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**ARTICLE I
PARLIAMENTARY AUTHORITY**

Sec. 1 The rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern
Bylaws the international club in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the international club. (1/21/94)

Policy The order of business shall be: (1/18/02)

- A. 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)
- B. Roll Call
- C. Approval of Minutes
- D. Reports of Officers and Committees
- E. Special Orders
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournment

**ARTICLE II
CORRESPONDENCE**

Sec. 1 All international club correspondence shall be addressed to:
Bylaws

Wally Byam Caravan Club International, Inc.
P.O. Box 612
Jackson Center, OH 45334 USA

**ARTICLE III
COMMITTEES**

Sec. 1 The Standing Committees shall be: (7/27/19)

Bylaws

- | | |
|----------------------------|-----------------------------------|
| A. Budget | J. International Relations |
| B. Caravan | K. Lifetime Membership Fund |
| C. Constitution and Bylaws | L. Long Range Planning |
| D. Ethics and Grievance | M. Marketing |
| E. Family and Youth | N. Membership |
| F. Historical | O. National/Special Event Rallies |
| G. Information Technology | P. Planning Guides |
| H. International Rally | Q. Publications |
| I. Intl. Rally Site | R. Technical |

**Sec. 10
Bylaws** The President shall appoint a Parliamentarian who shall serve as the principal advisor and consultant to the President on all matters of parliamentary procedure. The Parliamentarian shall attend all delegates meetings; all board of trustees meetings, and upon request of the President, the Executive Committee meetings. (1/19/96)

**Sec. 11
Bylaws** All Standing Committees, or special committees appointed by the President, may conduct the business of the committee electronically. This includes the use of, but not limited to, teleconferencing, video conferencing, or any other appropriate means of electronic communication. (1/11/18)

STANDING COMMITTEES - GENERAL DUTIES

- Policy**
- A. Budget Prepare and present to the incoming Board of Trustees, at its first meeting each fiscal year, budgets for the general fund and each future International Rally for which a location has been announced. The general fund budget shall project the Club's income and expenditures for that fiscal year and shall provide for funding of all usual and special club activities. It shall also allocate to each of the Standing Committees such funds, as the Budget Committee deems necessary for the efficient operation of each committee's program. Each International Rally budget shall show for each line of the original budget, any revisions to the budget, and the amount expended to the date. The budgets are to be based upon information provided by the Executive and Standing Committees, Region Presidents and the Corporate Manager concerning fiscal implications for the year. (1/20/17)
 - B. Caravan To foster a continuing interest in National, Region, Unit and Intra-club Caravans; to administer and approve National, Region and Intra-club caravan programs; to develop and maintain the Caravan Handbook as a guide for the caravan program of the International Club; to establish and conduct an annual training program for Caravan Leaders and Caravan participants; to assign the dates and times for caravan arrivals at International Rallies; to coordinate the itineraries of National Caravans with the dates and locations of National and Special Event rallies thus affording participants in National Caravans the opportunity to attend and support such rallies; and to encourage, assist in arranging, and approve caravans in fraternal countries where Airstream has a significant presence (see paragraph J). (7/22/17)
 - C. Constitution and Bylaws To conduct a continuing review and study of the International Club Constitution and Bylaws and to recommend amendments deemed desirable or necessary; to conduct a continuing review and study of the Constitution and Bylaws of all Units and of all International Board of Trustees authorized Intra-clubs, and if any be found to be deficient or in violation of the Constitution and Bylaws of the International Club to report such deficiency or violation, if not corrected, with recommendations to the Executive Committee of the International Club; to receive and review proposals for amendments to the International Constitution and to provide a written report to Headquarters containing the recommendations of the Standing Committee with regard to such proposed amendments. (1/19/96)
 - D. Ethics and Grievance To investigate, assess and adjudicate all grievance complaints made by members and others at the International Club level; to make recommendations to the Executive Committee and to the Board of Trustees regarding ethics and grievance matters; and to advise and assist regions and units in handling grievance complaints at the region and unit level, when requested to do so. (1/11/18)

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- E. Family/Youth To develop an effective continuing program and structure to encourage Family/Youth participation in Unit, Region and International Rally and Caravan functions; to ensure that regular Family/Youth columns appear in the *Blue Beret* and in Region and Unit bulletins; to embrace electronic and social media communications with youth and their parents, to promote activities which utilize social media, electronic communications and outdoor activities, to solicit and share best practice activities and communications from, among and to units of the club, and to members and their children. (7/5/16)
- F. Historical To maintain a continuing history of the club which includes acquiring, cataloging, maintaining, and preserving historical items, and where appropriate, converting them to an electronic format for security and ease of sharing with club members. To share that history of the club with the membership by writing or soliciting articles to share the club history and providing them for inclusion in club publications. In addition, the committee shall make select items available to the membership electronically. The committee will research membership numbers to be considered for Heritage Number status, and nominate deserving numbers to the IBT with supporting rationale. The committee shall authenticate Heritage Airstreams that are owned by club members. The committee shall maintain a list of authenticated Heritage Airstreams. (1/11/18)
- G. Information Technology Provide technology assistance, as required, for new technology initiatives and projects. Provide technical support and assistance, as needed, to Region and Club/Unit members for corporate-approved technology projects and systems. Provide assistance, as needed, to the corporate manager and Executive Committee during development of WBCCI technology strategy and implementation plans. Assist with technology rollouts and training as required. (7/27/19)
- H. International Rally To plan and execute the current International Rally.
- I. International Rally Site To formulate the basic requirements for an International Rally Site; to seek, investigate and evaluate potential sites, and provide a list of qualified sites, including details of their evaluation, and proposals from potential International Rally sites to the International 3rd Vice President. The committee shall also place on file at Headquarters their findings as they become available. The committee shall seek input from members in all 12 Regions regarding potential sites and update the basic requirements and site evaluations, based on discussion with the International Rally Committee. The committee will report to and assist the International 3rd Vice President for the purpose of selecting an International Rally site pursuant to Article XVI of the Bylaws. In addition, the committee will continue to provide assistance to other members of the Executive Committee, with issues or needs related to site selection and related negotiations of contractual arrangements. Any contract generated will be filed with the site evaluations for future reference. (6/25/15)
- J. International Relations To promote the WBCCI Airstream owners lifestyle by encouraging the formation of units and caravans in fraternal countries where Airstream has a significant presence and maintain communications with these units and to assist in arranging caravans as world conditions permit. (1/14/16)
- K. Lifetime Membership Fund To administer the Lifetime Membership Fund; to meet at least once per year at the call of the Chair of the Standing Committee; to review on an annual basis the financial status and the viability of the Lifetime Membership Fund and make recommendations to the Board of Trustees for adjustments to the one-time fee for Lifetime International Dues. (1/23/15)

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- L. Long Range Planning To develop and maintain a Mission, Vision, and Long Range Plan for the WBCCI. This committee shall propose changes, consistent with the Long Range Plan. Members of this committee shall be dedicated to long term improvements which increase value for the membership, enhance the ability of the club to attract and retain new members, and improve club operations and governance. The Chair of this committee shall be the International Third Vice President elected in the even-numbered year. The term of office for the Chair shall be for two years. Two members shall be current Region Officers. Two additional members shall be appointed from among the club membership. In addition the president and first vice president will be ex officio members of this committee. (6/25/15)
- M. Marketing will develop, implement and oversee all the Club's brand positioning, advertising, dealer marketing and public relations, including marketing materials, that: (6/22/18)
- a. Attract Airstream owners to join the Club.
 - b. Ensure consistent messaging across all communication platforms with current and prospective Club members.
 - c. Align with supporting budget and projected return on investment relative to membership growth and retention.
 - d. Utilize electronic, social, and print media, to engage members, Airstream Dealers, and non-member Airstream owners in positive, informative, and constructive communications regarding club benefits and activities. In addition, implement a strategy of action to increase the visibility of the WBCCI, especially among Airstream Dealers, Airstream owners, and the RV Community.
 - e. Is based on robust, engaging social media platforms (i.e. Facebook, Twitter, Instagram) that are reflective of the interests and travel lifestyles of new Airstream owners, as contained in the most current Airstream Inc. annual owner survey. There shall be a minimum of one Standing Committee Member, dedicated solely to social media, who has experience creating content and engagement with Airstream owners who may or may not belong to the WBCCI; has the proven ability to manage and analyze customer interactions and data, and determine next steps based on current Customer Relationship Management (CRM) results. This social media Marketing Committee Member shall work closely with the Marketing Chair and Corporate Manager to ensure messaging is clear, consistent and within the standards of the WBCCI.
 - f. The International Membership Standing Committee Chair shall be a participative member of the Marketing Committee.
- N. Membership To develop and implement a membership program that: (6/22/18)
- a. Engages new members through the development and implementation of a comprehensive onboarding plan for use by members, Unit and Region Membership Chairs.
 - b. Ensures the Membership Manual, located on the WBCCI website, is updated to align with current plans, membership messaging and recruiting. (7/20/19)

Policy Membership - International dues (membership) may be transferred from one unit to another during the current dues paying year. This change does not allow or require transfer or refund of any unit dues. Transfers are permitted as follows: (7/5/16)

- A. The membership rights of original signers of a request for a provisional charter shall be transferred to the new unit. (1/17/92)
- B. In the case of the dissolution of a unit, membership rights shall be transferred to a unit of the member's choice.
- C. In the case where a Regular Member determines that their needs are best met by a different unit, whether through geographic relocation or preference. This is limited to one transfer in any year. (7/5/16)
- D. In case of co-ownership of a recreational vehicle manufactured by Airstream, Inc. only those co-owners each paying International and Unit/MAL dues shall have all the rights and privileges of an International Club member. A co-owner is defined as one of two WBCCI members that own a single Airstream Recreational Vehicle. Existing co-owners with more than two memberships on June 25, 2005, are not subject to this provision as long as they maintain continuous membership in WBCCI. (7/20/19)

Policy International Dues - International dues are established by the Board of Trustees upon an annual budget review, are payable in US currency only and members will be notified of the amount prior to July 1 each year through a notice published in the *Blue Beret*. (1/29/93)

- A. International dues of renewing Regular Members or Members at Large (MAL's) shall be \$65.00 (US funds) per calendar year. MAL's will also pay the current IBT established surcharge. (1/14/16)
- B. International dues for new members joining during the first quarter of the calendar year will be \$65. During the second quarter, \$48, the third quarter \$32 + \$65 and the fourth quarter \$16 + \$65. The third and fourth quarter payment includes the balance of the current year's dues and next year's dues. All payments will be in US funds. (7/5/15) **NOTE:** Effective January 1, 2016.
- C. International dues for new Members at Large (MAL's) joining during the first quarter of the calendar year will be \$65. During the second quarter, \$48, the third quarter \$32 + \$65 and the fourth quarter \$16 + \$65. All payments will include the current established surcharge (as set by the IBT). The third and fourth quarter payment includes the balance of the current year's dues and next year's dues. All payments will be in US funds. (7/5/15) **NOTE:** Effective January 1, 2016.

Policy Membership Stars

1. Red Plastic stars (2") depicting total years of membership in the International Club are hereby adopted as an official recognition of each five years of membership. (1/19/96)
2. The stars will be issued by Headquarters after verification from membership records. The burden of proof of prior membership is on the member in case of reinstatement following a lapse of membership. (7/5/85)
3. Display of stars shall be aside the International Club decal on the front and rear of the recreational vehicle. (1/19/96)

**ARTICLE V
DISCIPLINARY PROCEDURES**

**Sec. 1
Bylaws**

- A. Any member, hereafter referred to as the complainant, may file a grievance alleging that another member has violated any WBCCI Constitution, Bylaws, Policies, or Code of Ethics, or any comparable governing rules of any Region or Unit of WBCCI, or that the member is guilty of any misconduct at a Unit, Region or International event. Such complaint shall be filed at the lowest appropriate level, with the Unit, Region, or International President. (See Grievance Process located on the WBCCI website.) (7/20/19)
- B. Complaints resulting from misconduct at a Unit event should be filed at the Unit level, Region event at the Region level, and International event at the International level. *In every case, the first step will be to attempt a negotiated settlement between parties. All the steps included here shall be followed at all times.* (7/22/17)
- C. Units and Regions will follow the process outlined in their Bylaws. In the case where Unit or Region Bylaws do not include a procedure, the process use shall conform with Article V of the International Bylaws. (7/22/17)

**Sec. 2
Bylaws**

- A. Complaints shall be filed in writing and shall state the date and location of the alleged violation or misconduct, the facts on which the complaint is based and, if applicable, the particular provision of the rule or regulation which was violated. The complaint must be filed with the Unit, Region, or International President no later than thirty (30) days after the alleged violation or misconduct occurred or was discovered. The complaint must be signed and dated by the complainant, and include his or her membership number. (7/22/17)
- B. Upon receipt of the complaint, the Unit, Region or International President shall review the complaint and determine if it is filed at the appropriate level. The Unit, Region or International President shall inform the applicable level Grievance Committee that a complaint has been filed and shall forward a copy of the grievance to the International Ethics and Grievance Standing Committee. (In the case where no Grievance Committee exists, one shall be appointed by the President of the appropriate level.) (1/11/18)

**Sec. 7
Bylaws** Subject to the other provisions of this article, any discipline imposed pursuant to this article shall be recognized and enforced by the international, region, and unit organizations of WBCCI. No international, region or unit organization shall take any action that is inconsistent with any discipline imposed in accordance with this article. (7/22/17)

**Sec. 8
Bylaws** Any grievance committee or appeals board shall have the authority to negotiate resolution of any dispute brought pursuant to this article, with or without the approval of the complainant. If the grievance committee or appeals board reaches a negotiated resolution with an accused member, that resolution shall be in writing, shall be signed by the accused member (and any spouse or significant other) and the members of the applicable committee or board, and shall be distributed the same as any determination that would have been made by the applicable committee or board. (7/22/17)

ARTICLE VI CLUB ORGANIZATION

**Sec. 1
Bylaws** Units may incorporate under the non-profit laws of their respective states and provinces provided that the corporate powers thus acquired do not conflict with the corporate powers granted by the state of Ohio to the Wally Byam Caravan Club International. If so incorporated, such units may acquire and hold property, both personal and real, individually or in conjunction with other units, and may improve and develop the same for the use and benefit of their members. Such incorporated units, as well as any other units, may engage in any activities they deem necessary for the benefit and pleasure of their members. (1/19/07)

**Sec. 2
Bylaws** In order for a Unit to continue to be chartered and supervised by the International Club and to maintain the International Club's tax exempt status, every five (5) years all units and intraclubs shall prepare a Constitution and Bylaws (incorporated units may use their incorporation documents as the unit constitution) and any amendments thereto; and shall deliver four copies of each or one (1) copy (by electronic mail) to the International office for review by the Constitution and Bylaws Committee. Such Constitution and such Bylaws shall not be in conflict with, or be inconsistent with the Constitution, Bylaws or Policy of the International club. Such Constitution and Bylaws shall include but not limited to, provisions for: (a) election of officers, (b) regular meetings and quorum of each, (c) a method of selecting a delegate and an alternate to the WBCCI delegates meetings, (d) a dissolution clause in compliance with federal, state, and provincial laws, (e) a method of amendment. (7/5/13)

- A. Any Unit/Club or Intra-Club who is more than five years in arrears in fulfilling this requirement will have their charter suspended by the IBT. (7/20/19)
- B. The suspended Unit/Club or Intra-Club will have 90 days from the date of suspension and notification to submit the required documents. If the documents are not submitted, a Trustee will be appointed by the International President to oversee the dissolution of the Unit/Club or Intra-Club, following the procedures outlined in Article VII. Members of the Unit/Club will revert to Member at Large status and have the opportunity to join another functioning Unit/Club. (7/20/19)
- C. If a suspended Unit/Club or Intra-Club submits Constitution and Bylaws, approved by the Constitution and Bylaws Committee within 90 days, the Executive Committee may lift the suspension and reinstate them. The Executive Committee will advise the International Board of Trustees of its action at the next scheduled meeting of the International Board of Trustees. (7/20/19)

- C. WBCCI is a US Ohio-based non-profit corporation. Depending on the availability of liability insurance through WBCCI and the requirements of the US Revenue Service, each Unit may be required to furnish a minimum liability insurance policy in the amount of one million dollars (\$1,000,000 in US currency and continue to keep current) naming the WBCCI as the insured before any charter can be given and retained. Each Unit may be required to be organized as a not for profit or tax exempt corporation or organization under the laws of their respective country and shall provide proof of good standing to Headquarters at that time of incorporation and any subsequent change of status. Legal review may be required. All international WBCCI dues paid shall be in US Funds. (1/14/16)
- D. If no delegate from an overseas Unit is available to be present at the annual Delegates Meeting during the International Rally, the Chair of the WBCCI Standing Committee for International Relations shall, if requested by that Unit, designate a Delegate if voting preferences are provided. The Corporate Manager and/or this Standing Committee Chair will provide representation at IBT meetings; however the International President will provide their vote if Unit so requests. (1/14/16)
- E. These Units will be considered as an official part of the WBCCI Club, subject to all appropriate rules and regulations as determined by the IBT. Members will be considered as regular members of the WBCCI and enjoy the privileges of membership, but likewise be governed by the regulations of the Club including their own WBCCI approved unit constitution and bylaws.
- F. If requested by any one of these units, the IBT may authorize special considerations to that unit and/or its members in such matters as travel in Canada and/or the United States, etc., which may differ from rules governing units/members residing within the North American continent as appropriate. An additional postal charge will be added to individual dues unless the Unit chooses to opt out of mailings.
- G. Every member is encouraged to fly the flag of their nation and those of WBCCI, and observe international flag protocol if traveling in other nations.

Policy

- A. Names of Units Names may be geographical in nature and represent a geographical area and/or be the name of the State or Province in which most of its members retain residence, but no Unit shall be assigned any exclusive territory. (7/5/13)

The Board of Trustees or Executive Committee may, upon written request, authorize names for new Units and names for Units that have merged or consolidated or the renaming of existing Units. (1/24/19)

- B. Unit Officers No regular member shall be elected or appointed as an officer of a unit unless they are a Regular Member or Provisional member of the Unit. (6/27/14)
- C. Ethics and Grievance Each unit should appoint an Ethics and Grievance Committee for the investigation of complaints against members. The committee members, before commencing an investigation of a complaint, must read WBCCI Bylaws Article V "DISCIPLINARY PROCEDURES". In addition, the unit President and the committee members should follow the Grievance Process located on the WBCCI website. In the case of the expulsion of a member, International dues will be refunded only on the recommendation of the International President. (7/20/19)

1. Not later than January 31 of the year in which the election is to occur, the Region President shall mail to each Unit President within the region the official ballot which shall contain the name for each position as listed in the Nominating Committee report. The official ballot, which also contains space for write-in candidates, shall be returned by the date as stated in paragraph 2 below. (1/21/94)
 2. Each Unit President shall be entitled to cast one vote, based on unit instructions, for one candidate for each office for which a vacancy will occur and all votes shall be cast by use of the official ballot. All ballots shall be mailed to the region secretary prior to April 25. Ballots postmarked after that date will not be counted. All ballots shall be counted by the region secretary in the presence of at least one incumbent region officer(s). The candidate for each office receiving a plurality of the votes cast shall be declared elected. In the event a tie vote occurs, the Region President shall break such by casting a vote.
 3. The results of the election shall be announced promptly and prior to May 5. The Region President shall certify the names of the newly elected officers to Headquarters. (7/5/93)
- C. The term of office of all region officers shall commence upon the installation of the officers of the international club at the international rally next following their election. All region officers shall be a regular member of one of the units within such officers region. Region officers shall not hold any other office in the international club except as hereinafter provided, or as approved by the International Board of Trustees. However, a Unit President who becomes a region officer may complete his/her term as President. (6/27/14)
- D. 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 shall advance thereto. When such a vacancy occurs, the Region President shall notify each Unit President of the vacancy and request each one's assistance in identifying interested and qualified candidates. The office or offices of Vice President(s) shall be filled by a majority vote of the region board from nominees submitted by the Region Executive Committee. To allow sufficient time for Unit Presidents to contact their members such office or offices of Vice President(s) will not be filled in less than sixty (60) days from notification to Unit Presidents of such vacancy. (1/10/14)

**ARTICLE X
DUTIES OF RECORDING SECRETARY AND TREASURER**

- Sec. 1
Bylaws** The Recording Secretary, in addition to duties listed in the Constitution, shall prepare a narrative account of all the significant actions at the board of trustees meetings, all of which shall be published in the *Blue Beret*. (6/21/84)
- Sec. 2
Bylaws** The Treasurer shall disburse funds as specified in financial management policy and within the annual budget as approved by the board of trustees. When the Treasurer considers it necessary, he/she may cross-fund within the budget to a limit of 2% of the annual budget. Funds, which are not budgeted, shall not be transferred to the budget or expended without the prior approval of the Board of Trustees. (1/17/92)

**ARTICLE XI
DUTIES OF CORPORATE MANAGER**

- Sec. 1
Bylaws** Pursuant to the provisions of Article X, Section 4 of the International Constitution, the Corporate Manager, under the authority of the board of trustees and the supervision of the International President, shall perform the duties listed in Appendix #4, Bylaws and Policy. (1/20/17)
- Sec. 2
Bylaws** The duties of this position shall be performed in accordance with the duties specified in the Executive Committee’s Document, Human Resources Manual. Authority to permanently remove this employee rests solely with the International Board of Trustees. This does not preclude this employee's immediate supervisor, the International President, in concordance with the Vice Presidents, from taking disciplinary or suspension action under the authority granted by Article X, Sec. 4 of the WBCCI Constitution pending International Board of Trustees resolution. (7/27/19)
- Sec. 3
Bylaws** The Executive Committee may, with the approval of the International Board of Trustees, confer the appropriate executive title on the employee responsible for the administration and general management of the international club. (7/5/93)

Policy**Rallies**

1. Unit Rallies Planned and conducted by a Unit for the benefit and enjoyment of Unit members and guests and financed by Rally fees. (1/21/94)
2. State, Provincial, Commonwealth, Multi-Unit Rallies Planned and sponsored by one or more Units within a State, Commonwealth or Province and such rallies are primarily for the benefit and enjoyment of the members of all Units in the State, Commonwealth or Province. Such rallies shall be self supporting and financed by rally fees. Financial assistance for these rallies is not available from WBCCI general funds. The sponsoring Unit(s) shall retain any surplus and be responsible for any deficit accruing from such a rally. (1/19/07)
3. Region Rallies Planned by the Region Officers and conducted with the assistance of Units within the Region. Region rallies should be self-supporting and financed by the rally fees. Financial assistance for a Region rally is not available from WBCCI general funds. The hosting entity, upon completion of a Region rally, shall forward a written financial report of the rally to the Region Board. In Regions where a Unit or Units assume full responsibility for the financial arrangements of a Region rally and retain any surplus accruing from such a rally, the Unit or Units shall also be responsible for any deficit accruing from such a rally. (1/21/94)
4. National Rallies Planned, sponsored and conducted by one or more Units or a Region and held in conjunction with, and in the vicinity of, a well-known annual celebration or event that is of national interest or near a location or attraction of national significance or renown. The sponsors of an established National Rally shall comply with the requirements as described in the application form located on the WBCCI website. (7/20/19)

The sponsor(s) of a proposed first time or new 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 that the proposed National Rally be authorized by the International Executive Committee. (1/19/96)

Upon the completion of a National Rally, the sponsor(s) shall forward a written financial report, using the instructions in the National/Special Event Rally Financial Report form located on the WBCCI website, to the Headquarters for record purposes and for the use of the National/Special Event Rally Standing Committee in providing a financial report to each member of the International Board of Trustees. (7/20/19)

5. Special Event Rallies Planned, sponsored and conducted by one or more Units and held in the vicinity of, and in conjunction with, an annual or periodic National, State, Provincial, County, Parish, City or Town celebration or festival event. 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 an established Special Event Rally shall comply with the requirements as described in the application form located on the WBCCI website. (7/20/19)

The sponsor(s) of a proposed first time or new Special Event Rally or the sponsor(s) proposing to reactivate a discontinued Special Event 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 Special Event Rally be authorized by the International Executive Committee. (1/19/96)

Upon the completion of a Special Event Rally, the sponsor(s) shall forward a written financial report using the instructions in the National/Special Event Rally Financial Report form located on the WBCCI website to the Headquarters for record purposes and for the use of the National/Special Event Rally Standing Committee in providing a financial report of the Special Event Rally to each member of the International Board of Trustees. (7/20/19)

6. Pre-Rallies planned, sponsored and conducted by a Unit or Units and held in the vicinity of, and just prior to the start of an International Rally or Region Rally. Financial assistance for any aspect of a Pre-Rally shall not be available from WBCCI general funds or International Rally funds. The Unit or Units sponsoring a Pre-Rally shall assume full responsibility for the financial arrangements of such a rally, retaining any surplus and also responsible for any deficit accruing from the Pre-Rally. At the completion of a Pre-Rally, a written financial report of the rally shall be forwarded to the Officers of the sponsoring Unit or Units. (6/21/93)
7. International Rallies Planned and supervised by the International Rally Committee for the IBT meetings and enjoyment of all members of WBCCI and held on a date(s) and site designated by the International President with the approval of the Executive Committee and Board of Trustees each calendar year. (1/10/14)
 1. Contracts: The Rally Committee is authorized to engage the services of an attorney in the area of the rally site to review and advise on contracts for local facilities, services and material required for the rally. (1/28/11)
 2. Contracts for International Rallies: Contracts shall be based on a reasonable fee for the facilities or a set fee multiplied by the number of units on site. (No minimums, no per day fee). This should be a realistic number of units estimated to be on site based on current trends and the number attending preceding years' rallies. In addition, no officer or employee of WBCCI shall contract for, or expend, more than \$20,000 prior to January 1 of the year of the International Rally for rally expenses. This limit is to include moving cargo trailer(s), registration forms, contractual deposits (other than site deposits), promotional items and travel to future rally sites. Any expenses that would exceed this amount must be approved by the current Executive Committee. (1/28/11)

PolicyCaravans

1. National Caravans Expenses incurred by members incidental to scouting prospective National Caravans which do not materialize, and expenses incurred by a leader of a caravan which has operated at a deficit, shall be paid from the National Caravan Fund if such activity was previously authorized by the Caravan Committee Chair. (7/22/17)

Caravan Arrivals Caravan leaders terminating at an International Rally will obtain an expected arrival date and time from the Caravan Committee Chair. The Chair will send a listing of all scheduled arrivals to Headquarters, the Parking, Traffic Control Chairs, and the International Third Vice President not less than 90 days prior to arrival dates. (7/22/17)

Caravan Approval All National, Regional, and Intra-Club Caravans must be approved by the Caravan Committee Chair. (7/22/17)

Unit Caravans Unit Caravans that are approved by a Unit following its authorized procedures and documented in writing are fully sanctioned WBCCI Caravans. (7/22/17)

International Caravans WBCCI sanctioned Unit, Region, Intra-Club and International Caravans may be authorized to enter into Mexico, Central America, and other International locations only if recommended by the Caravan Committee to the Executive Committee of WBCCI for their formal approval. Appropriate insurance must be purchased to cover the caravan and the cost of such insurance shall be included in the kitty fee. For details refer to: Bylaws and Policy, Financial Management, page 35, Item #10 Foreign Liability Insurance. (7/22/17)

National and Regional Caravans, which meet the CRITERIA hereunder, shall be listed in the annual membership directory and the caravan number assigned by the Caravan Committee Chair shall follow each Caravanner's name in the directory. (7/22/17)

CRITERIA:

- a. Duration of 10 or more nights not including nights spent at organized rallies. (7/22/17)
- b. Park in three (3) or more cities or geographic locations, not including organized rallies. (7/20/19)
- c. Number 10 or more trailers, motorhomes, including the leader. (7/22/17)
- d. Use the kitty fee method for handling financial matters. (7/22/17)
- e. Adhere to provisions in the current Club Caravan Handbook, the Bylaws and established Policy and Financial Management practices of the WBCCI. (7/22/17)

Unit Caravans, which meet the CRITERIA hereunder, shall be listed in the annual membership directory and the caravan number assigned by the Caravan Committee Chair shall follow each Caravanner's name in the directory. (7/22/17)

INTRA-CLUBS

- Policy**
1. Intra-clubs that serve a useful purpose to members within the International Club may be authorized by the International Board of Trustees. Membership in an authorized Intra-club shall be restricted to members in good standing in the International Club. (1/17/97)
 2. Intra-clubs authorized by the International Board of Trustees shall prepare a Constitution and Bylaws and any amendments thereto, and shall deliver an electronic copy (Word document or PDF) of each to Headquarters for review by the Constitution and Bylaws Standing Committee. Such Constitution and Bylaws shall not be in conflict with or inconsistent with the Constitution, Bylaws or Policy of the International Club. Intra-club Constitution and Bylaws shall include, but not be limited to: (A) Name, (B) Object, (C) Membership requirements, (D) Officers and their election, (E) Meetings, (F) Dissolution clause in accordance with State, Provincial, and Federal laws, (G) Amendment procedures, (H) Parliamentary authority. (7/20/19)
 3. Intra-clubs shall provide an annual written “State of the Intra-club” report to the International Board of Trustees at the scheduled IBT meeting at the International Rally. The annual report shall be submitted to Headquarters by the published deadline date and include: a summary of Intra-club activities, membership strength, financial report and a general statement as to the “health” of the Intra-club. (7/20/19)
 4. Intra-clubs shall provide Headquarters, on or before November 15, a written list of the Intra-club’s elected or appointed officers for publication in the Annual Membership Directory of the International Club. Intra-club articles or notices of interest to the membership of the International Club may be published in the *Blue Beret*. (1/17/97)
 5. Intra-clubs presently authorized: (6/27/13)
 - a. Amateur Radio
 - b. Classic Airstream
 - c. Free Wheelers
 - d. Vintage Airstream
(25 years or older)
 6. Intra-club flags, decals, patches, pennants and plaques shall be approved by the International Board of Trustees.
 - a. Approved Intra-club pennants: (6/27/13)
 - Amateur Radio
 - Vintage Airstream (6/21/97)
 - (24” hoist x 36” fly, 12” between points with approved Intra-club logo.)
 - b. Approved Intra-club decals: (6/27/13)
 - Amateur Radio
 - Classic Airstream (6/25/03)
 - Free Wheelers
 - Vintage Airstream
 - c. Approved Intra-club flags:
 - Classic Airstream (6/25/03)
 - (36” hoist x 60” fly between points with approved Intra-club logo.)

FLAGS AND PENNANTS**Policy (7/20/19)**

1. Official and approved flags and pennants shall meet the following requirements:
 - A. A flag designed by a Unit/Club or an Intra-Club shall be of dimensions not to exceed thirty-six (36) inches (hoist) by sixty (60) inches (fly).
 - B. All such flags shall carry the name of the Unit/Club or Intra-Club and the name of the "Wally Byam Caravan Club International" or "WBCCI".
 - C. A pennant designed by a Unit/Club or an Intra-Club shall be of dimensions not to exceed twenty-four (24) inches (hoist) by thirty-six (36) inches (fly).
 - D. All such flags, pennants, and logos, except those in use prior to January 17, 1997, require the approval of the Executive Committee or International Board of Trustees.
2. The official flags and the approved pennants of the Wally Byam Caravan Club International, Inc. are as follows:
 - A. Official Flags:
 1. WBCCI (General Membership)
 2. Unit/Club Officers (President, Vice Presidents, Secretaries, Treasurer, Director/Trustee, Newsletter Editor)
 3. Unit/Club Past Officers
 4. Region Officers (President, Vice Presidents)
 5. Region Past Presidents
 6. Region Past Vice Presidents
 7. International Officers (President, Vice Presidents, Recording Secretary, Treasurer)
 8. International Past President
 9. International Past Vice President
 10. International Past Recording Secretary
 11. International Past Treasurer
 12. Units, Intra-Clubs and Region flags, those which are approved by the Executive Committee or International Board of Trustees
 - B. Approved Pennants:
 1. Caravan Leader
 2. Free Wheelers Intra-Club
 3. Past Presidents
 4. Vintage Airstream Club
 5. WBCCI
3. Members are encouraged to display National, State or Provincial flags and approved WBCCI flags in accordance with flag rules of the country in which the flags are flown.
4. Members who have been elected to an office in the International Club or an Intra-club shall, upon retirement or resignation from such office, be eligible to fly and display an official approved Past Officer's flag.

5. Unit Officer who has served as a Unit President for more than one term may be issued a “Blue Star” in lieu of an additional Past President’s Flag.

- A. This “Blue Star” is to be sewn on the outer white stripe, centered.
- B. Subsequent Blue Stars will be sewn above and below the original Star.
- C. In those cases where the partner has served as the President of a Unit, additional “Blue Stars” may be added.
- D. The size of the “Blue Star” shall be four inches in size and shall be issued by HQ WBCCI.

FLAG PROTOCOL

The correct protocol for flying the United States, State and WBCCI flags within the United States is found on the following website or successor website:

US Flag Code for Position and manner of display can be found on the following website:
<https://www.senate.gov/reference/resources/pdf/RL30243.pdf>

The correct protocol for flying National, State and WBCCI flags in Canada is found on the following website or successor website:

Canada National Flag Code, Position of honor,
<https://www.canada.ca/en/canadian-heritage/services/flagcanada-etiquette/position-honour.html>

To facilitate the correct placement of flags in various situations, i.e., motorhome, trailer, outside and stage, a visual model is presented in WBCCI Flag Protocol on the WBCCI website.

6. Membership number and decals will be mailed direct from Headquarters to the new and current club members.
7. Membership numbers that become inactive as a result of dues delinquency or death shall remain in an inactive status and be unavailable for reassignment for a minimum of one (1) year. Membership numbers which become inactive as a result of reassignment or resignation shall become available for reassignment immediately. (6/24/16)
8. In the case of a prospective member who has purchased a recreational vehicle manufactured by Airstream, Inc. from a member of the International Club and the member, who was the former owner, does not own or contemplate future ownership of such a recreational vehicle nor the retention of the assigned International Club Membership Number, the purchaser may obtain the membership number of the former owner. A purchaser who desires to be assigned the membership number of a former owner of such recreational vehicle must obtain a written release of the membership number from the former owner. The written release must be included with a completed application for membership and forwarded to Headquarters. The membership number of the former owner will only be assigned upon receipt of the written release and the completed application for membership. Membership numbers 101 through 999 shall not be reassigned under this procedure. (1/19/96)
9. Airstream Numbers, 1000 and above, may be exchanged by contacting Headquarters with a request and the payment of an administrative fee to cover the cost and shipping of the new numbers. In the event that duplicate requests for a specific number are received at Headquarters, the request with the earliest contact date will be honored. New numbers for one recreational vehicle manufactured by Airstream, Inc. will be furnished, and the new number will be noted in the next issue of the ANNUAL MEMBERSHIP DIRECTORY. The old number will be immediately available for reissue. (7/20/19)
10. The membership number assigned to a WBCCI member remains the member's number as long as qualifications of membership in the club are maintained. (6/22/96)

If, at any time, the Recreational Vehicle is disposed of, the numbers should be removed.

Members are requested to place the numerals on their Recreational Vehicle in the following manner:

Trailers (6/22/96)

1. The numbers should be placed on the front and rear above the window, centered, with 2 inch spacing.
2. The decals should be placed on the front and rear, centered, above the numbers.
3. When applying Membership Stars, measure out from the right edge of the decal 2 inches to the centerline of the star. If applying 2 stars, repeat on the left side of the decal. If more than 2 stars are to be applied, measure out 4 1/2 inches or approximately 1/2 inch between the points of the stars and repeat on the left side, if needed.

APPENDICES

APPENDIX #1 – Deleted	6/25/15	
APPENDIX #2 – Deleted	7/20/19	*
APPENDIX #3 – Deleted	1/20/17	
APPENDIX #4 – Deleted	1/24/19	
APPENDIX #5 – Deleted	1/24/19	
APPENDIX #6 – Deleted	7/20/19	*
APPENDIX #7		
Unit Requirements For Filing I.R.S. Reports 1	7/05/11 revised	
..... 2	1/18/08	
APPENDIX #8		
Units within Regions 1	7/20/19	*
..... 2	7/20/19	*
..... 3	7/20/19	*
Region Map 4	1/10/14	
APPENDIX #9 – Deleted	1/20/17	
APPENDIX #10 – Deleted	7/20/19	*
APPENDIX #11 – Deleted	7/20/19	*
APPENDIX #12 – Deleted	7/20/19	*
APPENDIX #13 – Deleted	7/20/19	*
APPENDIX #14 – Deleted	7/20/19	*
APPENDIX #15 – Deleted	7/05/15	
APPENDIX #16 – Deleted	7/20/19	*
APPENDIX #17 – Deleted	7/20/19	*

* denotes new page

UNITS WITHIN REGIONS

REGION 1 - 5 Units:

Cape Cod Massachusetts Airstream Club -167	Northeast Mountaineers Airstream Club - 65
Charter Oak Connecticut Airstream Club - 25	Quebec Canada - 125
New England Airstream Club – 64	

REGION 2 – 16 Units:

Al-Mon-O Pennsylvania - 131	Mid-Atlantic - 53
Central Maryland - 166	New Jersey - 66
Central Pennsylvania Airstream Club - 164	New York Finger Lakes - 2
Delaware Valley New Jersey – 36	Ontario Canada - 124
Delmarva - 26	Penn Lehigh - 93
Hudson Mohawk New York - 71	Pennsylvania - 91
Keystone Pennsylvania - 92	Washington DC - 170
Metropolitan New York Airstream Club - 72	Watchung New Jersey Airstream Club - 68

REGION 3 – 18 Units:

Big Bend Florida Airstream Club – 153	Palmetto State Airstream Club - 22
Carolinas Airstream Club - 21	Piedmont North Carolina - 161
Coastal Georgia Airstream Club - 37	Shenandoah Valley of Virginia - 149
Florida Airstream Club - 27	South Carolina Coastal Airstream Club - 150
Florida Springs Airstream Club - 174	South Florida Airstream Club - 30
Florida Suncoast Airstream Unit - 129	Southeastern Camping - 12
Florida Treasure Coast Airstream Club - 162	Tidewater Virginia Airstream Club - 111
Top of Georgia Airstream Club - 32	Virginia Airstream Club - 109
Northern Virginia Airstream Club - 110	Western North Carolina - 169

REGION 4 - 12 Units:

Akron Ohio Airstream Club - 77	Michigan Airstream Club - 52
Appalachian West Virginia - 115	Mid-Eastern Michigan - 140
Cincinnati Ohio Airstream Club - 78	Mohican Valley Ohio Airstream Club - 85
Columbus Ohio - 80	Northern Ohio Virtual Airstream - 6
Mahoning Valley Ohio - 82	Southeastern Michigan Airstream Club - 137
Miami Valley of Ohio - 84	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 Airstream Club - 46
Missouri - Kansas Airstream Club - 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
Airstream Club - 120
British Columbia Airstream Club - 121
Idaho Airstream Club- 35

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

REGION 11 – 6 Units

Arizona Airstream Club - 3
Colorado Airstream Club – 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

