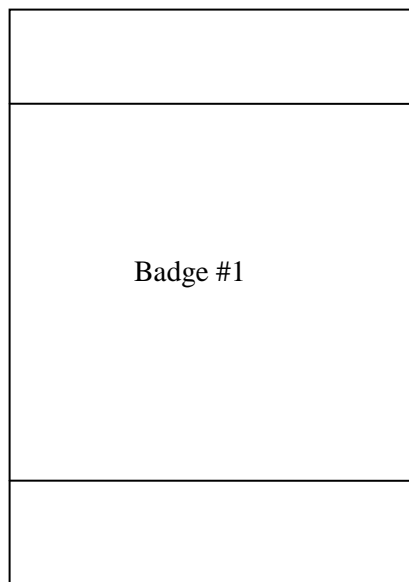
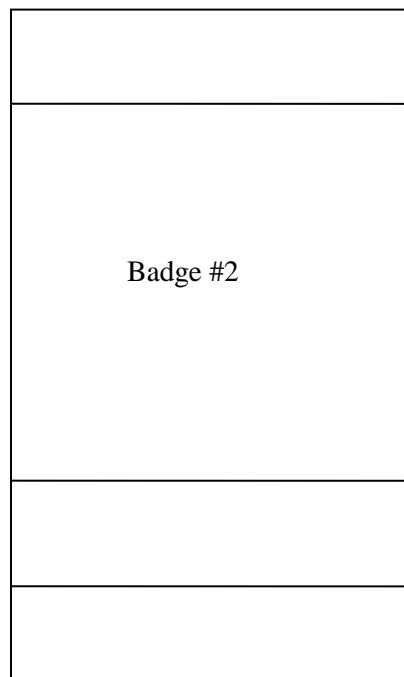

OFFICIAL BADGES AND INSERTS

Badges listed below and on succeeding pages are the official badges of the WBCCI.



5/8"

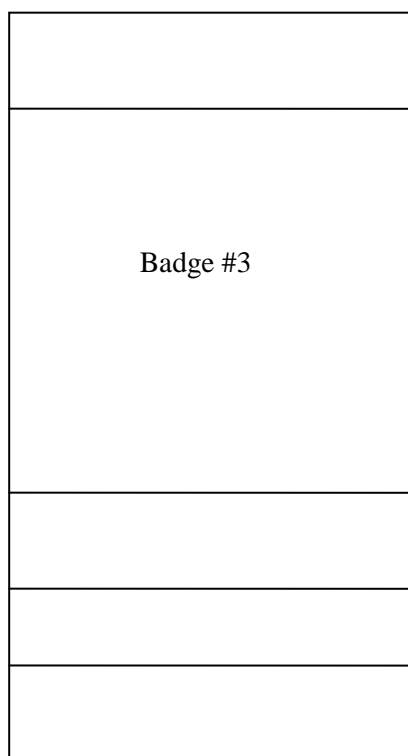
5/8"



5/8"

5/8"

5/8"



5/8"

5/8"

3/8"

5/8"

PRESENT/PAST INTERNATIONAL OFFICERS, CORPORATE MANAGER AND TRUSTEE (1/20/17)

| Office | Color |
|---|-----------------|
| Intl. President and Spouse | Blue and Gold |
| Other Intl. Officers, Corporate Manager (1/20/17) and Spouse | Blue and White |
| Parliamentarian and Spouse | Blue and White |
| Trustee and Spouse | Green and White |
| Past Intl. President and Spouse | Blue and Gold |
| Other Past Intl. Officers, Past Executive Secretaries and Spouses | Blue and White |
| Past Trustee and Spouse | Green and White |

BOARD MEMBER

| | |
|-----------------------|------|
| NAME | 5/8" |
| BADGE #3 | |
| INTERNATIONAL OFFICER | 5/8" |
| TITLE | 3/8" |
| BOARD OF TRUSTEES | 5/8" |

INTL. PRES. SPOUSE

| | |
|---------------|------|
| NAME | 5/8" |
| BADGE #2 | |
| TITLE | 5/8" |
| INTERNATIONAL | 5/8" |

OTHER INTL. OFFICER SPOUSES

| | |
|---------------|------|
| NAME | 5/8" |
| BADGE #2 | |
| UNIT | 5/8" |
| INTERNATIONAL | 5/8" |

PAST INTL. OFFICERS
PAST INTL. PRES. SPOUSE

| | |
|---------------|------|
| NAME | 5/8" |
| BADGE #3 | |
| TITLE | 5/8" |
| INTERNATIONAL | 3/8" |
| UNIT | 5/8" |

OTHER PAST INTL. OFFICER SPOUSES

| | |
|---------------|------|
| NAME | 5/8" |
| BADGE #2 | |
| UNIT | 5/8" |
| INTERNATIONAL | 5/8" |

Note: The Spouse or significant help mate of the International President and Past International President may use the title "FIRST LADY" and "PAST FIRST LADY" or "FIRST MATE" and "PAST FIRST MATE" or other elected/appointed official WBCCI office title, as appropriate. (1/18/08)

PRESENT/PAST REGION OFFICERS

| <u>Office</u> | <u>Color</u> |
|----------------------------------|----------------------|
| Region President and Spouse | Red/Silver and White |
| Region Vice President and Spouse | Red and White |
| Past Region President and Spouse | Red/silver and White |

REGION PRESIDENT

| | |
|--------------------------|------|
| NAME | 5/8" |
| BADGE #3 | |
| REGION NO. | 5/8" |
| TITLE | 3/8" |
| BOARD OF TRUSTEES | 5/8" |

REGION SPOUSE

| | |
|----------------------|------|
| NAME | 5/8" |
| BADGE #3 | |
| REGION NO. | 5/8" |
| TITLE | 3/8" |
| INTERNATIONAL | 5/8" |

REGION VP

| | |
|-------------------|------|
| NAME | 5/8" |
| BADGE #2 | |
| TITLE | 5/8" |
| REGION NO. | 5/8" |

REGION VP SPOUSE

| | |
|-------------------|------|
| NAME | 5/8" |
| BADGE #2 | |
| UNIT | 5/8" |
| REGION NO. | 5/8" |

**PAST REGION PRESIDENT
AND SPOUSE**

| | |
|-------------------|------|
| NAME | 5/8" |
| BADGE #3 | |
| REGION NO. | 5/8" |
| TITLE | 3/8" |
| UNIT | 5/8" |

Note: The Spouse or significant help mate of the Region President and Past Region President may use the title "FIRST LADY and "PAST FIRST LADY", or "FIRST MATE" and "PAST FIRST MATE" or other elected/appointed official WBCCI office title, as appropriate. (1/18/08)

 APPOINTED REGION OFFICERS/CHAIRS, TEEN QUEEN, AND STANDING COMMITTEE CHAIRS

| Office | | Color | |
|--|--|-------------------|--|
| Appointed Region Officers and Committee Chairs and Spouse | | Clear and Lt. Red | |
| Present/Past Teen Queen | | Clear and White | |
| Standing Committee Chairs and Spouse | | Coral and White | |

| <u>APPOINTED REGION OFFICER</u> | | <u>REGION COMMITTEE CHAIR</u> | | <u>SPOUSE</u> | |
|-------------------------------------|------|-----------------------------------|------|---------------|------|
| NAME | 5/8" | NAME | 5/8" | NAME | 5/8" |
| BADGE #2 | | BADGE #2 | | BADGE #2 | |
| TITLE | 5/8" | TITLE | 5/8" | UNIT | 5/8" |
| REGION NO. | 5/8" | REGION NO. | 5/8" | REGION NO. | 5/8" |

| <u>PRESENT/PAST TEEN QUEEN</u> | | <u>STANDING COMMITTEE CHAIR</u> | | <u>SPOUSE</u> | |
|--------------------------------|------|-------------------------------------|------|---------------|------|
| NAME | 5/8" | NAME | 5/8" | NAME | 5/8" |
| BADGE #3 | | BADGE #3 | | BADGE #2 | |
| TITLE | 5/8" | COMMITTEE NAME | 5/8" | UNIT | 5/8" |
| INTERNATIONAL | 3/8" | CHAIR | 3/8" | INTERNATIONAL | 5/8" |
| UNIT | 5/8" | INTERNATIONAL | 5/8" | | |

**CLUB MEMBERS, CARAVAN LEADERS, PRESENT/PAST UNIT OFFICERS
AND INTRA-CLUB MEMBERS**

| <u>Office</u> | <u>Color</u> |
|---|-------------------------|
| Present/Past Unit Presidents and Spouse | White and Light Blue |
| Past Pres. moved to another unit | White and White/Lt Blue |
| Other Unit Officers and Spouse | Clear and White |
| Intra-Club Members | Clear and White |
| Caravan Leaders | Clear and Light Green |
| Club Members | Clear and White |

PRESENT/PAST UNIT
PRES. AND SPOUSE

| | |
|----------|------|
| NAME | 5/8" |
| BADGE #2 | |
| TITLE | 5/8" |
| UNIT | 5/8" |

UNIT PAST PRES. AND
SPOUSE MOVED INTL.
DUES TO ANOTHER UNIT

| | |
|-------------------|------|
| NAME (WHITE) | 5/8" |
| BADGE #2 | |
| TITLE&UNIT (BLUE) | 5/8" |
| UNIT (WHITE) | 5/8" |

OTHER UNIT OFFICERS
AND INTRA-CLUB MEMBERS

| | |
|---------------|------|
| NAME | 5/8" |
| BADGE #2 | |
| TITLE OR CLUB | 5/8" |
| UNIT | 5/8" |

CARAVAN LEADERS

| | |
|---------------------------------|------|
| NAME | 5/8" |
| BADGE #2 | |
| *CARAVAN LEADER | 5/8" |
| NATIONAL, REGION OR OVERSEAS | 5/8" |

CLUB MEMBERS (7/5/95)

| | |
|----------------------------|------|
| NAME | 5/8" |
| BADGE #1 | |
| UNIT OR MEMBER AT LARGE | 5/8" |

*or ASSISTANT CARAVAN LEADER - SPOUSE

Note: The Spouse or significant help mate of the Unit President and Past Unit President may use the title "FIRST LADY" and "PAST FIRST LADY", or "FIRST MATE" and "PAST FIRST MATE" or other elected/appointed official WBCCI office title, as appropriate. (1/18/08)

Forms are available on the WBCCI website or may be requested from Headquarters.

SUGGESTED MODEL
OF
UNIT CONSTITUTION
AND
UNIT BYLAWS

NOTES

1. This Model provides guidance to the Units for the preparation of their Unit Constitutions and Bylaws (C&BL) in accordance with ARTICLE VI, Sec. 2 of the WBCCI Bylaws. Submission of Unit C&BL is accomplished by sending one copy electronically to WBCCI Headquarters.
2. Units are not required to follow the Model verbatim in its entirety; however, where this is acceptable to the Unit, it greatly facilitates the preparation of the documents by the Unit and the review and approval process by the WBCCI Constitution and Bylaws Committee. Those ARTICLES and/or Sections, which are expected to be verbatim in the Unit documents are marked with an asterisk. Any changes to these portions of the documents must be supported by rationale—which may or may not be approved. Worthy changes may result in approval of the document and a revision to the Model. The primary criteria to remember is that the Unit Constitution, Bylaws, and Policy must be consistent with the Constitution, Bylaws and Policy of the WBCCI. It is recognized that incorporated units are special cases.
3. All Units are encouraged to develop a Policy Document to include policies and practices, which have been adopted during Executive Board and Unit Business Meetings—or simply from past practice. These policies and practices avoid cluttering up the Bylaws with details, and are normally permitted to be more easily approved, amended, or stricken at any meeting by a majority vote of the Board or the Membership. They are a valuable help to the Unit in being available to assist new officers and new members in understanding the operation of the Unit. As with the Constitution and Bylaws, the Policy document should be furnished to all members. The inclusion of all three documents in the Unit Directory is encouraged.

SUGGESTED MODEL OF UNIT CONSTITUTION***ARTICLE I
NAME OF ORGANIZATION**

- Sec. 1 This organization is a chartered Unit of the Wally Byam Caravan Club International, Inc. and shall be known as the _____ Unit/**Club** of the Wally Byam Caravan Club International, Inc.

**ARTICLE II
OBJECTIVES**

- Sec. 1 The objectives of this non-profit organization **may** be:
- To furnish encouragement and assistance in the development of the Unit and thus afford fraternization for recreational vehicle owners.
 - To encourage safe driving and assist in improving the general welfare of the recreational vehicle public through assistance and active participation of all its members in building a strong organization for the betterment of good will toward recreational vehicle travel.
 - To coordinate with and participate in the interests and activities of the International and the Region.
 - To cooperate with other organizations and units within our sphere which are seeking to elevate the standards and ethics of the various groups.
 - To disseminate information of an advisory and educational nature which will be of value to its members and the public.
 - To study, advise and recommend legislation which is in the interest of the recreational vehicle public and oppose all legislation which is discriminatory and injurious to the recreational vehicle public.
 - To encourage government and private agencies to provide more and better recreational vehicle parks and facilities.

***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 Members and Affiliate Members.
- Sec. 3 An applicant for membership in this Unit must submit an application in writing and, upon the payment of International and Unit dues, shall be a Regular Member of this Unit
- Sec. 4 Regular Members who have sold their recreational vehicle manufactured by Airstream, Inc., may, upon request, retain their membership as Regular Members of this Unit pursuant to the provisions of Sec. 2 ARTICLE VI 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 Regular Members of another Unit may become Affiliate members in this Unit by an application to the Membership Committee 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 in the selection or election of officers in the Unit, Region or International or on any amendment to the Unit or the International Constitution.
 - The right to vote on the dissolution of the Unit, consolidation of the Unit with one or more units, or the merger of the Unit with another Unit.
- Sec. 6 Applicants for Affiliate membership in this Unit must submit dues and show evidence of membership in the International Club through another duly chartered unit.
- Sec. 7 Failure to pay either Unit or International dues will automatically terminate membership in the unit.
- Sec. 8 In those cases of co-ownership of a hard-sided recreational vehicle manufactured by Airstream, Inc., the rights and privileges of membership shall be deemed to include the spouses of such co-owners but collectively such co-owners shall possess one vote only except such co-owners who each pay International and Unit dues to this Unit shall each have one vote. A co-owner is defined as one of two WBCCI members who own a single Airstream Recreational Vehicle. Existing co-owners with more than two memberships on June 25, 2005, are not subject to this two membership limitation, as long as they maintain continuous membership in WBCCI.

ARTICLE IV OFFICERS AND THEIR ELECTION

- Sec. 1 The officers of the Unit shall be Regular members of the Unit and **may** consist of:
- President
 - First Vice President
 - Second Vice President
 - Corresponding Secretary
 - Recording Secretary
 - Treasurer
 - _____ Trustees (usually two to four)
- *Sec. 2 The Officers shall be elected at the annual business meeting and shall be installed and shall assume office on _____. 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 said officers 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 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 pursuant to 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 of 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 to fulfill the duties of office, the next ranking Vice President (in the order first, second) shall advance thereto. 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 of the unit officers plus the immediate Past President of the unit.
- Sec. 2 The Executive Board shall be the administrative body of the Unit and shall define the policies of and have full administrative authority in all matters pertaining to the Unit, and shall 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 shall consist 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 _____ (usually one of the Fall months). Additional business meetings may be held during any rally of the Unit, and also 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 prior to the meeting. A quorum for conducting business at any business meeting shall be not less than _____ percent of the membership. (Normally 10-15%)
- Sec. 2 All Regular Members voting at the annual or additional business meetings of this organization, and each such membership, identified by the International Club membership number, shall be considered one vote, except for co-owners who each pay International and Unit dues to this unit as provided for in Article III, Section 8.
- Sec. 3 Ballots submitted by email, regular mail or facsimile may also be accepted from Regular members unable to attend regular or special business meetings. The President and Recording Secretary shall ensure no member casts more than one ballot. Votes allowed in this manner should be received by the unit no later than two (2) days before the regular or special meeting at which a vote is to be taken. These votes must be kept confidential until voting at a meeting has taken place.

***ARTICLE VII
BYLAWS**

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

***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 their consideration.
- Sec. 2 Any Article or Section of this Constitution may be amended by a two-thirds vote of the members present and voting at a business meeting of the Unit or a special meeting called for that purpose, providing in either case, a notice containing the proposed amendment or amendments has been mailed first-class to each member of the Unit at least fifteen days prior to such a meeting.
- Sec. 3 All amendments to this Constitution shall become effective upon adoption.

*This Constitution, as last amended, was adopted by the membership on _____ at _____
(Date) (City, State, or Province)

SUGGESTED MODEL OF UNIT BYLAWS**ARTICLE I
PARLIAMENTARY AUTHORITY**

- *Sec. 1 Parliamentary procedures for all meetings of the Unit and Executive Board shall be governed by the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED except when they are in conflict with the Constitution, Bylaws, or Policy of this Club.
- Sec. 2 The order of business may be: Opening Ceremonies
Invocation (Nonsectarian)
Pledge of Allegiance (The United States Pledge of Allegiance may be omitted at all WBCCI rallies, events, and functions held outside the United States). (1/17/03)
- A. Roll Call
 - B. Approval of Minutes
 - C. Reports of Officers and Committees
 - D. Special Orders
 - E. Unfinished Business
 - F. New Business
 - G. Announcements
 - H. Adjournment

**ARTICLE II
COMMITTEES**

(Units should establish only those committees they need.) (This statement is a suggestion and should not be included in your documents.)

- Sec. 1 Standing Committees **may** be:
- A. Budget
 - B. Caravan
 - C. Constitution and Bylaws
 - D. Ethics and Grievance
 - 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.

- *Sec. 2 All Standing Committees may 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.

STANDING COMMITTEES**General Duties**

(Include only those committees your Unit establishes.) (This statement is a suggestion and should not be included in your documents.)

1. Budget In cooperation with the incoming and outgoing Treasurer of the Unit, prepare for the Executive Board a budget projecting the unit's income and expenditures for the next year.

2. Caravan To plan, organize, and obtain leaders for unit caravans that are operated or conducted for the Unit within the scope of the WBCCI Caravan Handbook. To develop an aggressive Unit Caravan program and to coordinate unit caravan matters with appropriate Region and International Caravan Committee personnel.
3. Constitution and Bylaws To conduct a continuing review and study of the Unit and the International Constitution and Bylaws and to make recommendations for any amendments or additions deemed desirable and in the best interest of the Club.
4. Ethics and Grievance To investigate and assess all grievances or complaints made by members and others and to make recommendations thereon to the Unit Executive Board.
5. Family/Youth Plan programs to encourage participation of family/youth at unit functions and to be the liaison person between the Unit and International Family/Youth Standing Committee.
6. Historical To record events including written and pictorial material associated with unit activities and to maintain an historical record of such.
7. Hospitality To receive and make welcome guests and new members at club functions. Recommend ways to meet and greet all club members and guests at rallies and/or seasonal functions.
8. Legislative To study, advise and recommend legislation in the interest of the Club and its members; to recommend opposition to all legislation which is discriminatory and injurious to the interest of the Club and its members
9. Membership Be the Unit/Club contact for prospective new members and explain the purpose and objectives of the Wally Byam Caravan Club International. Extend invitations to prospective members to attend a rally or meeting when making application for membership. Coordinate with the Treasurer to ensure having an accurate list of paid-up members, and to assist the Treasurer, as needed, in following up on all members who have not paid dues by October 15th
10. Publicity - To collect newsworthy items of interest to club members and to publish monthly a newsletter containing past and future events of the Unit, Region and International. 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 program of public relations between WBCCI and communities being exposed to rallies and caravans.

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

***ARTICLE III
GUESTS**

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

The non-member RV family to be invited is intended to be one, which is a prospective member, and one, which does not own an Airstream. The family is invited to the buddy rally or caravan to introduce them to the WBCCI "Way of Life" and the unit members in the hope they might decide to purchase an Airstream and join the club. A buddy rally is not intended to be used by current or past WBCCI members to attend a WBCCI rally in their non-Airstream vehicles.

***ARTICLE IV
NOMINATING COMMITTEE**

- Sec. 1 The Executive Board shall, not less than ninety (90) days prior to the unit's annual business meeting, appoint a three member Nominating Committee who shall, after having obtained the prior acceptance for office of each nominee if elected, place in nomination one candidate for each office to be filled by election, and submit a written report to the Executive Board which shall include the names of all candidates considered, and the President shall distribute the report to the membership not less than fifteen (15) days prior to said business meeting. Additional candidates who have previously consented to accept the office if elected, may be placed in nomination from the floor of said meeting. No seconds are required for any nomination.)

**ARTICLE V
DUTIES OF OFFICERS**

(The officers needed for the Unit are marked with an asterisk.) (This statement is a suggestion and should not be included in your documents.)

- *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 normally pertain to the principal executive officer.
- Sec. 2 The 1st Vice President shall:
- Attend all business meetings of the Unit and the Executive Board.
 - Shall assist the President.
 - Assume the duties of the President in the President's absence.

-
- Sec. 3 The 2nd 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 said officer.
 - Assume the duties of the President in the case of 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 meetings of the Unit and the Executive Board as prescribed in Article VI, Sections 1 and 2 and Article VIII, Section 2 of the Constitution and ARTICLE XI, Sec.1 of the Bylaws.
 - Prepare an agenda of pending business for use by 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 meeting.
 - 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 financial records of the Unit and receive all monies, as prescribed in international Bylaws, **Article XVI Financial Management Sec. 12 - 13 and Policy, Financial Data Guidelines**, and promptly deposit them in the bank previously chosen by the Executive Board.
 - Notify members of expiration of dues, issue receipts for dues paid through the unit, and maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Corresponding Secretary, the Newsletter Editor, and the Membership Chair. In addition, the Membership Chair shall be notified of all members who have not paid their dues by October 15th in order that the membership chair might assist the Treasurer in contacting those members to collect their dues prior to November 1st.
 - 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 (or Directors) shall be:
- To 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
DELEGATES**

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

***ARTICLE VII
DUES**

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

**ARTICLE VIII
CODE OF ETHICS**

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

***ARTICLE IX
LIABILITY**

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

***ARTICLE X
POLICY**

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

***ARTICLE XI
AMENDMENTS**

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

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

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

*These Bylaws, as last amended, were adopted by the Board on _____ at _____
(Date) (City, State, or Province)

UNIT REQUIREMENTS FOR FILING I.R.S REPORTS:

Form 990 Return of Organization Exempt from Income Tax, and Form 990-T Exempt Organization Business Income Tax Return.

YOU MAY NEED TO FILE FORM 990 IF:

A Unit/Region, which normally has annual gross receipts of \$50,000 (\$25,000 for tax years before Dec. 31, 2010) or less, is only required to file the Form 990N Electronic Notice with the IRS. Those with gross receipts over \$50,000 must file Form 990 in its entirety. Gross receipts are interpreted as the total amount received from all sources without subtracting any costs or expenses. International dues are not considered to be gross receipts or disbursements since the Unit is merely acting as an agent for WBCCI in the collecting of dues. International dues should be excluded in the Unit reporting on Form 990. (1/18/08)

A Unit's/Region's gross receipts are considered to be \$50,000 or less if the Unit/Region is: (1/18/08)

- A. Up to a year old and has received \$75,000 or less during its first tax year.
- B. Between 1 and 3 years old and averaged \$60,000 or less in gross receipts during each of its first two tax years. (1/18/08)
- C. Three years old or more and averaged \$50,000 or less in gross receipts for the immediate preceding 3 tax years (including the year for which the return would be filed.)

A majority of the Units/Regions will be in the 3-year or older category with normally \$50,000 or less in receipts and are required to file only the Form 990-N Electronic Notice. (1/18/08)

YOU MAY NEED TO FILE FORM 990-T IF:

A Unit/Region has a gross income of more than \$1,000 from sources unrelated to the Unit's/Region's exempt purpose, such as income from investments and advertising. You may be exempt from filing Form 990 but required to file Form 990-T due to unrelated income. Rally fees and dues are not income items that could be classified as unrelated. (1/18/08)

Income and expenses reported on Form 990-T must also be included when the Unit/Region is required to file both forms. The amounts reported on Form 990 should be reported in gross amounts for income and expenses. Based on this limitation, a large majority of the Units/Regions are not required to file a 990-T report annually. (1/18/08)

WHO AND WHERE TO FILE:

Forms 990 and 990-T are required to be filed by the 15th day of the fifth month after the accounting period ends. If a Unit/Region is on a calendar year basis, the forms would be due on May 15 following the end of the year. (1/18/08)

Instructions list the addresses of the Internal Revenue Service Center where the returns should be filed, based on geographical location.

These limitations are subject to change. Refer to the instructions for Form 990 for current limitations. If you have additional questions, please contact your local tax preparer. (1/18/08)

UNIT NAME AND ADDRESS:

When filing your forms, please use the address shown below:

Wally Byam Caravan Club International, Inc.
00 000 (Your Region/Unit Number)
P. O. Box 612
Jackson Center, Oh 45334

UNITS WITHIN REGIONS**REGION 1 - 5 Units:**

Cape Cod Massachusetts Airstream Club -167
Charter Oak Connecticut Airstream Club - 25
New England Airstream Club – 64

Northeast Mountaineers Airstream Club - 65
Quebec Canada - 125

REGION 2 – 16 Units:

Al-Mon-O Pennsylvania - 131
Central Maryland - 166
Central Pennsylvania Airstream Club - 164
Delaware Valley New Jersey – 36
Delmarva - 26
Hudson Mohawk New York - 71
Keystone Pennsylvania - 92
Metropolitan New York Airstream Club - 72

Mid-Atlantic - 53
New Jersey - 66
New York Finger Lakes - 2
Ontario Canada - 124
Penn Lehigh - 93
Pennsylvania - 91
Washington DC - 170
Watchung New Jersey Airstream Club - 68

REGION 3 – 18 Units:

Big Bend Florida Airstream Club – 153
Carolinas Airstream Club - 21
Coastal Georgia Airstream Club - 37
Florida Airstream Club - 27
Florida Springs Airstream Club - 174
Florida Suncoast Airstream Unit - 129
Florida Treasure Coast Airstream Club - 162
Georgia - 32
Northern Virginia Airstream Club - 110

Palmetto State Airstream Club - 22
Piedmont North Carolina - 161
Shenandoah Valley of Virginia - 149
South Carolina Coastal Airstream Club - 150
South Florida Airstream Club - 30
Southeastern Camping - 12
Tidewater Virginia Airstream Club - 111
Virginia - 109
Western North Carolina - 169

REGION 4 - 12 Units:

Akron Ohio - 77
Appalachian West Virginia - 115
Cincinnati Ohio Airstream Club - 78
Columbus Ohio - 80
Mahoning Valley Ohio - 82
Miami Valley of Ohio - 84

Michigan Airstream Club - 52
Mid-Eastern Michigan - 140
Mohican Valley Ohio Airstream Club - 85
Northern Ohio Virtual Airstream - 6
Southeastern Michigan Airstream Club - 137
The Western Reserve Camping - 79

REGION 5 - 6 Units

Central Indiana Airstream Club - 41

Indiana Airstream Club - 40

Kentucky Airstream Club - 49

Northern Illinois Airstream Club - 38

Southern Indiana - 44

WBCCI Illinois Lincolnland Airstream Club - 176

REGION 6 - 9 Units |

| Alabama Airstream Club - 1

Arkansas Razorback Airstream Club - 5

East Tennessee Airstream Club - 165

Greater New Orleans Airstream Club - 133

Louisiana Airstream Club – 50

Mississippi Airstream Club - 56

Music City Airstream Club - 158

Pensacola Florida - 29

West Tennessee Airstream Club - 96 |

REGION 7 - 3 Units

Minnesota Airstream Club - 55

North Dakota Peace Garden - 145

Wisconsin - 116

REGION 8 - 6 Units

Greater St. Louis Airstream Club - 58

Iowa - 46

Kansas City Missouri - 59

Missouri Greater Ozark - 151

Nebraska Airstream Club - 62

North Iowa Airstream Club – 171

REGION 9 - 10 Units

East Texas Lakes - 98

Greater Houston Airstream Club – 155

Heart of Texas Camping - 9

North Texas - 99

| Oklahoma Airstream Club - 88

Texas Alamo - 168

Texas Gulf Coast - 103

Texas Highland Lakes Airstream Club - 172 |

Texas Hill Country - 104

Texas Plains Airstream Club – 106

REGION 10 – 6 Units

Alberta Saskatchewan Canada - 120
British Columbia Airstream Club - 121
Idaho Airstream Club- 35

Montana Airstream Club– 61
Oregon Airstream Club - 90
Washington - 112

REGION 11 – 6 Units

Arizona Airstream Club - 3
Denver Colorado – 24
Four Corners Unit – 4

New Mexico - 69
Utah's Wasatch Airstream Club- 108
Wyoming - 119

REGION 12 - 11 Units

Central Coast California - 20
El Camino Real Airstream Club - 14
Greater Bay Area Airstream Club - 18
Greater Los Angeles Airstream Club - 13
Lake Tahoe Airstream Club - 178

Las Vegas Airstream Club - 63
Northern California Airstream Club - 11
Sacramento Valley Airstream Club - 8
San Diego California - 15
Sierra Nevada - 157
South Coast California Airstream Club - 19

OVERSEAS – 1 UNIT

Europe - 177

REGIONAL MAP



Forms are available on the WBCCI website or may be requested from Headquarters.

NATIONAL/SPECIAL EVENT RALLIES

Reference: Policy, Page 41 and 42, Paragraphs 4 and 5. (1/17/97)

Requirements: To sponsor a National or Special Event Rally, the following requirements must be met: (1/17/97)

1. a. A National Rally must be planned, hosted and conducted in conjunction with, and in the vicinity of, an annual celebration or event of National interest or near a location or attraction of national significance or renown. The sponsor(s) of a new or first time National Rally and the sponsor(s) proposing to reactivate a discontinued National Rally shall forward to Headquarters, for the attention of the National/Special Event Rally Standing Committee, a completed RALLY REPORT/APPLICATION Form with a request the proposed National Rally be authorized by the International Executive Committee. (7/5/16)
- b. A Special Event Rally must be planned, hosted and conducted in conjunction with, and in the vicinity of, an annual or periodic celebration or event that is for public attraction. Alternatively, a Special Event Rally may be held to focus or celebrate the use, history or lifestyle of Airstream travel and the WBCCI. The sponsor(s) of a new or first time Special Event Rally and sponsor(s) proposing to reactivate a discontinued Special Event Rally shall forward to Headquarters, for the attention of the National/Special Event Standing Committee, a completed RALLY REPORT/APPLICATION Form with a request the proposed Special Event Rally be authorized by the International Executive Committee. (7/5/16)
2. A National or a Special Event Rally should be scheduled for a duration appropriate to the event. The sponsor must provide for the participation of rally attendees at least as spectators. The sponsor may, alternatively, provide the participants with the necessary information to ensure they can make arrangements and pay for their participation. (7/5/16)
3. The sponsor(s) must assume responsibility financial obligations for the rally if any obligations are incurred. Expenses may be paid directly by the participants to an entity outside the WBCCI (i.e. campgrounds, event organizer, city, county, etc.). The sponsor(s) may retain any surplus funds accruing from the rally and will be responsible for any financial losses that may accrue. A written financial report shall be made to the sponsoring Unit(s), sponsoring Region and to Headquarters for record purposes and for the use of the National/Special Events Rally Standing Committee in providing reports to the International Board of Trustees. (7/5/16)
4. Liability insurance coverage under the "blanket policy" of the International Club will apply to existing authorized rallies and to rallies as may be authorized by the Executive Committee or the International Board of Trustees. (1/21/94)

PUBLICITY

1. The sponsor(s) of a National or Special Event Rally will be entitled to have three (3) rally promotional articles, totaling not more than 14 column inches and three (3) rally coupons published in the *Blue Beret* during the fiscal year (July 1 - June 30). The promotional articles and coupon requirements should be sent to the *Blue Beret* Editor, WBCCI, PO Box 612, Jackson Center, OH 45334. (1/21/00)
-

RALLY REPORT/APPLICATION

Check all applicable spaces regarding your Rally

National____ Special Event____ New____ Reactivate____ Discontinue____
____ After Rally Report - with required financial information
(Bylaws and Policy, page 41 and 42.)

Name of Rally____ Place Held____
Date of Rally: From____/____/____ To ____/____/____ 20____

Name of Sponsoring Unit or Region____

Name of President at time rally _____ Telephone (____)____ - ____

Name of this year's Rally Chair____

Address _____ Telephone (____)____ - ____

____ Email____

Number of years Rally has been held? _____ Rally Fee \$ _____ Parking per night (if not included) \$ _____ Limitations (if any) _____

FINANCIAL REPORT:

Number of RV's attending _____ Number of People attending _____

Problems encountered _____

Total Income \$ _____ Total Expenses \$ _____ Net \$ _____

Will this rally be held next year? Yes ____ No ____ Dates: From ____ To ____ 20____

Name of President at time of next rally _____ Telephone (____)____ - ____

Name of next year's Chair____ Telephone (____)____ - ____

Address _____ E-mail____

To whom should correspondence for next year's rally be directed: President____ Chair____

Complete this form within **30 days after the Rally** and send to:

National/Special Event Rally Chair
WBCCI Headquarters
PO Box 612
Jackson Center, OH 45334

If this is a new rally, this form is an application and the rally must be approved by the Executive Committee.

DISCIPLINARY PROCEDURE CHECK LIST (Unit or International)

Please read Article V of Bylaws for complete information and follow this check list.

- ___ 1. If an incident occurs that warrants a grievance, the grievance should be handled at the lowest level of occurrence. (1/23/10)
- ___ 2. When reconciliation fails, a written complaint from any WBCCI member, is filed with the Unit President or the International President within (30) days of the alleged violation. (1/23/10)
- ___ 3. President appoints or convenes the Ethics and Grievance Committee to handle complaint and notifies the Region President that a grievance has been filed against a member in their Region. All remaining information remains confidential. (1/23/10)
- ___ 4. E & G Committee sends all parties a copy of complaint marked confidential by certified mail and requests relevant documentation or supporting evidence for incident to be returned within 30 days of occurrence. (1/23/10)
- ___ 5. a. If the accused DOES NOT ask (within 30 days) for a hearing the E & G Committee shall make a determination and recommendation as to the disposition of the complaint. (1/23/10)
- ___ b. If the accused DOES ask (within 30 days) for a hearing, the E & G Committee shall set a date and place for a hearing and notify accused member by mail. The hearing date shall not be less than 30 days after this notice is mailed to the accused member. (1/23/10)
- ___ 6. Upon conclusion of case review or hearing if requested, the E & G Committee will furnish the Executive Committee a written report of the findings and recommended action. (1/23/10)
- ___ 7. The Executive Committee will promptly review the E & G Committee findings and affirm, overrule, or modify the findings and then notify the accused by certified, confidential mail the action taken, and the right of appeal to be filed within 30 days. E & G Committee and complainant are also notified of action. Case is closed unless appeal is filed in writing in cases of expulsion or suspension. (1/23/10)

MEMBER EXPULSION OR SUSPENSION by Unit or International

- ___ 1. Written request from expelled or suspended member appealing expulsion or suspension from WBCCI is filed with the President within 30 days of the expulsion or suspension notice. A request for hearing is based on the narrow scope of errors in the decision of expulsion or suspension. (1/23/10)
- ___ 2. International President appoints a hearing board composed of three (3) members, one of whom is named the chair. (1/23/10)
- ___ 3. IBT Hearing Board sets a date and place for the review hearing and notifies the appealing member in writing of the date and place. The hearing date will be at least 30 days after the notice is mailed. (1/23/10)
- ___ 4. The accused is given 15 days following receipt of notice of hearing to produce further written documents defining the errors in the decision to expel or suspend. (1/23/10)
- ___ 5. IBT Hearing Board resolution is made and a written report is filed with the IBT, Executive Board, the Corporate Manager and the appealing member. (1/23/10)
- ___ 6. If expelled from membership, the Executive Committee will advise the Corporate Manager of the member name(s), WBCCI number and effective date of expulsion, who in turn notifies all WBCCI Unit Secretaries. Suspension or expulsion includes any membership (Unit, Member-at-Large or International. (1/23/10)
- ___ 7. After two (2) years an expelled member may apply (up to two times) to the International Executive Committee to be reinstated as a member. (1/23/10)

Official Flag Code

Only national flags of the US and Canada are authorized for display at WBCCI rallies and meetings as long as there are no WBCCI units and members residing in Mexico. Should a new Mexican unit be established, the following two sentences shall apply: (6/27/05)

Until a Mexican unit is established, WBCCI members are to omit the Mexican flag when at events in the US and Canada. However, when at rallies or on caravans in Mexico, if US and/or Canadian flags are flown, the Mexican flag must also be flown as shown on the diagrams (pages 8-10). (6/27/05)

In all cases when in the USA and the U.S. Flag Code specifies where the U.S. Flag is positioned in an auditorium (section 7-K) and the Canadian and Mexican flags are also displayed; the proper positioning shall be for the USA flag to be furthest to the speaker's right; the Canadian flag is next to the USA flag; then the Mexican flag shall be next to the Canadian flag. All three national flags shall be to the right of the speaker. All other flags (such as region, unit, state, provincial) shall be properly placed to the speaker's left. (6/26/02)

When in Canada, Canadian flag protocol must be observed. The Canadian national flag always takes precedence over all other national flags when flown in Canada. This means that the Canadian flag shall be positioned furthest to the speaker's right, next will be the USA flag, then the Mexican flag. (6/26/02)

The flag of the host country is hoisted first and lowered last. (6/26/02)

The USA and Canadian flag protocols are similar. The above summary will cover most situations. A complete version (13 pages) of the Canadian flag etiquette is available at www.canadianheritage.gc.ca/progs/cpsc-ccsp/etiquette2_e.cfm. A condensed version follows the complete U.S. flag code as a supplement. (6/26/02)

As it is not possible to fly flags at "half-staff" on trailers and motorhomes without causing them to contact the RV, it is recommended that a black streamer (2 ½" to 3" wide by 36" to 42" long) be attached to the peak of the staff while the flag is flown at normal heights. (6/26/02)

THE UNITED STATES FLAG CODE (6/26/02)

(from the American Legion website)

Title 4, United States Code, Chapter 1

As Adopted by the National Flag Conference, Washington, D.C., June 14-15, 1923, and Revised and Endorsed by the Second National Flag Conference, Washington, D.C., May 15, 1924. Revised and adopted at P.L. 623, 77th Congress, Second Session, June 22, 1942; as Amended by P.L. 829, 77th Congress, Second Session, December 22, 1942; P.L. 107 83rd Congress, 1st Session, July 9, 1953; P.L. 396, 83rd Congress, Second Session, June 14, 1954; P.L. 363, 90th Congress, Second Session, June 28, 1968; P.L. 344, 94th Congress, Second Session, July 7, 1976; P.L. 322, 103rd Congress, Second Session, September 13, 1994; P.L. 225, 105th Congress, Second Session, August 12, 1998; and P.L. 80, 106th Congress, First Session, October 25, 1999.

§ 4. Pledge of Allegiance to the flag; manner of delivery

The Pledge of Allegiance to the Flag, "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

§ 5. Display and use of flag by civilians; codification of rules and customs; definition

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to sections 1 and 2 of this title and Executive Order 10834 issued pursuant thereto.

§ 6. Time and occasions for display

(a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

(d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King, Jr.'s birthday, the third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

§ 7. Position and manner of display

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he/she faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death

of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

(1) the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;

(2) the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and

(3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

§ 8. Respect for flag

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

(d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.

(e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

(f) The flag should never be used as a covering for a ceiling.

(g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

(h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

(i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

(j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The

flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.

(k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

§ 9. Conduct during hoisting, lowering or passing of flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes.

§ 10. Modification of rules and customs by President

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he/she deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

Flag Etiquette in Canada (6/26/02)

(from the Canadian Heritage website)

Dignity of the Flag

The National Flag of Canada should be displayed only in a manner befitting the national emblem; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The National Flag always takes precedence over all other national flags when flown in Canada. The only flags to which precedence is given over the Canadian flag are the personal standards of members of the Royal Family and of Her Majesty's representatives in Canada. The National Flag should always be flown aloft and free.

It is improper to use the National Flag of Canada as a table or seat cover or as a masking for boxes, barriers, or intervening space between floor and ground level on a dais or platform.

While it is not technically incorrect to use the National Flag of Canada to cover a statue, monument or plaque for an unveiling ceremony, it is not common practice to do so and should be discouraged.

When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all present should face the flag, men should remove their hats, and all should remain silent. Those in uniform should salute.

Displaying the Flag

The National Flag is flown at all federal government buildings, airports, and military bases and establishments within and outside Canada. The flag may be flown by night as well as by day.

The National Flag of Canada may be displayed as follows:

Flat against a surface, horizontally and vertically

If hung horizontally, the upper part of the leaf should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators. Flags hung vertically should be hung so that the canton is in the upper left corner.

On a staff

The top left (first) quarter or canton should be placed in the position nearest the top of the staff. When carried, the flag should be aloft and free.

On a flag rope (halyard)

The canton should be placed uppermost, raised as closely as possible to the top with the flag rope tight.

Suspended vertically in the middle of a street

The upper part of the leaf should face the north in an east-west street, and face east in a north-south street, thus being on the left of the observer facing east or south respectively.

Projected from a building

Displayed horizontally or at an angle from a window or balcony, the canton must point outward.

Affixed on a motor vehicle

The flag must be on a pole firmly fixed to the chassis on the front right.

Sharing the same base

When only three flags are displayed, the National Flag should be at the centre. For those facing the display, the flag of the country being honoured or given prominence is placed to the left of centre, and the other to the right.

When used to cover a casket at funerals

The canton should be draped over the upper left corner of the casket. The flag should be removed before the casket is lowered into the grave or, at a crematorium, after the service. The flag size should be 4 1/2 X 9 feet/ 1.40 X 2.80m.

Position of Honour

Due consideration should be given to flag etiquette and precedence whenever the National Flag of Canada or other sovereign national flag or provincial/territorial flag is displayed. If a purely decorative effect is desired without the involvement of precedence, it is better to confine the display to flags of lesser status; for example, house flags, pennants or coloured buntings.

Alone

When the National Flag of Canada is flown alone on top of or in front of a building where there are two flagpoles, it should be flown on the flagpole to the left of the observers facing the flag.

When the National Flag of Canada is flown alone on top of or in front of a building where there are more than two flagpoles, it should be flown as near as possible to the center.

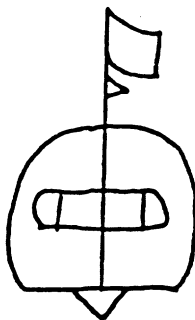
SINGLE POLE ARRANGEMENTS
Note: ONLY THE HOST NATION'S FLAG MAY BE FLOWN

International flag protocol requires that the host country's flag be flown in the host country's position of honor.

When in another country, the national flag of your country should not be the only national flag you fly or display. When you do not have the flag of the country you are visiting, do not fly or display the national flag of your country. In the latter circumstances, you may fly the flag of your state or province and your flag of office, if any, or an International Board of Trustees approved unit or intra-club flag.

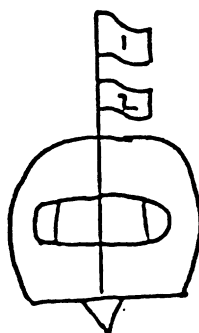
The diagrams below show proper flag placement at WBCCI events. When more than one flag is listed for a certain position, the highest priority for that position is listed first. If that flag is not flown, then select the next one, and so forth. (6/27/05)

Also, while the Mexican Flag is not currently authorized to be flown in the US or Canada at WBCCI events, the Mexican flag must be flown as shown when in Mexico for any reason if the US and/or Canadian flags are flown. (6/27/05)



| | | | |
|-----|-----------------------|--------------------------|--------------------------|
| | When in <u>USA</u> | When in <u>Canada</u> | When in <u>Mexico</u> |
| Fly | US Flag | Canadian Flag | Mexican Flag |

Note: Approved pennants may be flown under National Flags



| Flag No. | When in <u>USA</u> | When in <u>Canada</u> | When in <u>Mexico</u> |
|-------------|-----------------------|--------------------------|--------------------------|
| 1 | US Flag | Not Authorized | Mexican Flag |
| 2 | a. State | | a. WBCCI Flag |
| 2 | b. WBCCI Flag | | b. Intl. Office |
| 2 | c. Intl. Office | | c. Region Office |
| 2 | d. Region Office | | d. Unit Office |
| 2 | e. Unit Office | | |

TWO POLE ARRANGEMENT

Notes:

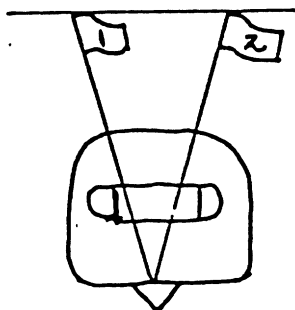
If two national flags are flown, they must be flown at equal height from the ground as demonstrated by the horizontal line across the top of the poles.

International flag protocol requires that the host country's flag be flown in the host country's position of honor.

When in another country, the national flag of your country should not be the only national flag you fly or display. When you do not have the flag of the country you are visiting, do not fly or display the national flag of your country. In the latter circumstances, you may fly the flag of your state or province and your flag of office, if any, or an International Board of Trustees approved unit or intra-club flag.

The diagram below shows proper flag placement at WBCCI events. When more than one flag is listed for a certain position, the highest priority for that position is listed first. If that flag is not flown, then select the next one, and so forth. (6/27/05)

Also, while the Mexican Flag is not currently authorized to be flown in the US or Canada at WBCCI events, the Mexican flag must be flown as shown when in Mexico for any reason if the US and/or Canadian flags are flown. (6/27/05)



| Flag No. | When in <u>USA</u> | When in <u>Canada</u> | When in <u>Mexico</u> |
|-------------|------------------------|--------------------------|--------------------------|
| 1 | US Flag | Canadian Flag | Mexican Flag |
| 2 | a. Canadian Flag | a. US Flag /or | a. US Flag / or |
| 2 | b. Mexican Flag* | b. Mexican Flag* | b. Canadian Flag |
| 2 | c. State/Province Flag | c. Province/State Flag | c. State/Province Flag |
| 2 | d. WBCCI Flag | d. WBCCI Flag | d. WBCCI Flag |
| 2 | e. Intl. Office Flag | e. Intl. Office Flag | e. Intl. Office Flag |
| 2 | f. Reg. Office Flag | f. Reg. Office Flag | f. Reg. Office Flag |
| 2 | g. Unit Office Flag | g. Unit Office Flag | g. Unit Office Flag |

*NOTE: Mexican Flag not authorized for display at WBCCI events in USA or Canada, but is shown for future use in the event that a Unit is established in Mexico.

PREFERRED THREE POLE ARRANGEMENT

Notes:

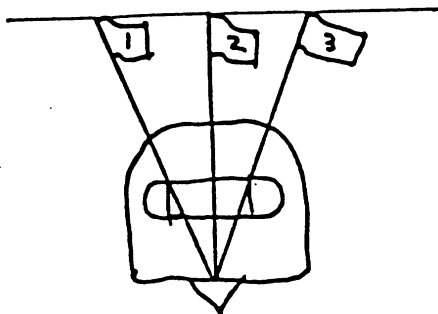
If two or more national flags are flown, they must be flown at equal height from the ground as demonstrated by the horizontal line across the top of the poles.

International flag protocol requires that the host country's flag be flown in the host country's position of honor.

When in another country, the national flag of your country should not be the only national flag you fly or display. When you do not have the flag of the country you are visiting, do not fly or display the national flag of your country. In the latter circumstances, you may fly the flag of your state or province and your flag of office, if any, or an International Board of Trustees approved unit or intra-club flag.

The diagram below shows proper flag placement at WBCCI events. When more than one flag is listed for a certain position, the highest priority for that position is listed first. If that flag is not flown, then select the next one, and so forth. (6/27/05)

Also, while the Mexican Flag is not currently authorized to be flown in the US or Canada at WBCCI events, the Mexican flag must be flown as shown when in Mexico for any reason if the US and/or Canadian flags are flown. (6/27/05)



| Flag No. | When in <u>USA</u> | When in <u>Canada</u> | When in <u>Mexico</u> |
|-------------|--|---|---|
| 1 | US Flag | a. Mexican Flag* b. US Flag c. WBCCI d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag | a. Mexican Flag b. State/Province Flag |
| 2 | a. Canadian Flag b. Mexican Flag c. State/Province Flag d. WBCCI Flag e. Current Office Flag | Canadian Flag | a. Canadian Flag b. US Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag |
| 3 | a. Mexican Flag* b. State/Province Flag c. Current Office Flag | a. US Flag** b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag | a. US Flag b. Intl. Office Flag c. Region Office Flag d. Unit Office Flag |

*NOTE: Mexican Flag not authorized for display at WBCCI events in USA or Canada, but is shown for future use in the event that a Unit is established in Mexico.

**NOTE: US Flag is shown in this position in Canada only when the Mexican Flag is flown in Canada. Otherwise, the US Flag is to be flown in #1 position.

ALTERNATE THREE FLAG ARRANGEMENT
Notes:

This diagram is valid **ONLY** when one **NATIONAL** flag is being flown, because the National flag is positioned in the middle on a pole that has not been shortened to be of the same height from the ground. To fly more than one National flag in this configuration is in violation of International Flag Protocol.

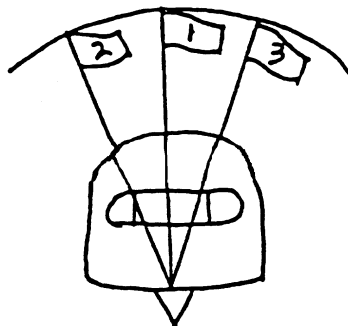
If two or more national flags are flown, they must be flown at equal height from the ground as demonstrated by the horizontal line across the top of the poles.

International flag protocol requires that the host country's flag be flown in the host country's position of honor.

When in another country, the national flag of your country should not be the only national flag you fly or display. When you do not have the flag of the country you are visiting, do not fly or display the national flag of your country. In the latter circumstances, you may fly the flag of your state or province and your flag of office, if any, or an International Board of Trustees approved unit or intra-club flag.

The diagram below shows proper flag placement at WBCCI events. When more than one flag is listed for a certain position, the highest priority for that position is listed first. If that flag is not flown, then select the next one, and so forth. (6/27/05)

Also, while the Mexican Flag is not currently authorized to be flown in the US or Canada at WBCCI events, the Mexican flag must be flown as shown when in Mexico for any reason if the US and/or Canadian flags are flown. (6/27/05)



| Flag No. | When in <u>USA</u> | When in <u>Canada</u> | When in <u>Mexico</u> |
|-------------|---|---|--|
| 1 | US Flag | Canadian Flag | Mexican Flag |
| 2 | a. State/Province Flag b. WBCCI Flag c. Current Office Flag | a. State/Province Flag b. WBCCI Flag c. Current Office Flag | a. WBCCI Flag b. Intl. Office Flag c. Region Office Flag |
| 3 | a. Current Office Flag b. Prior Office Flag | a. Current Office Flag b. Prior Office Flag | a. Region Office Flag b. Unit Office Flag |

FOUR POLE ARRANGEMENT**Notes:**

This diagram is new. When using it, keep the following in mind:

Furthest position to the observer's left (#1 on diagram) = Flag of highest ranking (position of honor)

Next position (#2 on diagram) = Flag of 2nd ranking

Next position (#3 on diagram) = Flag of 3rd ranking

Last position (#4 on diagram) = Flag of 4th ranking

In Canada, other Nation's flags are "ranked" according to their alphabetical order.

The Mexican flag is shown in #2 position, in Canada, and in the #3 position in USA, in the event a Mexican Unit exists. Until that time, the US Flag belongs in the #2 position when in Canada.

If two or more national flags are flown, they must be flown at equal height from the ground as demonstrated by the horizontal line across the top of the poles.

International flag protocol requires that the host country's flag be flown in the host country's position of honor.

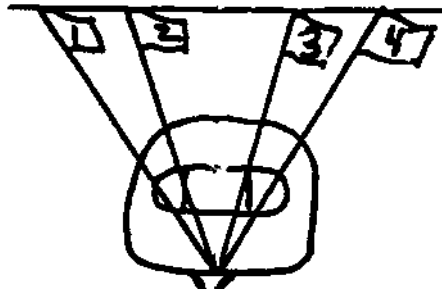
When in another country, the national flag of your country should not be the only national flag you fly or display. When you do not have the flag of the country you are visiting, do not fly or display the national flag of your country. In the latter circumstances, you may fly the flag of your state or province and your flag of office, if any, or an International Board of Trustees approved unit or intra-club flag.

The following diagram shows proper flag placement at WBCCI events. When more than one flag is listed for a certain position, the highest priority for that position is listed first. If that flag is not flown, then select the next one, and so forth. (6/27/05)

Also, while the Mexican Flag is not currently authorized to be flown in the US or Canada at WBCCI events, the Mexican flag must be flown as shown when in Mexico for any reason if the US and/or Canadian flags are flown. (6/27/05)

FOUR POLE ARRANGEMENT

ATTN: Important notes on Appendix - #12, page 12



| Flag No. | When in <u>USA</u> | When in <u>Canada</u> | When in <u>Mexico</u> |
|-------------|---|---|---|
| 1 | US Flag | a. Canadian Flag | Mexican Flag |
| 2 | a. Canadian Flag b. State Flag c. WBCCI Flag d. Current Office Flag e. Prior Office Flag | a. Mexican Flag* b. US Flag c. State/Province Flag d. WBCCI Flag e. Intl. Office Flag f. Region Office Flag | a. Canadian Flag b. US Flag |
| 3 | a. Mexican Flag* b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag g. Prior Office Flag | a. US Flag** b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag | a. US Flag b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag |
| 4 | a. State/Province Flag b. WBCCI Flag c. Intl. Office Flag d. Region Office Flag e. Unit Office Flag f. Prior Office Flag | a. State/Province Flag b. WBCCI Flag c. Intl. Office Flag d. Region Office Flag e. Unit Office Flag f. Prior Office Flag | a. State/Province Flag b. WBCCI Flag c. Intl. Office Flag d. Region Office Flag e. Unit Office Flag f. Prior Office Flag |

*NOTE: Mexican Flag not authorized for display at WBCCI events in USA or Canada, but is shown for future use in the event that a Unit is established in Mexico.

**NOTE: US Flag is shown in this position in Canada only when the Mexican Flag is flown in Canada. Otherwise the US Flag is to be flown in #2 position.

FIVE POLE ARRANGEMENT**Notes:**

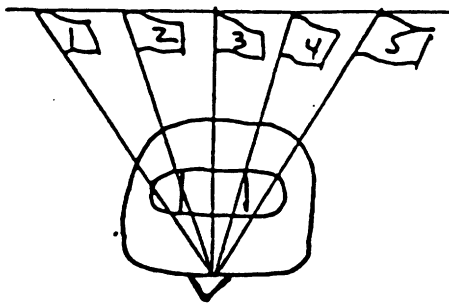
This diagram has been totally revised for flying flags in Canada. It has been reviewed and approved by Canadian authorities. When using it, keep the following in mind:

Furthest position to the observer's left (#1 on diagram) = Flag of 4th ranking
Next position (#2 on diagram) = Flag of 2nd ranking
Middle position (#3 on diagram) = Flag of highest ranking (position of honour)
Next position (#4 on diagram) = Flag of 3rd ranking
Last position (#5 on diagram) = Flag of 5th ranking

For additional information refer to Appendix 12, page 12.

FIVE POLE ARRANGEMENT

ATTN: Important notes on Appendix - #12, page 12



The display of five flags is authorized for all members of WBCCI with the stipulation that Blue Book Protocol for flying flags be followed. (6/27/05)

| Flag No. | When in <u>USA</u> | When in <u>Canada</u> | When in <u>Mexico</u> |
|-------------|---|---|---|
| 1 | US Flag | a. State/Province Flag b. WBCCI Flag c. Intl. Office Flag d. Region Office Flag e. Unit Office Flag | Mexican Flag |
| 2 | a. Canadian Flag b. State Flag c. WBCCI Flag d. Current Office Flag e. Prior Office Flag | a. Mexican Flag* b. US Flag c. Province Flag d. WBCCI Flag | a. Canadian Flag b. US Flag |
| 3 | a. Mexican Flag* b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag g. Prior Office Flag | a. Canadian Flag | a. US Flag b. WBCCI Flag c. Intl. Office Flag d. Region Office Flag e. Unit Office Flag |
| 4 | a. State/Province Flag b. Current Office Flag c. Prior Office Flag | a. US Flag** b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag | a. State/Province Flag b. WBCCI Flag c. Current Office Flag |
| 5 | a. Current Office Flag b. Prior Office Flag | a. State/Province Flag b. Intl. Office Flag c. Region Office Flag d. Unit Office Flag | a. State/Province Flag b. Prior Office Flag |

*NOTE: Mexican Flag not authorized for display at WBCCI events in USA or Canada, but is shown for future use in the event that a Unit is established in Mexico.

**NOTE: US Flag is shown in this position in Canada only when the Mexican Flag is flown in Canada. Otherwise, the US Flag is to be flown in #2 position.

ACCOUNTING GUIDELINES FOR UNIT TREASURER

Upon election and installation as Unit Treasurer it will be necessary (following an audit) to transfer control of funds from the outgoing Treasurer to you.

All monies should be deposited in a bank, trust company or savings institutions (Hereinafter referred to as "bank") insured under FDIC or FSLIC. It is the decision of the Unit Governing Board (Officers or Board of Trustees) which bank to use and how the money will be deposited, e.g. checking, savings, C.D. Usually a bank which is convenient for the Treasurer is selected.

If the funds are to remain in the same account, contact a bank official to obtain new signature cards and non-profit organization resolution form, which when properly executed, will authorize you to make deposits, write checks, and/or perform any other banking duties. The account must be in the legal name of the Unit, and most Units require the President and Treasurer to sign the authorization, although only one name is required for transactions to be official.

When changing banks the outgoing Treasurer will issue a draft for the full amount in the Unit Treasury, making it payable to the WBCCI Unit you represent. The procedure then will be to contact the bank and proceed as above.

You are authorized to receive and disperse funds and must set up accounting records. Remember, the easiest way that gives you all the information is the best way. For assistance and guidance the Immediate Past Treasurer is an excellent source.

Enclosed are suggestions and guidelines which may be used:

1. Unit Income Journal
2. Unit Expense Journal
3. Dues Journal (one for each year dues paid).
4. Rally Income Journal
5. Rally Expense Journal
6. Treasurer's Report
7. Membership Report

All accounts and records must be kept current and available to the Unit Governing Board for examination upon request. An audit will be conducted at the end of the term.

If you will set aside a certain day and hour each week to make deposits, write checks and post accounts you will find your elected office much easier and more rewarding.

Forms are available on the WBCCI website or may be requested from Headquarters.

MEMBERSHIP MANUAL

The lifeblood of any organization is membership. Without continued growth, WBCCI will cease to exist. To experience growth we must not only recruit new members, but also we must make every effort to retain our current members.

A few members cannot do this important task. We must ALL work as a team! Each Region should take an active part in Membership by appointing one of the Vice Presidents, preferably the First Vice President, as Region Membership Chair. Each unit should appoint a Membership Chair to carry out a program of recruitment, retention, follow-up, and feed back.

Purpose:

1. Encourage non-member owners of a recreational vehicle manufactured by Airstream, Inc. to become WBCCI members.
2. Encourage present members to retain membership.
3. Encourage members to become active and participate in rallies and caravans.

Membership Qualification:

1. Adult ownership of a fully self-contained and hard-sided recreational vehicle manufactured by Airstream, Inc. is a prerequisite for membership in WBCCI.
2. There are two classes of membership within a unit: Regular and Affiliate.
3. An applicant for membership in WBCCI must submit an application in writing and, upon the payment of International and Unit dues, shall be a Regular Member of a Unit.
4. Regular Members who have sold their recreational vehicle manufactured by Airstream Inc. may continue to belong to WBCCI so long as they do not own another manufacturer recreational vehicle. 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.
5. Regular Members of one Unit may become Affiliate members another Unit by an application to the Membership Committee of that Unit. Upon acceptance, they shall possess all the rights and privileges of the Unit except:
 - a. The right to hold office in the Unit.
 - b. The right to vote in the selection or election of Unit, Region or International Officers.
 - c. The right to vote on any amendment to a Unit or the International Constitution or on the dissolution of a Unit or the merger of a Unit with another Unit.

Member at Large:

An applicant for membership at large, upon written application to Headquarters and the payment of International dues plus the established surcharge (as set by the International Board of Trustee) shall be a Member at Large of the International Club. A Member at Large shall possess all the rights and privileges of the club, except the right to vote or hold office in an Intra-Club, a Unit, a Region or in the International Club. Ownership of a recreational vehicle as defined in this article and the payment of annual International dues and the surcharge is prerequisite to retaining membership as a Member at Large.

Recruitment:

1. Units and Regions should work closely with the Airstream dealer in their geographic area. Place a bulletin board at the dealership with all available Unit and Region information. Units/Regions should send dealers copies of their newsletters to pass along to prospective buyers. Make certain the dealer have the names, addresses, and telephone numbers of the current Unit/Region officers to give to non-members who may wish further information. Small wallet-sized cards currently used by many Units would be most helpful for this purpose. The Cards also give the Unit rally schedule for the year.
2. Unit and Region membership chair should make personal contact with non-member owners of recreational vehicles manufactured by Airstream, Inc. Contacts should have the following information available: "The address of WBCCI Headquarters and the name, address, and telephone number of the membership chair of the Unit/Region within the non-member's geographic area".
3. Members of each Unit should make an effort to invite non-members as guests to Unit functions, such as rallies, so they experience the good fun and fellowship of our membership.
4. Members should set a proper example so those non-members will want to join WBCCI.
5. Region Officers should encourage Buddy Rallies and rallies with non-WBCCI RV clubs.
6. Units and Regions officers should set realistic membership goals and make every effort to obtain these goals.
7. Unit/Region Officers may refer to the WBCCI Unit Idea Book for more ideas. Unit/Region Officers should also report successful ideas to Headquarters WBCCI to be included in the WBCCI Unit Idea Book. Membership is a total club concern, and successful and unique ideas need to be shared with all.

New Member Referrals from Headquarters:

When Headquarters receives an inquiry regarding WBCCI, or when they receive the name of a new purchaser of a recreational vehicle manufactured by Airstream, Inc. and that purchaser is not a member, they send out a membership information packet. The name of the owners is then forwarded to the Unit and Region Membership chair. The Unit and Region Membership Chair should immediately follow up on prospective members.

The membership information packet contains the following information:

Letter from WBCCI

A copy of the *Blue Beret*

Brochure (WBCCI Events Schedule)

Application Form

Unit/Region Membership Chair:

This is a key position within WBCCI. The dedication and drive of the Unit/Region Membership Chair is needed to have a viable organization. Membership should not and cannot be the sole responsibility of the Unit/Region Membership Chair. Membership must be the responsibility of all members of the Unit/Region. Consider membership a challenge rather than a chore. Challenge members to get out and recruit new members.

1. Inspire members of your Unit/Region to become active recruiters.
2. Headquarters will send you a copy of the letter that is sent to purchasers of a new Airstream. Once you receive this letter you should immediately contact the purchaser, telling them about the local Unit and the fun that we have.
3. Immediately forward all applications for membership to Treasurer who will send to Headquarters.

Founders Award

The Founders Award was established to identify and reward outstanding service to WBCCI through the recruitment of new members.

The honoree must have sponsored (not co-sponsored) a minimum of fifteen (15) new members. Recruitment of former members who renew their membership within three (3) years will not count toward this award.

It is realized that in this nationwide search for new members, recruiters may reach out to candidates who are outside their Units home territory. In such cases, the member will have the candidate complete the membership application form and the recruiter will sign the form in the sponsor's position with the annotation (FA) before the sponsor's name. The membership application is then forwarded to a unit within in the geographic area of the applicant. The membership application will follow the normal course. The recruiter's name with the (FA) Annotation will have the application count toward his/her Founders Award.

It is essential in order for this program to reach its full potential that honorees be inspired to greater heights in membership recruitment. Starting with an accumulation of fifteen (15) new members, a Founder's Award Bolo shall be presented to the honoree: and with increments of five (5) new members thereafter, a bar will be presented to the honoree to be suspended from the Award Bolo Medal. The Founder's Award Bolo shall be presented before the membership at the next International Rally, or if unable to attend, at a Region Rally if feasible, in recognition of this achievement. (6/26/02)

The Unit president will verify that the honoree is indeed entitled to the award.

Communications:

This is the greatest tool we have to keep in touch with our members, let's use it. When a Unit or Region Membership Chair receives an inquiry regarding club membership, it should be given immediate personal attention. The prospective member should be called or sent a letter inviting them to the next Unit/Region function. Let a prospective member know that we are interested in them. Immediately send your bulletin/newsletter and encourage the prospective member to attend a rally as soon as possible. Members may invite a prospective member to travel with them to the rally site.

Suggested Ways to Involve New Members:

The following will help get new members involved and active in your Unit:

1. Encourage a new member to attend a rally as soon as possible.
2. Reserve special up-front parking places for new members. Let the parking committee know that you are expecting a new member.
3. Have badges or temporary name tags available when the new member registers. A New Member Ribbon is a good idea.
4. Assign a sponsor to help the new members get acquainted. The sponsor should make sure that new member is included in all the activities of that rally. Preferably, the sponsor's activities should continue for at least one subsequent rally. WBCCI members are often such good friends that a new member may inadvertently feel left out when groups go out to dinner, etc.
5. Orientation is one of the most important times for new members. They will become well acquainted with other new members while being brought up to date on the history of WBCCI/Unit and all of its activities.
6. Initiation is a special ceremony where new members are inducted into the Unit. (Initiation is not a requirement of becoming a member, however this can be made to be a fun-filled way of officially greeting new members.)
7. ***Get new members involved as soon as possible!*** Assign them to a committee or a special activity.

Orientation:

The President or Membership Chair should conduct the Unit orientation meeting to discuss the rules of membership, operations and activities of the Unit, Region and WBCCI, including International, National, Special Events, and Unit caravans, rallies. The person giving the orientation should point out where they are listed in the WBCCI annual directory or the *Blue Beret*. The fun and excitement of "rally hopping" should be explained. The new members should be given a chance to ask questions. Other topics that could be covered are listed:

1. Participation in WBCCI, Airstream, Region, Unit, and overseas caravans and ways in which to become involved in them.
2. Membership numbers, how they are assigned, how to install, etc. New members should be encouraged to remove the numbers before they sell or trade-up.
3. Unit policies regarding smoking, potluck dinners, pets, and other pertinent matters.
4. Unit history.

5. Each new member family should be given a membership packet that includes at least the following:
 - a. Unit Constitution and Bylaws
 - b. Unit membership directory
 - c. Copy of Unit yearly rally schedule
 - d. List of Unit officers
 - e. Copy of suggested courtesies
 - f. Safety information
 - g. Badges, if not previously presented

Initiation:

Although initiations are not a requirement for acquiring membership, the following can be used as a tool to formally introduce new members. The initiation can be held at any time during a rally or a special function of the Unit. A nice way to introduce each new member family is to interview them first. Then a small resume about them can be given when they are brought forward for the initiation. Many units also take pictures to post on the Unit bulletin boards or in a membership album. Their names and appropriate data could be listed in the next newsletter so that all members might welcome them. The time element should be short, but the suggested ceremonies make the occasion more interesting and still dignified.

1. The person in charge may start the ceremony by announcing the number of new members to be inducted and to what number this will bring the total membership.
2. As the initiation ceremony begins, the inducting officer will say, "At this time, as I call each of your names, will you please come forward?". If their sponsors escort them, the sponsors may be introduced and then return to their seats. When all names have been called, the officer then asks, "Are there any other new members that were not at the orientation meeting or that I have overlooked? If so, will you please come forward at this time?"
3. The inducting officer then states, "During the orientation meeting you were introduced to the rules of membership of the (name of Unit). Having heard these rules, you are now asked to take the following pledge:"

"I shall ever be mindful of my responsibility and obligation as a member of the (name of Unit), to perpetuate the spirit of good will and understanding toward all people and to observe the accepted rule of courtesy, consideration, and conduct which characterizes this organization.

I shall willingly and cheerfully perform my fair share of membership duties and rally chores. I will make every effort to keep my equipment up to high standards and maintain my parking area in a clean and orderly condition at all times.

I shall endeavor at all times to be self-reliant, courteous, and considerate."

To the new members...."Will you now repeat after me...."To these purposes and precepts I do pledge."

To the membership...."Do you accept these new members who have pledged to become our friends and co-workers?"

To the new members...."I now declare you a fully accredited member of this unit with all the rights and privileges pertaining thereto."

New Member Induction

“Address by Name” It is a pleasure to welcome you into the Wally Byam Caravan Club on behalf of the “name unit” and region_____.

As part of your initiation, you are asked to promise to abide by the WBCCI Code of Ethics-which I will now read for your information and consideration, and as a reminder to all of us. Our Code of Ethics bind us:

- A. To be ever mindful of our responsibility to Wally Byam Caravan Club International, Inc., and through conduct, indicate to the public that membership in this organization is an assurance of our courtesy on the road and good will to all peoples and countries.
- B. To be ever mindful of what we say or print with respect to 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 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 in the same way.

Do you promise to conduct yourself in accordance with this Code of Ethics-and, as a member of the “name unit”, perpetuate the spirit of goodwill, courtesy, consideration, and conduct which characterizes our club?

Do you further promise to willingly and cheerfully perform your fair share of membership responsibilities and rally chores, to endeavor to be self-reliant, and to keep your equipment maintained to high standards?

To the membership: Please rise. Do you, the members of the “name unit”, each pledge to accept these new members as friends, co-workers, and fellow caravanners; and do you promise to do your utmost to keep them happily involved in the business and activities of your unit? Please be seated.

To the new members: “address by name” I now declare you fully accredited members of the WBCCI and the “name unit”-with all the rights, privileges, and responsibilities pertaining thereto.

Here are your badges-wear them proudly. Please remember, and informed and involved member is a happy member. I commend to you the Blue Book (show a copy), your unit Constitution and Bylaws, your unit newsletter, the *Blue Beret*, and the Membership Directory for information. Become involved, participate as often as your circumstances permit, and, in time, volunteer for an office-you will enjoy it! (6/27/05)

Suggestions for Retaining Present Members:

Each year many units lose as many older members as they gain through active recruitment of new members. Much of this is due to the lack of an active membership program.

Transfers:

You should welcome transfers from other Units of WBCCI to your unit. The member is responsible for informing the losing unit of his/her intentions. He/she should complete a Membership Application checking the Transfer block and give the form, with dues, to the Membership Chair. The white copy is sent to Headquarters. The yellow copy and dues are given to the unit treasurer. The Membership Chair should notify other interested persons.

The transferees should be handled in much the same manner as any new members to the unit.

Using the Unit Newsletter:

A personal note in the monthly newsletter is an effective way let members who have not been present at recent rallies know they are missed. The member should be contacted at least by telephone, preferably in person. Don't wait until dues renewal time to find out why a member has not been active.

When dues for the coming year are due, write an article on membership for your Unit's publication. List all the benefits derived from being a member. These benefits can be found in the many functions and activities conducted each year by the Units, Regions, and the International. Write about coming events, such as: a proposed unusual rally, that special caravan, or that unique program coming in the near future. Give the member reasons for wanting to maintain membership in the Unit. Don't just say, "Dues are due!" Make each member feel that by not renewing, he/she will miss a big year of fun and excitement.

Mail out renewal notices to reach members in early July. Mail with the Unit newsletter to save postage.

Have a good look at your bulletins. Are they all that they can be?

Membership Retention Drive:

Why not promote membership at rallies and functions of the Unit during the time when dues are being collected? Talk about coming events that members won't want to miss.

Whenever and wherever the opportunity arises, have someone give a small talk on membership. A sample of what this could include is shown in the article entitled "Suggested Membership Talk". A sample of this talk is in this manual.

Instead of mailing out the second dues reminder, make a personal contact if possible. On approximately September 15th have a list of non-renewal members available to turn over to a membership renewal team, assigned by areas. Members of this team can make a personal contact with these members. Be sure that team members are up to date on membership requirements. A form letter for this purpose is included in this manual. Encourage members whose advanced age or infirmity precludes their traveling with their Airstream to rallies and functions to keep their membership. Members may sell their Airstream and retain their membership so long as they do not own any other type of RV.

As a last resort, if a member has not paid his/her dues, a letter from the President would be in order. Let the member know you value his/her membership. A sample letter is included with this manual.

Retention Ideas:

Here are a few ideas that have proved to be helpful in some of the Units:

Make the Rallies and Caravans Fun

1. Use questionnaires for new ideas, etc. Do your rallies and programs meet the needs of your members? Why are some members not attending rallies?
2. Does your Unit have an active caravan program?
3. Visit other Units for ideas. Have joint rallies when possible.
4. Set up a telephone committee by areas. Encourage members to make personal contact with members who have not attended rallies recently.
5. Suggest that you assign a sponsor to each new member. The sponsor should see that the new member gets active and meets other members. The sponsor's task does not end after the first rally.
6. Check the WBCCI UNIT IDEA BOOK for retention ideas. Also submit any new ideas you may have.
7. Check rally attendance roster against Unit roster. Then contact members who are not attending and find out WHY.
8. Have you made changes in your rally programs recently? Are you doing the same thing over and over again? Try new ideas, guest speakers, seminars, etc. Make your programs interesting to the majority of your members. Be sure to solicit ideas of activities that members might enjoy.
9. An evaluation of rallies, done by members attending, could give important information as to which activities were effective and which were not.
10. In Unit newsletters list the names of members who are ill, have any special problems, etc. Give the Unit members a chance to respond! Let members know that you care.
11. Some Units list birthdays and anniversaries. Again, this is an opportunity to personalize your membership.

Suggested Practices of Membership:

WBCCI Caravanners are universally respected by the way they treat each other and the general public. Here is how they do it while traveling and participating in club activities like Caravans and Rallies:

SUGGESTED EQUIPMENT EVERY CARAVANNER SHOULD CARRY:

1. Drinking water supply equipment including: 2 or more "White" drinking water hoses (NO RUBBER) 5/8" x 25 ft., 1 or more hose "Y's", 1 water thief, 1 water pressure regulator (if not built-in), and a 5 gallon water can or clean bucket and funnel (to fill water tank when there is no pressure).

2. Waste water disposal equipment including: 1 "Green" waste water hose, plainly marked "FOR WASTE WATER ONLY", 3/4" x 25' with male fitting cut off, 1 waste water holding container with vent tube (NO OPEN CONTAINERS).
3. Sanitary waste equipment: sewer hose - one 4 foot and one 8 or 10 foot is desirable.
4. Electrical equipment including: 1 or more 50 ft. 3-wire cord, 10 or 12 gauge, (10 gauge preferred) with U-bar grounding plug and receptacle; 1 adapter, trailer plug to U-bar ground plug; extra supply of fuses for trailer/motorhome battery system.
5. Emergency equipment including: 1 shovel, 1 light crow bar, set of reflectors, and a supply of fuses, fire extinguisher.
6. Other equipment including: wood or metal blocks and wedges for leveling trailer/motorhome, flagpole and a 3'x 5' U.S. flag.

SUGGESTED SAFETY PRACTICES EVERY CARAVANNER SHOULD OBSERVE:

1. Each member should ensure that his/her trailer/motorhome, tow vehicle and hitch equipment are always maintained in sound condition (Use enclosed safety check list as a guide).
2. Pull trailer onto the parking wedge. Then if something should go wrong, the trailer will roll away from the tow vehicle.
3. Treat the smell of gas as very dangerous. If you suspect a leak, find it and eliminate it immediately. Locate with soapy water--not a match!
4. Maintain an even speed when towing on hilly roads. Engine speed drops rapidly. Learn to shift into lower gear before losing too much speed. Otherwise, you may "crawl" over the hill and your tow vehicle will get hot.
5. Use ONLY 3-wire grounded power cords. **NEVER** use 2-wire cords!
6. Keep proper polarity. **NEVER** allow reverse polarity.
7. Use hoses marked "Safe for drinking water." **NEVER** use rubber hose. Proper hose keeps all our water safe and good tasting.
8. Pull off the highway at first safe turnout to allow back-up traffic to pass. This is a State Law in most states.
9. Stay within the speed limit and a safe distance behind other traffic. If you are following another Caravanner and can read his/her numbers, you're too close!
10. Carry a fire extinguisher in your Airstream and tow/towed vehicle.
11. **REMOVE** detachable mirrors as part of unhitching the trailer.

COURTESIES EVERY CARAVANNER SHOULD OBSERVE:

1. Show courtesy and consideration to all with whom you come in contact so that the goodwill of the WBCCI is enhanced.
2. Dispose of all rubbish by the means provided.
3. Collect gray-water in the proper receptacle on rally grounds. Dispose of it in the proper manner
4. Be courteous and considerate toward committee workers for they are volunteers.
5. Keep pets under control at all times. Clean up after them. Pets should not be in hospitality area.
6. When running generators, confine their use to appropriate places and times.
7. Wear WBCCI name badges at all times when at WBCCI activities or on caravans.
8. Let the officers and committee have the benefit of your ideas for the general improvement of the club.
9. Keeps the area around trailer/motorhome clean at all times.
10. Keep all clothing and laundry hung inside trailer/motorhome, NEVER outside on ropes or wires.
11. Advise neighboring trailers/motorhome of intent to disconnect water or power.
12. Protect others' water supply and keeps hoses out of the dirt.
13. Bring a fair share to the potlucks. Bring generous portions for the dinners, for we are one big family.
14. Makes a point of getting acquainted with new members and make them welcome.
15. Be considerate by not smoking at meetings or meals, etc.

COOPERATION

Ways in which every Caravanner should cooperate with Unit officers as they do their work assisting all Caravanners:

1. Promptly inform Unit's Secretary AND the Headquarters of any address change.
2. Pay dues PROMPTLY as soon as notified, to insure inclusion in the directory.
3. Return rally reservations PROMPTLY to assist the rally planners.
4. Volunteer for committee assignment and other tasks as needed.

SUGGESTED MEMBERSHIP TALKS

As of (date) the total membership in the (name of unit) stands at (Number). The Membership Committee and the Board of Directors would like to see this number increase. This increase can come from the new members who are inducted throughout the year. However, it is equally important that each of our members renews his/her membership, or this will not occur. Our unit will be viable only if it prospers and grows. We need your help to do this.

The help that we ask of you is two-fold. First of all, we want YOUR membership in the Unit renewed. We want this not just to make numbers, but because we respect your friendship and are proud to know that you are on our team. Secondly, we ask your help in encouraging members who are not present at this function to renew their membership. With your renewal and your encouragement of others, the Officers and committees can continue to bring you good rallies and programs throughout the year.

So, at the first opportunity, make an effort to see the Treasurer of the Unit and renew your membership. We would also like to ask you to look around. Are friends missing from this rally? Please give them a call. Let them know that we are concerned about them.

Membership is everyone's task. A few people alone cannot make our club grow and prosper. It takes all of us together!

SUGGESTED LETTER OF WELCOME

A letter of welcome should be mailed out to each new member after they have joined or it could be given at their initiation. It should be addressed to each member and should not be a form letter. This sample letter could be a guide for your letter.

Dear Tom and Mary Jones:

On behalf of the officers and members of the _____ Unit, Wally Byam Caravan Club International, Inc., I welcome you to our Unit and hope that your association with the club will be satisfying and rewarding. We will do everything possible to insure that your participation in rallies, caravans and other activities of our club will be pleasant and enjoyable for you and your family.

Our club rules are based mainly on common sense and I trust will cause little if any inconvenience to you as members. We hope that you and your family will enjoy yourselves at all club functions. If you do, please tell others. Furthermore, the officers of this Unit would appreciate hearing your comments, good or bad. In this way we each shall work for the betterment of the club.

Again we say "Welcome!" and hope that you and your Airstream will be a familiar sight at all of the club rallies and activities. If I can be of any help to you in any way, please feel free to call on me.

Thank for joining!

President
(Name of Unit)

SUGGESTED LATE DUES LETTER

This is a suggestion for a letter that could be sent to members who have not yet paid their dues. It is an indication to them that we really do want them in our club. Dues must be sent to Headquarters by December 1 to have members' names included in the directory.

Dear (Names of Members):

Our Treasurer has advised me that you have not yet paid your dues for (year). We surely do want you to continue your membership in the _____ Unit. We hope that it is an oversight. It is certainly not too late to continue your membership, but you need to send a check for (amount of money) for your (year) International and Unit dues as soon as convenient. You can rejoin at any time, but there is a time limit on when you can get your name in the Unit and International directories for this year.

We have enjoyed your fellowship in our Unit and sincerely hope you will be able to continue your membership. Please let us know!

Sincerely,

President
(Name of Unit)

This is a sample of a letter that might be sent to members who have indicated that they might not continue Airstreaming, explaining to them the advantages their membership. -

Dear (Names of members),

We understand that you have decided not to continue traveling in your Airstream. We are indeed sorry to hear that! We would like to have you continue your WBCCI membership, thus receiving the *Blue Beret*, our Unit newsletter, and attend our Unit functions when possible.

You may sell your Airstream, still keep your number and association with the WBCCI. This relationship can continue as long as you do not own any other type of recreational vehicle.

We value your association in our Unit and would be so sorry to lose you as a member. We hope that you will consider this way of continuing in the WBCCI.

Sincerely,

President
(Name of Unit)

UNIT ONLY

DUES YEAR 20 _____

New Member ☐Reinstatement ☐Transfer ☐

MEMBERSHIP APPLICATION
WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

P.O. BOX 612
 JACKSON CENTER, OHIO 45334
 PHONE: 937-596-5211

HEADQUARTERS ONLY

(Membership Number Assigned) _____

Packet Mailed _____

APPLICANT INFORMATION:

HEADQUARTERS

Date: _____

Last Name _____ First Name _____ E-mail _____

Spouse / Partner _____ (Husband) _____ (Wife) _____ Phone Number _____ (Area Code) _____

Address _____ (Street) _____ (City) _____ (State or Province) _____ (Zip Code) _____

Airstream Trailer ☐ _____Airstream Motor Home ☐ _____ (Year) _____ (Model) _____ (Size) _____ (Serial or VIN Number) _____Have you ever been a member of any unit of WBCCI? Yes ☐ No ☐ If yes, name of unit _____

Indicate WBCCI membership number previously assigned you. _____ Year Assigned _____

I have courtesy parking ☐

(WBCCI Applicant Signature) _____

ANNUAL DUES INCLUDE
 YEARLY SUBSCRIPTION TO THE BLUE BERET

UNIT RECORD:

Unit _____ (Region - Unit No.) _____

Sponsor (OptL.) _____ WBCCI No. _____

WBCCI Conflict of Interest Policy

Article I - Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (WBCCI) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the WBCCI or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II - Definitions

1. Interested Person - Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the WBCCI has a transaction or arrangement,
 - b. A compensation arrangement with the WBCCI or with any entity or individual with which the WBCCI has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the WBCCI is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III - Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the WBCCI can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the WBCCI's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest. It shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V - Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the WBCCI for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the WBCCI for services is precluded from voting on matters pertaining to that member's compensation.

- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the WBCCI, either individually or collectively, is prohibited from providing Information to any committee regarding compensation.

Article VI - Periodic Reviews

To ensure the WBCCI operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the WBCCI's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VI, the WBCCI may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

WBCCI PRIVACY POLICY

Information we collect:

We collect information from you when you join WBCCI, fill out a form online or provide us written information. Written materials you send to us will allow us to communicate with you either electronically or by mail.

You may be asked to provide your name, email address, mailing address, telephone number and/or year and model of Airstream(s) you own.

Ways in which we use your information:

Any of the information we collect from you electronically or in written form may be used on our website in one of the following ways:

- To personalize your experience (your information helps us to better respond to your individual needs)
- To improve our website
- To send periodic emails regarding club business, events and newsletters

You may visit our website anonymously.

The email and mailing addresses you provide are for club business only and will only be used to send you information and updates pertaining to your membership or to the club as a whole.

Membership Directory:

WBCCI / The Airstream Club International publishes an annual directory of the current members in magazine form, provided only to the membership of the club. Periodically the club provides a directory to the membership in the form of digital document, such as a PDF. Members have the opportunity to “opt out” of having their names, membership numbers, and contact information included in either the secure digital version and/or the print version of the directory. Appropriate security measures will be taken to keep members’ contact information private at all times and insure that only club members will have access to this information. (1/14/16)

How we protect your information electronically:

We implement a variety of security measures to maintain the safety of your personal information when you enter, submit or access your personal information on our web site(s).

We use a secure server where appropriate. All supplied sensitive/personal information is transmitted via Secure Socket Layer (SSL) technology and then (if a payment is involved) encrypted into our payment processor’s database only to be accessible by those authorized with special access rights to such systems, and any such authorized parties are required to keep the information confidential.

After a transaction, your private financial information (credit cards, etc.) will not be stored on our servers.

Use of cookies for the website:

Cookies are small files that a site or its service provider transfers to your computer’s hard drive through your Web browser (if you allow) that enables the site’s or service provider’s systems to recognize your browser and capture and remember certain information.

We use cookies to compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future, and to allow you to remain logged into the site if you choose to do so.

No disclosure of any private information to outside parties:

We do not sell, trade or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business or providing service to you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies or protect ours or others rights, property or safety. However, non-personally identifiable visitor information such as site traffic statistics and other aggregated, anonymous data may be provided to other parties for marketing, advertising, or other uses.

Advertising and third party links:

Occasionally, at our discretion, we may include links to or advertising from third party products or services on our website. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

Implied consent:

By using our website or providing written information, you consent to this privacy policy.

Updates or changes to our Privacy Policy:

If we decide to change our privacy policy, we will post those changes on our website and in the *Blue Beret*, the club's newsletter and update the Privacy Policy modification date below.

This policy was last modified on 06/25/2014.

Contact Information:

If there are any questions regarding this privacy policy you may contact us using the information below:

WBCCI
P.O. Box 612
Jackson Center, OH 45334
USA

privacy@wbcci.org