

# SOUTH COAST CALIFORNIA AIRSTREAM CLUB POLICY

## CLUB POLICIES

1. South Coast California Airstream Club Policies & Guidelines will apply to all events, rallies, and officer-related activities of the Club.
2. A policy covering activities within the Club may be proposed by either the Executive Committee, consisting of the President, the last serving President, the Vice Presidents, the Treasurer, the Corresponding Secretary, and the Recording Secretary, or a Club member. No policy shall be effective until presented to, and approved by, a majority vote of the Executive Board. Approval may be obtained by a voice vote during any Board Meeting or by email ballot if the urgency of the situation so dictates. Any email or other electronic ballot will be confirmed in the minutes at the next meeting of the Board.
3. A quorum at the Executive Board meeting shall consist of a presiding officer (President or Vice President) and a majority of the Board members.
4. Each policy statement shall bear a certification of the Executive Board's approval and the date and place of such approval.

### ***Useful Definitions:***

***POLICY:*** A set of ideas or plans used as the basis for making decisions, especially in politics, economics, business, or social clubs. Club Policies provide detailed procedures regarding activities authorized in the Constitution and Bylaws.

***BYLAWS:*** The rules and regulations enacted by an association or a corporation to provide a framework for its operation and management. Bylaws may specify the qualifications, rights, and liabilities of membership, and the powers, duties, and grounds for the dissolution of an organization.

***CONSTITUTION:*** Specifies the basic principles and laws of a nation, state, or social group that determine the powers and duties of the government or governing entity and guarantee certain rights to its people.

## FINANCIAL MANAGEMENT

The South Coast California Airstream Club operates on a day to day basis as a non-profit, tax-exempt social club for tax reporting purposes under Internal Revenue Service guidelines. The IRS code as it applies to the Club is rather straight-forward but impacts most areas of the Club's functioning including financial accountability. This Policy is guided by the following documents:

1. Tax Exempt IRS Reporting Guidelines for Social Clubs and
2. Internal Revenue Manual – Guidelines for Tax-Exempt Social Clubs (Part 7. Rulings and Agreements; Chapter 25. Exempt Organizations Determination Manual; Section 7. Social and Recreational Clubs).
3. WBCCI International Constitution and Bylaws (Blue Book); Bylaw Article XVI - Financial Management, Sec. 12 – 14 and Policy and Financial Guidelines.

The purpose of this Club Policy is to specify the Club's financial management policies and procedures.

**The President** bears the responsibility for the financial well-being of the organization. In performing this function, the President will:

1. Work with the Treasurer and other members of the Executive Board to manage/monitor the financial health of the Club and set policies that optimize the organization's goals in a manner that is transparent to the membership.
2. Determine the amount of cash reserves required to ensure the current and on-going future operations of the Club
3. Ensure that there are at least two Executive Board members in addition to the Treasurer with check-signing authority. All checks payable to a non-SCCAC member will require the signatures of two board members or the Treasurer and one board member. All payments made through PayPal or another electronic method will require an email approval from another board member with check-signing authority if the payment is being made to a non-SCCAC member.
4. Ensure that the duties of the Treasurer continue in the event of the unavailability of the Treasurer, by appointing a member of the Executive Board with check-signing authority to assume the duties of the Treasurer until the Treasurer (or a replacement) is able to resume normal duties.
5. Work with the Treasurer for resolution of pre-guaranteed attendance fees in the event of late cancellation.
6. Ensure that at least one Board member in addition to the Treasurer is reviewing the bank statements each month.
7. Ensure that at year-end, the Executive Board review and approve the balance sheet and annual income and expense statement, forwarding to authorized WBCCI as may be required.

**The Treasurer** is the elected Executive Board member charged with the day-to-day financials of the organization and in carrying out the financial policies of the President and the Executive Board. In performing this function, the Treasurer will:

1. Exercise primary authority, control, and management of the Club's financial transactions including the Club checking account and investments.
2. Account for all funds received and expended by the organization in the form of a ledger/journal that records all income and expenses paid. This can be in a spreadsheet or computerized accounting program (Quick Books or Excel are preferred).
3. Manage expenses not substantiated by a receipt in accordance with the following guidelines:
  - a. The expense should be a non-reoccurring, unexpected, minor expenditure.
  - b. An explanation of the reason for no receipt should be submitted with the request for reimbursement.
  - c. In no case will the payment to one individual exceed \$50, nor will the combined unreceipted expenses for any one event exceed \$100.
  - d. Cases of a lost receipt for normally reimbursable expenses may be considered as an exception to paragraph 3.c. above on an individual basis by the Treasurer and the President.
  - e. A record of all unreceipted expenses will be maintained by the Treasurer in a journal and presented to the Executive Board for review and approval on an annual basis.
4. Report to the President the financial status (profit or loss) of each scheduled Club activity (rally, caravan, etc.) within sixty (60) days following the activity completion.
5. Ensure that the President or his designee receive a copy of the monthly bank statement.
6. Ensure that income received from non-members (visitors, guests, family members, etc.) does not exceed fifteen percent (15%) of the Club's annual gross receipts.
7. Ensure that no more the thirty-five percent (35%) of the annual gross receipts are derived from investment income.
8. Maintain all financial records for a period of seven (7) years after which, with the approval of the Executive Board, they may be destroyed. Financial records include:
  - a. Ledgers or Journals that record all cash receipts and all expenses paid,
  - b. Receipts that record money received,
  - c. Documentation supporting expenses that were reimbursed,
  - d. Financial Statements that show beginning cash balance, cash receipts and disbursements, and ending cash balance, and
  - e. Bank Statements and other financial documents.
9. When and if required, recommend to the Executive Board procedures, required reports, and processes for monitoring all sub-entities that, as part of our Club, sponsor activities that may require separate financial accountability or the establishment of a separate checking account (for example: a caravan or special purpose rally).
10. Prepare a balance sheet and annual income statement at year-end and forward to the Executive Board for approval.
11. Annually file Form 990-N with the IRS, providing a copy to WBCCI as required.
12. Notify members and associate members of annual membership renewal requirements and payment options.

## CLUB RALLY, EVENT FEES AND PAYMENT OPTIONS

1. The Club sponsors or may sponsor several types of social activities. The most frequent and familiar sponsored activities are the Club rallies which will be referred to throughout this policy statement as rallies. Other sponsored non-rally activities include or may include events such as a President's barbeque, a general business and installation meeting, special purpose rallies, caravans, etc. Non-rally activities will be referred to throughout this policy statement as events.
2. Event fees are not normally known until planning for that event has been completed. Once known, event costs will be published at the time an invitation to participate is made available to Club membership. Payment options will usually be identical to those of our rallies as specified in Paragraph 5 below.
3. The Club's fees and costs for rallies paid by each attendee have been in effect for several years, cover some contingences, and are primarily made up of the following components:
  - a. **The site cost** – The cost of the site paid by the Club to the RV facility at which the rally is held. This cost is based on a contract between the Club and the RV facility.
  - b. **The rally fee** – The rally fee covers expenses other than those covered in this paragraph and include:
    - (1) Reimbursement to the hosts for costs associated with hosting as substantiated by paid receipts.
    - (2) Catering costs when appropriate.
    - (3) Late cancellation costs when approved by the President.
    - (4) Attendee nonpayment.
    - (5) Any other direct expense associated with a rally, such as clubhouse rental, cost for a "community" camp site, or other ordinary business expenses, such as postage, paper, etc.
  - c. **PayPal Fees.**
  - d. **Pet fees** – Determined by contract between the Club and the RV facility and often collected by the Club.
  - e. **Other Fees** -- Any expense associated with the rally such as entertainment or other scheduled event occurring during the rally and announced to the membership in advance.
  - f. **Food Assignment** – This is not a cash contribution but represents the expense for food that the member is bringing to the rally (either assigned by the hosts or volunteered by the member).
4. Rally fees will be announced as part of the invitation to members for rally participation.
5. Payment for rallies or events should be made in advance via PayPal or by check; PayPal is preferred. If paying by check, payment must be received by the Treasurer at least three (3) weeks prior to the event.
6. Attendance at a rally or event in the case of an oversubscription will be determined by the date and time of the PayPal payment or email commitment. Members in an oversubscribed position will be placed on a waitlist and notified when and if a space becomes available.

7. Prior to any permanent change to the fee structure, the President will notify the membership of the Boards proposed changes, provide rationale for the proposal, and solicit comments. After the comment period (usually 30 days) the proposal will become Club policy with modifications as appropriate.

### **CLUB RALLY OR EVENT CANCELLATION**

1. When cancelling attendance after booking a Club rally or event, the member has two responsibilities. The first is financial (discussed below). The second is notification to the Wagon Master and to the event Host as soon as possible so that plans may be modified.
2. Like most social clubs, our policy is that once a space at a rally is booked, that individual is responsible for rally or event fees incurred in the event of a cancellation. Rally fees include site fees owed to the RV facility or other renting entity, the Club rally fee, a food assignment expense, and pet fees. Fees for events other than traditional rallies will be determined during event planning (this is intended to cover things like a summer barbeque, a special purpose rally, a caravan, etc.).
3. The Club's contract with the RV facility will determine whether or not a cancelling member will be responsible for his or her site fee, except as noted below in items 6 or 7.
4. The Club rally fees purpose is to defray the cost of the rallies. Therefore, the rally fee will not be charged to the cancelling member, or his or her funds will be returned except as provided by item 8 below.
5. Members inviting guests are responsible for guest fees which are identical to member fees. Fees for guests of the Club will be determined by the President and the Board.
6. When feasible, Club leadership will work with the cancelling member to find another party to assume the responsibility. If this is successful, the member will not be charged, or his or her funds will be returned as appropriate.
7. The Wagon Master will, when possible, negotiate with the RV facility for relief of an individual's obligation. If successful, the member will not be charged, or his or her funds will be returned as appropriate.
8. The assessed food cost will be derived between the host and the President. A cancelling member may be assessed a food assignment expense if the host(s) are required, due to the cancellation, to purchase and/or prepare the cancelling member's food assignment. If a cost is to be assessed, it will not exceed twenty dollars. A receipt is required for the item or items purchased to make up the deficit caused by the cancellation.
9. Prepaid pet fees will always be returned to the cancelling member.
10. PayPal fees charged to the Club will not be returned to the cancelling member.
11. The President, in consultation with the Treasurer, is authorized by the Board to evaluate each cancellation and, in some instances, to forgive most fees.

## HOSTING

1. Most South Coast Club rallies and events have hosts who have volunteered to coordinate the meals during the rally or event.
2. Hosts are not assessed a rally or event fee. When registering for a rally or event electronically, the hosts should use the drop-down box where it indicates the number of attendees, and they should select "host."
3. Hosting duties include but are not limited to the following:
  - a. Determine menus for Saturday AM, PM, and Sunday AM.
  - b. Determine food assignments for attendees, if applicable. The food assignment document should include not only the food assignments but should also include the times and places where the dining will take place. If using Prep-A-Trip, determine categories and items requested, then send Prep-A-Trip to all attendees to sign up for the various items needed.
  - c. Set up coffee pot on Friday and Saturday evenings on a timer.
  - d. Purchase and prepare the "main courses" for the menu (see alternatives below).
  - e. Coordinate set-up and clean-up (this is a group effort). All trash must be deposited in appropriate trash containers after meals.
  - f. Club house or other resort revenue should be left clean and in the same condition that it was found.
4. Receipts for all expenses incurred by the hosts should be given to the Treasurer for reimbursement as soon as possible, but in any event not later than 30 days following the end of the rally or event. Expenses will be reimbursed up to a maximum of \$15 per rig. This amount may be adjusted upward with prior approval of the President and the Treasurer.
5. Meal Guidance (Refer to Hosting section on our Club website for further details):
  - a. Friday PM: Heavy appetizers only contributed by all attendees
  - b. Saturday AM: Hearty breakfast. Breakfast casseroles can be assigned in lieu of host preparing breakfast. Turkey sausage, scrambled eggs, fruit, yogurt, Danish, pancakes, orange juice, etc., are typical food choices.
  - c. Saturday PM: Main course prepared by hosts with sides assigned. Alternatives include pot luck, salad bar, taco bar, baked potato bar, soup night, chili cook-off, etc.
  - d. Sunday AM: Pastries, bagels, yogurt, granola, fruit, hard boiled eggs, peeled and cut in half, juices.

## 6. Standard Event Times:

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|--------------------------------------|---------|
| a. Friday Happy Hour and Appetizers: | 5:00 PM |
| b. Saturday Coffee Service:          | 7:00 AM |
| c. Saturday Breakfast:               | 9:00 AM |
| d. Saturday Happy Hour:              | 5:00 PM |
| e. Saturday Dinner:                  | 6:00 PM |
| f. Sunday Coffee Service:            | 7:00 AM |
| g. Sunday Breakfast:                 | 8:30 AM |

## **AFFILIATE DUES**

Membership dues for Affiliate members are set by the Executive Board and generally reviewed on an annual basis.

Regardless of the date an Affiliate joins the Club, the full annual Affiliate dues is due on the date of application and the Affiliate dues renews each January 1. There are no pro-rata fees regardless of the date during the year that the Affiliate first makes application.

**This Policy adopted by the Board of Directors October 5, 2019 at Borrego Springs, California.**

Mark Miller, President  
 Bruce Barefoot, Immediate Past President  
 Marya Barefoot, 1<sup>st</sup> Vice President  
 Diane Sommerville, 2<sup>nd</sup> Vice President & Corresponding Secretary  
 Thomas Kluzak, Treasurer  
 Sandra Bangert, Recording Secretary

**This Policy revised by the Board of Directors January 11, 2020 at Pala, California.**

Two major revisions: Payments to SCCAC members only require the signature or authorization of the Treasurer or other designated officer. PayPal fees incurred on a transaction when a member cancels a reservation will not be returned to the cancelling member.

Marya Barefoot, President  
 Mark Miller, Immediate Past President  
 Diane Sommerville, 1<sup>st</sup> Vice President  
 Thomas Kluzak, Treasurer  
 Sandra Bangert, Recording Secretary  
 Andi Matsumoto, Corresponding Secretary  
 Michael Biagi, 2<sup>nd</sup> Vice President (Absent)