

Northern Virginia Airstream Club

Executive Board Policies

(As amended December 15, 2019)

1. **Distribution of Constitution & Bylaws and Policies:** All NORVA members shall receive a copy of the Constitution & Bylaws and Policies.
2. **Rally fees for International & Region Officers:** International and Region Officers attending NORVA rallies do not pay a rally fee, but will pay the camping fee. Their rally fee will be added to fees of attending members.
3. **Advertising in NORVA Newsletter:** NORVA Newsletter will accept advertising. Rates are: 100 dollars for a full page, 50 dollars for a half page, 25 dollars for a quarter page and 10 dollars for a business card size ad.
4. **Prospective Members attending Unit Rallies:** Any RV owner who is a prospective WBCCI/NORVA member may attend up to three NORVA rallies. Any NORVA member may invite prospective members to a rally. Prospects are expected to pay rally fees.
5. **Life Membership:** All "Regular" members of the Northern Virginia Airstream Club ("NORVA") who serve as a Region 3 President or International Executive Board Officer shall be granted honorary "Life" membership in NORVA. This privilege conveys free annual membership in NORVA and all privileges (holding an office, voting) associated with being a regular member. In the event of the death of the honoree, a surviving spouse will continue to receive the privileges associated with honorary life membership in NORVA until his/her death or remarriage.
6. **NORVA Newsletter Subscription:**
 - a. General policy. The newsletter will be made available to all current and former Club members (regular, affiliate, and life) by e-mail.
 - b. Distribution to other Virginia clubs. As a courtesy, and at the discretion of the Executive Board, the newsletter may be distributed by e-mail to currently active members of other WBCCI clubs in Virginia.
 - c. Hard copy subscriptions available, if circumstances warrant. The NORVA Executive Board must approve any paper hard copy subscriptions. It is the aim of the Club that newsletter hard copy subscriptions be limited to NORVA members or former members, who do not have access to e-mail. NORVA Club members, or former NORVA Club members, who want to receive "printed paper copies" (hard copies) of each newsletter by U.S. Mail, will pay a fee for this service. The amount of the fee will be announced annually by the Executive Board in November of each year and reported in the December newsletter. The fee will be based on the anticipated costs of providing this subscription service to a member. The fee will be collected by the Treasurer, pro-rated if necessary, as a dues surcharge or by direct billing. Former members who pay the fee for hard copy newsletters do not receive any other Club privileges.

d. First time newsletter distribution to new members. The Newsletter Editor will ensure that all new members joining NORVA are added ASAP to the newsletter electronic distribution e-mail list. The Editor will also send to all new members a single, printed, hard copy of the latest issue, by U.S. Mail, within a month of the date the member joined NORVA. Included in this one-time mailing will be a note from the Club president. It will welcome the new member to the Club, introduce the newsletter enclosed, and explain that subsequent newsletters will be sent by electronic means only. The estimated cost of providing this one-time hard copy to new members will be included by the Treasurer in the Club's annual publications budget and no fee will be charged to the new member. (Exception: The new member elects to continue receiving hard copies per the provisions and conditions of subparagraph "c," above. In that case, the member will be charged a fee for the subsequent hard copies).

e. External distribution to other than NORVA Club members. Any WBCCI member, nationally or internationally, and any business or organization that has a connection to, or valid interest in, NORVA Club activities, may ask to be added to the electronic e-mail distribution list to receive NORVA's newsletter as a pdf file. No fee will be charged; however, the addition of an addressee who is not a WBCCI member is subject to approval by the Club's Executive Board or President. At its discretion, the Board, or the President, may also authorize no-fee distribution of hard copies by U.S. Mail to individuals or organizations, if it is decided that mailing the publication to them is in the best interests of the Club.

7. **New Member Mentors:** The Membership Director will solicit volunteers from current membership to serve as mentors to new members for one calendar year. The Membership Director will assign mentors to new members based on where the new members live. The mentor will call the new members and invite them to rallies. When possible the mentor will offer to caravan with them to the rally sites. Other activities (picnics, movies, etc.) are encouraged to promote friendship.
8. **Caravan Leader Reimbursable Costs:** To minimize the financial impact on Club caravan leaders, the following reimbursements are to be paid equally by the number of registered units (trailers/ motor homes) participating in the caravan.

The reimbursable costs will be added to the basic caravan fee as established by the caravan leader. In fairness to participating caravaners, costs should be kept as low as possible.

Reimbursable costs shall be divided into two categories:

- a. Preliminary caravan scouting costs.
- b. Caravan Leader caravan fee.

Preliminary caravan scouting costs: Caravan leader costs associated with mileage (to be assessed at the government mileage rate applicable at the time of the caravan), campsites, parking, tolls, and administrative requirements directly related to the scouting, planning and arrangement of the caravan are chargeable to the participating caravan units. Meals, entertainment, tours, etc. are not reimbursable. Reimbursement will not exceed 25 dollars per caravan unit.

Caravan Leader caravan fee (applies only to a WBCCI numbered caravan): Registered caravan units will pay for items and costs associated with the caravan leader's participation in the caravan. Reimbursement will be the actual expense or 50 percent of the basic caravan fee, whichever is the lesser amount. The number of registered units will split total reimbursable cost equally. The leader is not included. Items for which costs may be reimbursed are:

- ❖ Mileage for en-route trips to caravan program destinations (not local area mileage). Mileage will be assessed at the government mileage rate applicable at the time of the caravan.
- ❖ Parking fees and tolls (only those associated with caravan activities).
- ❖ Campsites.
- ❖ Group Meals (only those included in caravan fee).
- ❖ Tours and entertainment (only those associated with caravan programs.)

9. **Flower Fund:** Funds for flowers, donations and cards sent on behalf of the Club as memorials or other special occasions may be obtained from members through volunteer collections or from excess residual funds collected for Club rally expenses less than five dollars per attendee.
10. **NORVA Enthusiastic Member Award:** Effective calendar year 2003, the president of NORVA will present an "Enthusiastic Member" award to all members who attend six or more Club events during the calendar year. The award shall be a small (1- 1/2 inches) silver and black star that features WBCCI, NORVA, the year and the term "Enthusiastic Member." The term "Club events" shall be defined as official NORVA Club rallies and caravans, VA Club #3-110 — The Wally Byam Airstream Club (WBAC) Commonwealth Rally, Region 3 Rally, WBCCI International Rally, and the Florida State Rally. The term "attends" shall be defined as paying the unit/caravan fee and attending at least half of the days included in the scheduled event. The cost of the award shall not exceed five dollars per person/couple. The "Enthusiastic Member Award" will be presented at a meeting in the following year. Any disputes concerning the "E-M" award will be settled at year's end by a vote of the President, 1st V.P., and 2nd V.P.
11. **Budget:** A budget for the fiscal year shall be developed by the Executive Board and voted on by the membership at the Annual Business Meeting.
12. **Dues and Dropped Members:** Notice of dues being due shall be made in all newsletters from August through December. In the event that a member has not paid his dues by September, the Treasurer or the Membership Chairman (as arranged between them) shall send an appropriate letter to that member encouraging him to send in his dues to the Treasurer, noting that if dues are not paid prior to November 15, the member may not be included in the WBCCI Directory. If a member has not paid his dues by November, the Treasurer or the Membership Chairman shall make a direct contact with the members by a visit or telephone call to determine the intent of the member regarding his membership, and attempt to learn why he does not wish to remain a member. In no event, (except for expulsion from the Club) shall a member be dropped from the rolls until after failing to pay dues by December 31st.