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**1.1 Order of Business**

from Article I, Sec.1 Bylaws (1/18/02)

The order of business shall be:

- A. Opening Ceremonies
  - 1. Invocation (Nonsectarian)
  - 2. 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

**3.11 Standing Committees - General Duties**

from Article III, Bylaws

The duties of the Standing Committees shall be as follows:

- 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** Foster a continuing interest in National, Region, Local Club and Intra-club Caravans; administer and approve National, Region and Intra-club caravan programs; develop and maintain the Caravan Handbook as a guide for the caravan program of the

International Club; establish and conduct an annual training program for Caravan Leaders and Caravan participants; assign the dates and times for caravan arrivals at International Rallies; coordinate the itineraries of National Caravans with the dates and locations of National rallies thus affording participants in National Caravans the opportunity to attend and support such rallies; and encourage, assist in arranging, and approve caravans in fraternal countries where Airstream has a significant presence (see paragraph J). (01/23/20)

- C. **Constitution and Bylaws** Conduct a continuing review and study of the International Club Constitution and Bylaws and recommend amendments deemed desirable or necessary; conduct a continuing review and study of the Constitution and Bylaws of all Local Clubs 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 report such deficiency or violation, if not corrected, with recommendations to the Executive Committee of the International Club; receive and review proposals for amendments to the International Constitution and 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** Investigate, assess and adjudicate all grievance complaints made by members and others at the International Club level; make recommendations to the Executive Committee and to the Board of Trustees regarding ethics and grievance matters; and advise and assist regions and Local Clubs in handling grievance complaints at the region and Local Club level, when requested to do so. (1/11/18)
- E. **Family/Youth** Develop an effective continuing program and structure to encourage Family/Youth participation in Local Club, Region and International Rally and Caravan functions; to ensure that regular Family/Youth columns appear in the *Blue Beret* and in Region and Local Club bulletins; embrace electronic and social media communications with youth and their parents, promote activities which utilize social media, electronic communications and outdoor activities, solicit and share best practice activities and communications from, among and to Local Clubs of the club, and to members and their children. (7/5/16)
- F. **Historical** To preserve and share Club history as follows: (6/24/20)
1. Maintain a continuing history of the Club which includes acquiring, cataloging, curating, and preserving historical items, and where appropriate, convert them to an electronic format for security and ease of sharing with Club members.
  2. 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.
  3. Make select historical items available to the membership electronically.
  4. Research membership numbers to be considered for Heritage Number status and nominate deserving numbers to the IBT with supporting rationale.

5. Authenticate Heritage Airstreams that are owned by Club members. The committee shall maintain a list of authenticated Heritage Airstreams.
  6. Loan items from the Club archives to Airstream Inc., WBCCI Regions, Local Clubs, and Intra-Clubs, and other organizations for display or research purposes.
  7. Donate items from the Club archives to Airstream Inc. that have more relevance to Airstream history than to Club history.
  8. Maintain a detailed list of items loaned and donated from the Club archives.
  9. Dispose of items from the Club archives that have no significant relevance to Club or Airstream history.
- 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/Local Club 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** Plan and execute the current International Rally.
- I. **International Rally Site** Formulate the basic requirements for an International Rally Site; 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 3<sup>rd</sup> 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** Promote the WBCCI Airstream owners lifestyle by encouraging the formation of Local Clubs and caravans in fraternal countries where Airstream has a significant presence and maintain communications with these Local Clubs and assist in arranging caravans as world conditions permit. (1/14/16)
- K. **Lifetime Membership Fund** Administer the Lifetime Membership Fund; 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)

- L. **Long Range Planning** 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. (7/19/21)
- M. **Marketing** Understanding and communicating with our WBCCI members across all digital and print platforms is crucial to keeping them informed and engaged with the Club. Working in tandem with the Marketing Communications Manager, the Marketing Committee is responsible for the following general strategies and tasks: (7/19/21)
1. Assemble a team of Club members to work under the direction of Headquarters' Marketing Communications Manager to help carry out promotions, programs, and goals.
  2. Educate local clubs and members about the tools and importance of consistent messaging across all communication platforms. Focus should be on current and prospective Club members, extending to any media or communications developed by Regions and Local Clubs.
  3. Encourage and share best practices with other Club members on use of electronic platforms to build robust, engaging social media platforms (i.e., Facebook, Twitter, Instagram) for current and future Club members.
  4. Recognize, communicate, and recommend new approaches for any gaps seen in communications needs, especially the broad, Club-based media intended for new and current members.
  5. Inform HQ of member-benefit wants, needs and emerging opportunities for partnership with leading RV-related brands and services.
  6. Distribute marketing material as directed and needed.
  7. Attend electronic meetings with Marketing Communications Manager.
  8. The International Membership Standing Committee Chair shall be a participative member of the Marketing Committee. (7/19/21)
- N. **Membership** Develop and implement a membership program that: (6/22/18)
1. Engages new members through the development and implementation of a comprehensive onboarding plan for use by members, Local Club and Region Membership Chairs.
  2. Ensures the Membership Manual, located on the WBCCI website, is updated to align with current plans, membership messaging and recruiting. (7/20/19)
  3. Encourages present members to retain their membership by encouraging participation in rallies, caravans and courtesy parking. Success shall be measured by year-over-year decrease in non-renewal rates.

4. Inspires non-member owners of recreational vehicles manufactured by Airstream, Inc. to become members.
  5. Develops and presents training seminars which support the WBCCI brand direction and promotional materials as defined by the International Marketing Standing Committee.
  6. Offers inspiration, encouragement and assistance to the membership committees of the Local Clubs and Regions.
  7. Serves as a participative member of the International Marketing Standing Committee.
- O. **National Rallies** Promote, coordinate and develop greater interest and participation in National Rallies; receive and review the reports required from Local Clubs or Regions upon the completion of a National Rally; receive and review applications from Local Clubs or Regions wishing to conduct a new or first time National Rally and from Local Clubs or Regions wishing to reactivate a discontinued National Rally; make recommendations to the Executive Board with regard to each of such rallies; prepare reports from the Financial Reports received from the sponsors of each National Rally and present such reports to the International Board of Trustees at the Annual and Mid-Winter meeting of said Board. (01/23/20)
- P. **Nominations** The Nominations Committee shall consider the willingness and ability of each qualified candidate to accept the responsibilities and perform the duties of an International Office. Only the Committee will present candidates to the membership. (7/24/21)
1. Candidates should only be proposed to, and announced by the Committee. They may be proposed by the Club Membership, the International Board of Trustees, any member of the Nominations Committee or by self-proposal to the Committee. The Committee should use, but are not limited to, all of the resources of WBCCI, e.g., *Blue Beret*, Website, Social Media, etc. in searching for candidates.
  2. The names of all candidates submitted for consideration by the Committee shall be accompanied by a candidate's resume and statements of experience in WBCCI and willingness to serve in the office they seek. All documents shall be sent to Headquarters to be forwarded to the Nominations Committee by November 15 in the year preceding the election, but no later than February 10 of the election year.
  3. The Nominations Committee shall meet a minimum of once a year. All Committee meetings, including the ones to meet with and consider the candidates, will be virtual.
  4. The names of all candidates certified by the Nominations Committee shall be submitted to Headquarters by March 1 of each year for publication of the candidates' names and resumes including WBCCI experience in the April *Blue*

*Beret*. Their resumes and any vision statements provided by the candidates, shall also be posted on the [airstreamclub.org](http://airstreamclub.org) website. (7/24/21)

- Q. **Planning Guides** Initiate and maintain a program to assist Local Clubs in the planning and setting of annual goals; gather and share information on successful activities. Create and maintain a Planning Checklist and Local Club Planning information which will help the officers of Local Clubs in planning and conducting successful activities. In addition, prepare and provide Local Club Officer training information which may be utilized by Regions to inform and assist incoming Local Club officers. (7/5/16) **NOTE:** Effective after the 2015-16 Local Club President's term has expired for the opportunity to complete a Local Club Merit Application and processing.
- R. **Publications** Serve as the content coordinator of club publications, in either print or electronic form. Club publications shall include the *Blue Beret* and other publications, authorized by the Executive Committee. As content coordinator, obtain assistance from the general membership, standing committees, the Corporate Manager and the Executive Committee in obtaining feature articles, photos, letters and other information which provide information, entertainment, and provide a service to the membership. (1/21/21)
- S. **Technical** Distribute technical information to all club members via the *Blue Beret* and electronic medium to help them maintain their Airstreams. Provide information to club members through seminars at the International Convention/Rally and any Regional rallies where it would be practical. An appointed WBCCI Safety Officer position will report to this committee chair. (7/5/12)

#### 4.12.1 Membership (6/24/20)

from Article IV, Sec. 12

International dues (membership) may be transferred from one Local Club to another during the current dues paying year. This change does not allow or require transfer or refund of any Local Club dues. Transfers are also permitted as follows:

- A. The membership rights of original signers of a request for a provisional charter shall be transferred to the new Local Club.
- B. In the case of the dissolution of a Local Club, membership rights shall be transferred to a Local Club of the member's choice.
- C. In the case where a Regular Member determines that their needs are best met by a different Local Club, whether through geographic relocation or preference, they may request a transfer. This is limited to one transfer in any year.

#### 4.12.2 International Dues (1/21/21)

from Article IV, Sec. 12

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 each year through a notice published in the *Blue Beret* following the approval of the annual budget by the Board of Trustees.

- A. International dues of renewing Regular Members or Members at Large shall be \$75.00 (US funds) per membership year. Members at Large will also pay the current IBT established fee, \$15, in lieu of Local Club dues.
- B. International dues for new members will be \$75 for their membership year. The date they join WBCCI will become the anniversary date for the payment of the next years' membership. A thirty (30) day grace period will exist for non-payment. All payments will be in US funds.
- C. International dues for new Members at Large will be \$75 for their membership year. The date they join WBCCI will become the anniversary date for the payment of the next years' membership. A thirty (30) day grace period will exist for non-payment. All payments will be in US funds.
- D. Any member in arrears more than thirty (30) days of their membership renewal date will be dropped from WBCCI and any local Club they have joined.

#### **4.12.3 Lifetime Membership (06/24/20)**

from Article IV, Sec. 12

##### **A. Eligibility**

WBCCI members in good standing may purchase a Lifetime Membership for a one-time application fee. Only the member(s) named in this original application as recorded at Headquarters shall be eligible as Lifetime Member(s) and the benefits of a Lifetime Membership, subject to:

- 1. Payment of a non-refundable, non-transferable one-time fee as listed on the "Lifetime Membership One-Time Fee Schedule" found on the WBCCI website.
- 2. Payment of a non-refundable annual Local Club Dues or the Member at Large fee.
- 3. Proof of age in the form of copies of birth certificates or driver's licenses.
- 4. The annual payment of Local Club Dues or the Member at Large fee to maintain lifetime membership.

##### **B. To Apply for Lifetime Membership**

- 1. Determine the age of each individual member as of December 31 of the year in which the application is made. Calculate the average age of the applicant(s) rounded up. For example, if applicant one (1) is 66 and applicant two (2) is 63, the average age would be 64.5 and would be rounded up to 65.



2. Determine the one-time fee as listed on the Lifetime Membership One-Time Fee Schedule (see WBCCI website).
3. Submit the completed "Lifetime Membership Application Form" to Headquarters with payment in the amount of the one-time fee AND the Local Club Dues or Member at Large fee. For age verification purposes, also include copies of the proof of age for each applicant(s) in the form of copies of birth certificates or driver's licenses.
4. Upon approval, the Lifetime Membership shall become effective on January 1 in the succeeding year following such approval.

C. In Default of Payment

1. In the event a lifetime member has not paid their Local Club dues or Member at Large fee on or before their membership anniversary date each year or within the thirty (30) day grace period, their lifetime membership shall be suspended including all rights, benefits and privileges for 12 months. Notice of suspension shall be in writing and communicated to the member in question. (1/21/21)
2. The lifetime member whose membership has been so suspended may renew within the period of suspension by the payment of all dues within the 12-month period of suspension.
3. Subject to paragraph B, a lifetime member's membership shall be terminated at the expiration of the 12-month period, without claim to residual lifetime membership fee.
4. A lifetime member whose membership has been terminated may re-apply at any time following the steps in Policy, Lifetime Membership.

**4.12.4 Membership Stars (6/24/20)**

from Article IV

- A. 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.
- B. 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.
- C. Display of stars shall be aside the International Club decal on the front and rear of the recreational vehicle.

**6.6.1 Local Clubs**

from Article VI

- A. Names of Local Clubs 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 Local Club shall be assigned any exclusive territory. (7/5/13)

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

- B. Local Club Officers No regular member shall be elected or appointed as an officer of a Local Club unless they are a Regular Member or Provisional member of the Local Club. (6/27/14)

- C. Ethics and Grievance Each Local Club 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 Local Club 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)

- D. New Local Clubs Members wishing to organize a new Local Club should request assistance from the Region President or from Headquarters. Such request received at Headquarters will be referred to the Region President who shall, upon determining there is a need for a new Local Club within the Region, notify Headquarters and Headquarters shall forward the necessary instructions and materials to the members wishing to form the new Local Club. Upon receipt of a Provisional Charter from the President of the Region, the Provisional Local Club may collect Local Club and International dues in the same manner as chartered Local Clubs pending the issuance of a Local Club Charter by the International Board of Trustees. (1/19/96)

When the Provisional Local Club has fulfilled the requirements as set forth in Article XI of the International Constitution (sufficient members and appointed officers), an application for a Local Club Charter shall be made in writing to the International Board of Trustees through the President of the Region. (1/19/96)

- E. Local Club Elections Local Clubs shall hold an election of officers annually. New officers shall take office any time after their election but not later than December 31. (6/19/79)

#### **8.6.1 International Board of Trustees**

from Article VIII, Bylaws

- A. Special Board of Trustees Meetings - When the President deems it necessary to call a special meeting of the Board of Trustees; They shall have authority to authorize the Headquarters office to pay all the expenses of the Board members, other than meals, on behalf of the Club. Those on expense accounts and Airstream employees are not

included. These expenses are to cover transportation, room and parking costs if traveling with an RV.

- B. Term of Office - The term of the members of the International Board of Trustees shall be extended so that each retiring member shall be an exofficio member of the Board of Trustees for the purpose of completing the pending rally following installation of the next succeeding Board of Trustees and terminating one (1) week following installation. (7/5/65)
- C. The minutes of the Board of Trustees Meetings will be distributed to all Board Members, Standing Committee Chairs, 1st and 2nd Region Vice Presidents, and International Past Presidents receiving the Blue Book inserts within sixty (60) days except the minutes for the IBT meeting prior to the start of the International Rally will be distributed within ten (10) days. In addition, all correspondence normally distributed to Region Presidents will also be forwarded to the 1st and 2nd Region Vice Presidents. All nominees and announced candidates for the International Board of Trustees will be placed on the distribution list for all the above correspondence and minutes. (1/14/16)
- D. All retiring board members of the International Board of Trustees shall be provided with a copy of the minutes of the meeting held prior to their retirement. (7/5/75)
- E. The minutes of the Board of Trustees meetings shall show the results of votes taken. All votes of the IBT shall be by Roll Call vote, except when a request for Unanimous Consent is approved. The minutes shall show the names of those members voting in favor; the names voting against; and those abstaining from voting. Roll call voting by IBT members shall be in a random order sequence. (1/10/14)

### 9.6.1 Region Operations

From Article IX, Bylaws

- A. Regional Expenses are addressed in Policy 16.6.3, Financial Disbursement.
- B. Region officers' flags and Region Presidents' parade flagpoles will be passed on with normal succession of office. When replacements are necessary, expenditure will be charged to the Region Officer expense account.
- C. Each Region President shall be presented a Past President flag, a service award selected by the International President up to the budgeted amount approved by the IBT and appropriate Identification Badges at the close of the International Rally. The cost of the foregoing items shall be charged to the General Fund of the International Club. (1/20/17)
- D. Guidelines for Qualifications and Requirements of the Region President's Position. (7/19/21)
  - 1. Candidate for the office of Region President must possess:
    - a. A true and aggressive belief in the WBCCI, its concepts and practices, and a desire to help in the growth and forward movement of the Club.

- b. An ability and willingness to travel, to meet and engage people in open and friendly conversation.
  - c. A broad knowledge of, and experience in, WBCCI Local Club operations.
  - d. A good working knowledge of the WBCCI organization and governing documents.
  - e. A clear understanding of parliamentary procedure and general club management.
2. They must be capable of performing and willing to undertake and carry out the following duties:
- a. Promote a full and diverse program of Local Club activities within the Region, structured to be of interest to, and inclusive of, all members, and within WBCCI concepts.
  - b. Participate in all possible official and social functions held during a Local Club visit. Encourage Local Club officers and their appointees to consult, read and, thereby, increase their understanding of the WBCCI Blue Book, now made current and easily available on the Club website.
  - c. Support Local Club activities through visits, letters, bulletins, phone calls, etc., and encourage visiting between Local Clubs. They must be an ambassador of good will and a promoter of good fellowship. They must promote harmony within any Local Club where dissension or discord appears to be developing and be familiar with the WBCCI Grievance policy.
  - d. Perform ceremonial functions, e.g., installation of officers, presentation of Past Presidents pins, certificates, letters of appreciation, all to enhance the dignity, prestige and public recognition of deserving members, and, through them, of the Club. Function as a vital link in the Club communication chain, explaining interests, needs and actions of constituent Local Clubs or members to the International officers, committees, and others, and vice versa.
  - e. Assume, in a true sense, the "Trustee" responsibility for the concepts, policies, activities and management of the Club as a whole, striving to influence its progress and improvement. Disseminate to the Local Clubs information and directives as received from Headquarters. Follow up with the Local Club Officers on requests from Headquarters for information and help Local Clubs implement new policies.
  - f. Assist Local Club officers and delegates to understand items to be considered at the Constitutional Delegates' Meeting. (7/24/21)
  - g. Supervise the planning and operation of Regional rallies and caravans, and the organization of New Local Clubs within the Region. Provide guidance and support to Local Club(s) during a Dissolution or Merger.
  - h. Attend the National Rallies held in his/her Region and assist as requested.
  - i. Conduct Regional Board meetings, install Region Officers, appoint committees, and conduct other necessary regional business, maintaining proper records of Regional affairs. Keep the Regional Vice Presidents

- informed of relevant matters and request their assistance to a maximum extent possible. Full development of the potential of each Vice President, by effective mentoring, is essential.
- j. Coordinate with other Region Presidents and with International Committees as needed and, represent the Local Clubs and the Regional Board at International Board and Committee meetings on special matters as requested by them.
  - k. Assist the International President and other officers and Committees in the conduct of Club business as requested, and assist the International Rally Committee planning for and in the operation of the International Rally.
  - l. Attend all International Board of Trustees meetings and participate in the deliberations of the Board. They must study the Committee Reports and the minutes of previous meetings and otherwise prepare themselves to be an effective participant.
  - m. Coordinate efforts between the Region Membership Chair and Local Clubs, to develop and implement an active program promoting the Club to non-member Airstream owners, to make them aware of the Club and the benefits of membership, and to extend invitations to apply for membership.
  - n. As Past Region President, continue to act as an ambassador for the WBCCI and assist the Local Clubs, current officers and committees as requested.
  - o. Sign, with all members of the International Board of Trustees (IBT), to uphold the following: I pledge to uphold the governing documents of the WBCCI, carry out the duties of my office as enumerated in its Bylaws and Policies, and to work under the direction of the IBT and the International President. I will faithfully discharge the duties of the office to which I have been elected, to the best of my abilities.
  - p. Act as the Delegate for Members at Large residing in their Region at the Constitutional Delegates Meeting. Report the votes of the Members at Large in their Region on International voting issues that have come before the membership per Bylaws, Article XVII, Delegates Meeting and Voting.
  - q. Consult with and guide Local Clubs on Name Changes and proposed changes to Logos, Flags and Pennants. Be familiar with and prepared to write the appropriate Motions necessary for approval by the International Executive Committee or International Board of Trustees.

#### **10.1.1 Duties of International President (7/24/21)**

Guidelines for Qualifications and Responsibilities of International President.

- A. Candidate for International President should have:
  - 1. A true and aggressive belief in the WBCCI concepts and practices.
  - 2. An ability to travel, in order to meet people and communicate easily.
  - 3. A broad knowledge of, and experience in, WBCCI Local Club operations.

4. A good working knowledge of the WBCCI organization and governing documents.
  5. A clear understanding of Parliamentary Procedure and general club management.
- B. Demonstrate strong leadership ability:
1. Lead by example with a commitment to transparency among the leadership team and with members;
  2. Establish strong effective working relationship with the Corporate Manager and Headquarters staff;
  3. Serve as Chair during meetings of the Executive Committee, International Board of Trustees, and International Rally Planning Committee, as well as meetings to settle Grievances submitted at the International level;
  4. Mentor International Vice Presidents, ensuring they are aware of, and performing, all responsibilities which will culminate in their successful year as International President;
  5. Be a problem-solver, leveraging appropriate resources and individuals to reach mutually agreeable solutions which serve to elevate Club operations and member satisfaction;
  6. Foster team atmosphere among WBCCI leadership for continuity for members and rallies;
  7. Encourage monthly Executive Committee discussion and other WBCCI leadership discussion using teleconferencing or Zoom meetings;
  8. Be responsive to the efforts of the Long-Range Planning Committee in establishing his/her Presidential goals and provide input to the work of the committee.
  9. Gather input and deliver annual review to Corporate Manager.
- C. Promote and support membership in WBCCI:
1. Welcome ALL Airstream owners to actively participate in Club activities - whether current or future Club members;
  2. Work closely with Airstream, Inc. to provide support for new members in WBCCI.
- D. Demonstrate fiscal responsibilities:
1. Working with the Treasurer, Corporate Manager and Incoming President, develop and receive approval for balanced annual Club Budget;

2. Working with the Corporate Manager, Treasurer, Incoming President and International Rally Coordinator, as well as the International Rally Committee, develop the International Rally Budget;
  3. Review the content of the annual 990 form in conjunction with the Treasurer, Corporate Manager, and the Immediate Past International President.
- E. Demonstrate planning responsibilities:
1. Select site locations for the Mid-Winter IBT Meeting and the International Rally to be held during the President's term of office;
  2. Identify and align personal Presidential goals with Executive Committee;
  3. Review current International Standing Committee Chairs with Executive Committee; identify and make changes as needed;
  4. Establish mentorship/leadership responsibilities between the Executive Committee, and International Standing Committee Chairs and Region Presidents.
  5. Develop the visitation schedule for the President and other members of the Executive Committee that provides coverage of all Region, State/Province and National Rallies.
- F. Be an effective communicator:
1. Create monthly *Blue Beret* articles which serve to update members on Club activities, improvements and initiatives;
  2. Establish on-going dialogue with Airstream, Inc. leadership, in particular the Airstream President and Vice President of Sales;
  3. Engage with members through a variety of platforms: in-person at rallies, Local Club Zoom calls, and regular digital updates;
  4. Listen to members' concerns and commit to communicate appropriate resolution in a timely manner after following appropriate Club procedures;
  5. Be available to receive and answer communications during business hours 8:00 am to 4:30 pm EST, approximately 10 to 20 hours a week.

#### 12.4.1 Club Publications

from Article XII, Bylaws

A. Annual Membership Directory

WBCCI will publish an annual directory in both digital and printed form and each member will be provided an opportunity, upon their annual renewal, to state the form or forms they wish to receive. The digital form will be delivered by email to the member.  
(6/27/14)

1. The Annual printed Membership Directory will list the names and addresses of members whose International dues have been received at Headquarters on or before December 31 in the year preceding the publication of the Annual Membership Directory. Members who have requested their personal information not be published, i.e., address, email, courtesy parking status, Club offices and numbered Club activities, will only have their name, Region, Local Club number and Airstream Number published. Those offering courtesy parking may not opt out of publication of their personal information. (7/19/21)
2. The current, password protected, Digital Directory will contain the same information as the printed, but will show new members since the publication of the printed directory. (7/19/21)
3. Special titles or ranks (i.e. Dr., Col., etc.) shall not be included in the listing of members in the Annual Membership Directory. (1/20/17)
4. Co-owners shall each pay International dues in order to be listed separately in the Annual Membership Directory. (1/20/95)
5. Special designations for the listing of Lifetime Members shall be included in the Annual Membership Directory. (1/20/17)
6. Except as authorized by the Executive Committee, the Annual Membership Directory of the International Club or the Membership Directories or Rosters of Local Clubs shall not be made available to any individual who is not a member or to organizations not a part of the International Club in order to prevent the use of such Directories or Rosters for mailing lists and soliciting purposes. (1/19/96)
7. A listing of approved Heritage Numbers with corresponding owner names at the time of the historically significant event and qualifying criteria shall be included in the Annual Membership Directory. (1/11/18)

B. *The Blue Beret*

1. The *Blue Beret*, the official publication of the club, is published monthly except February, July and December. The Annual Directory, printed version, will be published in February. Updates will be available digitally online. (6/24/20)
2. A maximum of 400 column inches of publicity for the upcoming International Rally will be allowed not including registration coupons, in issues selected by the Rally Committee. (1/21/91)
3. Articles describing Local Club activities from Local Club publications and member activities may be included in the *Blue Beret* at the discretion of the publication editors in consultation with the chair of the Publication Committee. Coupons for National and Regional Rallies as well as International and Region Caravans may be printed a maximum of three times as designated by the requestor. International Rally coupons may be printed a maximum of six times. (1/21/21)



4. Each region is allowed 60 column inches per year to promote region rallies, caravans and multi-Local Club rallies as well as other news, specifically about the region, deemed newsworthy to its members by the Region President. Further Regions will be permitted an additional 11 column inches for each caravan conducted. Articles will be permitted for multi-Local Club rallies provided the Region Executive Committee has approved the rally and authorized the charge of space required against the region space allowance. All region news submitted for publication must be accompanied by the written authorization of the Region President or his/her designate. State rallies within the borders of a region shall be exempt from the region space allocation. (1/21/00)
5. Each Region President shall appoint one person as a Contributing Editor who shall submit news copy to the *Blue Beret* Editor, and the Corporate Manager shall be informed of the name of each Region Contributing Editor by August 1st of each calendar year. (1/20/17)
6. WBCCI Intra-clubs shall be allowed 20 column inches per year to promote club activities and to provide pertinent Intra-club information to its members. All articles submitted for publication must be accompanied by written authorization of the Intra-club President. (1/21/00)
7. WBCCI State, Commonwealth, Provincial and National Rallies shall be permitted 14 column inches per year, excluding coupons, within the *Blue Beret* for promotional purposes. State Rally publicity shall be coordinated with the Region President and/or Contributing Editor within whose Region the rally shall occur. Such rally articles submitted for publication shall be accompanied by the written authorization of the Region President or his/her designate. (01/23/20)

C. Distribution

1. Members in good standing in the International Club shall receive, each calendar year, one Annual Membership Directory and one each of the nine issues of the *Blue Beret* in either printed or digital format as they have selected upon membership renewal. (1/20/17)
2. Airstream, Inc. is furnished a supply of Annual Membership Directories and issues of the *Blue Beret* for public relations and business purposes for use and distribution by Airstream, Inc. Supply needs are reviewed and re-established annually with Airstream, Inc., by the Corporate Manager. (1/20/17)
3. The Annual Membership Directory, the computer generated membership roster, the membership rosters of Local Clubs and Regions of the International Club may, with the authorization of the Executive Committee, be made available to Corporate Sponsors of the International Club and to business organizations. Such Corporate Sponsors and business organizations shall be charged a fee for the authorized use of such directories and rosters. The fees to be charged shall be determined by the Corporate Manager of the International Club and such fees shall be approved by the Executive Committee. (1/20/17)

4. First Class handling and postage for the *Blue Beret* and the Annual Membership Directory are available by prepaying the prevailing rate to Headquarters. Prevailing rate to be established by the Corporate Manager. (1/20/17)
5. The Corporate Manager shall determine the most cost effective way to distribute WBCCI publications outside of the United States. (1/20/17)
6. Subscriptions to the *Blue Beret* (magazine only) are available to members and interested public alike at the prevailing subscription rate. (1/20/17)
7. Courtesy copies of the *Blue Beret* may be mailed to individuals or businesses for public relations or business purposes. Individuals or businesses may be placed on the courtesy mailing list by notifying Headquarters in writing and shall include justification for the request. Cost of the courtesy mailing list will be borne by the appropriate General Fund accounts. Members who have changed their mailing address or changed seasonal locations and not notified Headquarters may receive a courtesy copy if they are willing to pay the cost of postage. (1/20/17)
8. Members requesting an additional copy of the printed Membership Directory will be charged current publications costs plus postage. (1/20/17)

#### 16.6.1 Financial Management

from Article XVI, Bylaws

##### A. Deposits

All monies collected by the Wally Byam Caravan Club International, Inc. shall be deposited in a checking account in the name of "Wally Byam Caravan Club International, Inc. General Fund" at a depository designated by the Board of Trustees. Deposits shall be made weekly unless the cash exceeds \$100.00 or, in the judgment of the Corporate Manager, the deposits should be made more frequently. Un-deposited checks should be stamped with the club endorsement "For Deposit Only". (1/20/17)

##### B. Identified Funds

The Treasurer shall establish identified funds within the accounting system as follows:

1. International Rally Fund will accumulate the net proceeds of each International Rally. Purpose of this fund is to track net income or deficit realized by this activity. Interest earned by this fund shall accrue to the Club's general fund. The principal fund amount shall be shown on the quarterly financial statement. Withdrawals from this fund must be approved by the Executive Committee; withdrawals in excess of \$10,000 must be approved by the International Board of Trustees. (7/5/16)
2. Lifetime Membership Fund shall be deposited in bank accounts or invested in one or more eligible securities pursuant to paragraph 4 below with maturities which, in such manner as in the judgment of the International Treasurer shall best meet projected annual payments to the WBCCI General Fund. (6/28/10)

3. Common Cents for Kids Fund will accumulate residual contributions from the Youth Charity Projects for any excess over \$6,000 collected in a given year. This fund will serve as a reservoir from which to access funds for years in which youth collections do not reach the \$6,000 limit. Interest from this fund shall accrue to this fund. Withdrawals from this fund will be authorized by the Family and Youth Standing Committee Chair and two members of the committee present. (7/5/02)
4. International Rally Equipment Fund shall provide funds for maintenance and/or replacement of major rally equipment. Excess rally funds from future rallies may be transferred into this fund as it is expended, but the fund total shall never exceed \$20,000. Withdrawals from this fund require Executive Committee approval. Interest from this fund shall accrue to the general fund. (1/18/02)

C. Signatories

The International Treasurer is authorized to designate Headquarters employees to sign checks on his behalf. All checks to be issued require the signatures of two designated Headquarters' employees. (7/5/93)

D. Investing

The International Treasurer, with the approval of the President, is authorized to invest monies of the Club in interest bearing accounts and/or certificates issued by any national bank, state bank, trust company, savings bank or savings and loan association, chartered under the laws of the United States of America, or any state in the US whose deposits are insured by the Federal Deposit Insurance Corporation, or by the Federal Savings and Loan Insurance Corporation. The total amount of funds on deposit in any one financial institution shall not exceed the insured amount. They are also authorized to purchase Treasury Bills, Treasury Notes or Treasury Bonds issued and guaranteed by the US Government.

E. Quarterly Financial Statements

A quarterly financial statement shall be sent to the members of the IBT and Region Vice Presidents which will include a balance sheet showing the year-to-date and budget comparison, and an operating income and expense statement, with an accounting of International Officers, Region Officers, and Standing and Special Committees' quarterly expenses and year-to-date, and other reports that may be requested by the Executive Committee and IBT. (7/5/16)

F. Annual Financial Statements

The International Treasurer shall, annually following the end of the WBCCI fiscal year, direct that Annual Financial Statements be prepared in accordance with generally accepted accounting principles; such financial statements to include a balance sheet, an income statement, and reconciliation of fund equity. Such financial statements shall be distributed to members of the IBT and to region vice presidents, no later than December 1<sup>st</sup>, and shall be reviewed at the Mid-Winter International Board of Trustees Meeting. A physical inventory of all properties and supplies shall be conducted annually (as soon as

possible after the new officers are installed), and made available for review at the Mid-Winter International Board Meeting. (1/23/10)

G. Fiscal Year

The fiscal year for the Wally Byam Caravan Club International, Inc. shall be from August 1 through July 31. (1/14/16)

H. Gifts and Bequests

The Corporate Manager, with the advice of the President and/or Treasurer, is authorized to accept:

1. Cash Donations,
2. Property donations (having an identifiable need and use by WBCCI), and
3. Bequests from a member's estate.

Property Donations, when approved and accepted, become fully owned by WBCCI and are to be placed on the property inventory at fair market value. The donor will be issued a receipt upon request. Cash donations or bequests, when approved and accepted, are to be deposited in the general fund of WBCCI unless the donor specifies that the donation be deposited in the fund for club continuity or applied to a specific IBT approved project/program.

All voluntary donations, once approved and accepted, pass from control of the donor to control of the IBT under WBCCI's Constitution, Bylaws and Policies. No special acknowledgments of permanent public memorials will be properly established. Donor's name only (no amount, value or description) may be listed one time only in the *Blue Beret*. The only exception will be the WBCCI Gifts and Legacy (GAL) Program. (1/20/17)

**WBCCI Gifts and Legacy (GAL) Program**

There are two ways to give to WBCCI:

1. A cash gift – the donor may designate someone to honor with this gift or make it in memory of someone and an acknowledgement will be sent upon request.
2. A gift through the donor's will or trust.

The donor's gift will be used in the WBCCI General Fund. Contributions to WBCCI are not tax-deductible. The GAL Program is effective beginning 1/1/2010. All donors will be recognized in the *Blue Beret*, gifts of \$1,000 or more will be placed on the "Friends of WBCCI" wall at headquarters. Levels of giving will be designated as:

|                  |                              |
|------------------|------------------------------|
| Wally's Gold     | \$25,000 or more             |
| Shining Silver   | \$5,000 -- \$24,999          |
| Amazing Aluminum | \$1,000 -- \$4,999 (1/28/11) |

#### I. Liability Insurance

The Corporate Manager is authorized to obtain a comprehensive General Liability Insurance Policy to cover all the Club's functions in the United States and Canada and to pay premiums from Account #560. No claim will be filed on behalf of any claimant until all requirements met. (1/20/17)

1. Insurance Coverage The Wally Byam Caravan Club International, Inc. has a comprehensive general liability insurance policy to cover club functions and activities in the United States and Canada. This policy is written to protect all of the Local Clubs; and Local Club, Region, and International Officers and employees while engaged in official, authorized business for WBCCI and the facilities being used or leased for such functions. The policy covers claims, which may be brought against the above-named individuals as a result of accidents resulting from their negligence. (1/21/91)
2. Foreign Liability Insurance WBCCI will secure a foreign liability insurance policy to cover specific club functions and activities while in a foreign country upon the approval of the Executive Committee and the WBCCI insurance company. The requester will pay the insurance cost. Headquarters will provide guidelines for approval and payment of the insurance fee. (6/25/03)
3. Insurance Certificates If the owner of the property you plan to use for a Rally or Caravan asks for a certificate of insurance, the following procedures will be followed by all Local Clubs: (1/21/91)
  - a. Send a written request for an insurance certificate to: Wally Byam Caravan Club, P.O. Box 612, Jackson Center, OH 45334, at least four (4) weeks prior to your event. Telephone request should only be used in an emergency. (1/21/91)
  - b. Advise Headquarters as to the following: (1/21/91)

- i. Exact name of property to be used for Club event; for example, Carson Co. Fairgrounds or Billingsley's Ranch.
  - ii. Location of Property. Also list dates involved.
  - iii. Name and address of person, company, or interest to whom certificate should be issued.
  - iv. Indicate any special conditions, such as limits of liability requested, or whether certificate should be mailed to anyone other than as named in item 2.c. above. (1/21/91)
  - v. REMEMBER - A WBCCI Rally or Caravan is automatically covered and the only time you must make the above request is when the owner of the property insists on a certificate of insurance.
4. Insurance Claim In order to file a claim under the Wally Byam Caravan Club International Liability Insurance Policy, you must: (1/21/91)
  - a. Mail a written statement of the accident, including all details (especially dates, times, locations) to WBCCI Headquarters, P.O. Box 612, Jackson Center, OH 45334. (7/5/93)
  - b. Include all bills of which you are making claim.
  - c. Include one eyewitness account of the event, if available. The eyewitness account must include the eyewitness' name, address and telephone number and be signed by the eyewitness.
  - d. When all of the above is received by Headquarters, the claim will be forwarded to the WBCCI Insurance Carrier who will determine if the claim meets the guidelines of the liability policy.
  - e. No claim will be forwarded until all the necessary paperwork is received by Headquarters. It is entirely the responsibility of the claimant to provide Headquarters with the necessary information.

J. *Blue Beret* Budgeting and Accounting

The *Blue Beret* budget shall be established to: (1/21/91)

1. Provide for production costs of Club related copy for a predetermined number of annual pages from general funds.
2. Provide for production costs of advertising copy for a predetermined number of annual pages required to meet anticipated budgeted advertising income.
3. Enable production of additional pages of Club copy based upon net profits from advertising.

K. IRS Filings (01/23/20)

Any WBCCI entity, which employs one of the International Club's Tax Identification numbers (EIN) to conduct its financial affairs is required to file the applicable IRS Forms annually within five (5) months of the end of their fiscal year. The filing shall follow current guidelines, policy and procedures established by the IRS and WBCCI. The entity,

not Headquarters, is responsible for preparing and filing the IRS forms and sending a copy to Headquarters. The entities requirements for filing I.R.S. reports are as follows:

1. All WBCCI entities issued an EIN from Headquarters are required to file an IRS Form 990. The form has three versions:

- a. Form 990-N, Return of Organization Exempt from Income Tax,
- b. Form 990, Exempt Organization Income Tax Return, and
- c. Form 990-T, Exempt Organization Business Income Tax Return.

2. YOU MUST FILE FORM 990 IN SOME FORM:

An entity, which normally has annual gross receipts of \$50,000 or less, is only required to file the Form 990-N 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 within their fiscal year. International dues are not considered to be gross receipts or disbursements since the Local Club is merely acting as an agent for WBCCI in the collecting of dues. International dues should be excluded in the Local Club reporting on any of the Form 990s.

An entity's gross receipts are considered to be \$50,000 or less if the entity is:

- 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.
- c. Three years old or more and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which the return would be filed.)

A majority of the entities 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. Entities having gross non-business related income in excess of \$50,000 must also file a Form 990.

3. YOU MAY NEED TO FILE FORM 990-T IF:

An entity has a gross income of more than \$1,000 from sources unrelated to the entity'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 would be classified as unrelated

Income and expenses reported on Form 990-T must also be included when the entity is required to file both forms. The amounts reported on Form 990-N should be reported in gross amounts for income and expenses. Based on this limitation, a large majority of the entities are not required to file a 990-T report annually.

4. WHO AND WHERE TO FILE:

All Forms of 990 are required to be filed by the 15th day of the fifth month after the accounting period ends. If an entity is on a calendar year basis, the forms would be due on May 15 following the end of the year.

Form 990-N must be filed electronically. Form instructions list the addresses of the Internal Revenue Service Centers where 990 or 990-T should be filed, based on geographical location.

Gross income 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.

It is the responsibility of the entity to prepare the proper IRS form and file it. Headquarters is not responsible for filing entities' forms.

5. **LOCAL CLUB/REGION NAME AND ADDRESS:**

When filing your form, please use the address shown below as the filing address where XX is your Region and YYY is your Local Club number. e. g., 03 021 is Region 3, Carolinas Airstream Club:

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

L. **Bank Accounts**

Each WBCCI entity (Local Clubs, Regions, Intra-Clubs, and National Caravans) shall set up their own bank accounts in the name of their Local Club, Region, Intra-Club, and National Caravan for receiving all money and paying all expenses through such accounts. Each entity is required to submit an annual accounting of beginning cash balance, cash receipts, disbursements and ending cash balance to Headquarters within 60 days of the entity's year end and shall retain appropriate financial data in accordance with the established guidelines, policy, and procedures. (7/22/17)

M. **Compliance**

Each WBCCI entity (Local Clubs, Regions, Intra-Clubs, and National Caravans) which does not comply with these policies will be referred to the Executive Committee for a resolution. The Executive Committee will report at each regularly scheduled IBT meeting the status of all entities with regard to filing and action taken, including and up to suspension of the entity, where needed. Entities so suspended may reapply to be an active entity at the next IBT meeting. (7/22/17)

## **16.6.2 Financial Data Guidelines**

from Article XVI, Bylaws

- A. Each WBCCI entity shall set up its own bank account using its assigned IRS number (if applicable). (7/22/17)



- B. Headquarters has set up a Corporate Rally Account with a Corporate Bank and as such, has facilitated an easier way for the Local Clubs, Regions, Intra-Clubs, and National Caravans to set up their own bank accounts utilizing the Corporate Bank, if they so desire. (7/22/17)
- C. Copies of source documents, either as a paper document or electronically, shall be retained by each WBCCI entity for a period of seven (7) years. (7/22/17)
- D. Source documents shall include but are not limited to:
  - 1. A ledger that records all cash receipts and all expenses paid. This can be a printout from a computerized accounting program, or hand written. (7/22/17)
  - 2. Cash Receipts that record money received. (7/22/17)
  - 3. Disbursements that supports the payment of cash, check, or electronic payment of an expense. (7/22/17)
  - 4. Financial Statements showing the beginning cash balance, cash receipts, disbursements, and ending cash balance. (7/22/17)
  - 5. Bank Statements that confirm cash received and disbursements. (7/22/17)
- E. Copies of source documents shall be made available to Headquarters when requested by the International Treasurer, Corporate Manager, or WBCCI Executive Committee for use as evidence when scheduled or random, internal, or external audits occur to review the entity or the club's financial statements. (7/22/17)
- F. These documents may be shredded or other form of elimination may take place after the seven (7) years has expired. (7/22/17)

### **16.6.3 Financial Disbursement**

from Article XVI, Bylaws (6/22/18)

- A. Reimbursement for travel of International and Regional officers, Parliamentarian and essential Headquarters' staff by the most suitable and direct route is authorized for attendance at official WBCCI activities. Reimbursement for travel shall not be authorized for IBT meetings associated with the International Rally, nor for Officer travel to, from, or during caravans.
- B. Allowable expenses include the following and are to be supported with receipts, except mileage:
  - 1. Mileage when traveling by trailer or motorhome up to the mileage rate allowed by the U.S. Federal Government's Internal Revenue Service, for business travel.
  - 2. Road and bridge tolls.
  - 3. Overnight parking fees:

- a. The budgeted amount covering in route overnight expenses shall be an average of twenty dollars (\$20.00) per night for each three hundred (300) miles traveled.
    - b. The amount of reimbursement shall be the receipted expense or an average of twenty dollars (\$20.00) per night, whichever is the lesser amount.
  4. Rally fees (excluding the International Rally).
  5. Travel by common carrier, personal or rental car, motel/hotel at destination.
    - a. For budgeted elected officials and appointees only.
    - b. Total allowable not to exceed sum of budgeted allowances of first three items (mileage, tolls and overnight parking) above.
  6. Fees for events and meals that are an essential part of a specific rally may be included in the claimed Rally Fees, subject to approval of the International President.
- C. If the official elects to bring a partner to authorized meetings and travels by common carrier, the official will be responsible for the partner's carrier expenses except when the partner is entitled, by elected or appointed office, to common carrier travel reimbursement.
- D. Other expenses necessary for good management procedures may be allowable when properly supported and if approved by the International President.
- E. Reimbursement in excess of budgeted amounts may be considered when approved by both the International President and the IBT and supported by justifications and receipts.
- F. Should a Region President deem it necessary for their Region to be represented at a rally within their Region and no Region officer is available to attend the rally the Region President may designate a qualified member of WBCCI to attend as the Region representative.
1. The designee may be reimbursed in accordance with Policy, Article XVI, Financial Disbursements.
  2. The amount reimbursed to the designee will be charged against a Region officer's budgeted expenses.
- G. Region Officers (President, 1st and 2nd Vice Presidents) will be reimbursed based on the budget approved by the IBT for the fiscal year only for attendance at official WBCCI activities.
1. Travel expenses to and from the International Rally are not reimbursable for the Region Officers. Exclusions:
    - a. Region Rallies and Region Board Meetings within their Region.
    - b. IBT meetings associated with the International Rally, nor for Officers' travel to or from or during caravans.

2. The total allowable travel reimbursement for each Region President will be calculated using a base amount plus an amount per Local Club in that Region.
    - a. Travel expenses to and from the Mid-Winter IBT meeting will be basis of a submitted budget to the Treasurer prior to July 1 for approval.
    - b. Such budgeted funds may also be used to fund travel by any other elected Region Officer to the Mid-Winter IBT meeting up to the budgeted amount. (1/24/19)
    - c. Reimbursement cannot exceed the approved budgeted amount.
    - d. Claims will be submitted by Region Presidents directly to Headquarters within 90 days of travel.
    - e. Reimbursements from WBCCI are not available to Region officers reimbursed by their Region.
  3. Cross funding for reimbursement of authorized travel by a Region's Vice President is authorized with full approval of the Region Officers affected.
- H. International Officers (President, 1st, 2nd and 3rd Vice Presidents, Secretary and Treasurer) and Immediate Past President and appointed officers will be reimbursed based on the budget approved by the IBT for the fiscal year for attendance at official WBCCI activities and Airstream activities where deemed necessary by the International President.
1. No more than one (1) member of the Executive Committee may be reimbursed for travel to the same rally unless their attendance is specifically requested by the President of WBCCI.
  2. Reimbursement cannot exceed the approved budgeted amount. Claims will be submitted directly to Headquarters within 90 days of travel.
- I. International Officer and Immediate Past President reimbursement includes the budgeted amount which includes one-way travel expenses to Mid-Winter Board of Trustee meetings based on a budget submitted to the Treasurer prior to beginning of International rally, for approval of the Executive Committee at the IBT meeting at the end of the International Rally.
1. Claims will be submitted directly to Headquarters.
  2. Travel expenses to and from the International Rally are not reimbursable for International Officers or Immediate Past International President.
  3. Parliamentarian, Standing and Special Committee Chairs travel expenses shall be paid when specifically approved as a budget item that has been submitted to the Treasurer prior to beginning of International Rally, for approval by the Executive Committee at the IBT meeting at the end of the International Rally.
  4. Claims will be submitted directly to Headquarters.
  5. Travel expenses to and from the International Rally are not reimbursable for appointed positions.

**J. Office Personnel**

1. All reasonable expenses of WBCCI office personnel who travel at the request of the President will be reimbursed from budgeted funds as follows:
  - a. General Funds up to Two Thousand Five Hundred Dollars (\$2,500.00) as approved by the President when on general club business.
  - b. International Rally Fund as authorized when on International Rally business; and
  - c. International Board Travel Funds when on IBT business, including travel to and from the IBT meetings just preceding and following the International Rally.
2. Deferred compensation as a salary option is not available to any new employee of WBCCI hired after June 21, 1985.

**K. Procedures (6/27/12)**

1. All expense claims may be submitted monthly (See [WBCCI Website](#)) and shall be submitted at least quarterly for payment, except that claims for the final quarter shall be submitted at the end of the month in which incurred. (1/21/21)
2. All expense claims will be accompanied by receipts, or their equivalent, to cover all expenses claimed except mileage.
3. The remaining funds shall be withdrawable as necessary for general expense of operating said club including:
  - a. Supplies such as berets, flags, pennants, decals and trophies for resale to members, Local Clubs and regions. (1/31/85)
  - b. The President is authorized to approve the refund of dues paid between July 1 and November 15 when requested by a Local Club for a member, due to health or death. Requests made by December 31 will receive a full refund of all the dues paid. Requests made by June 30 will receive a refund of one-half the dues paid and requests made after June 30 will receive no refund. (6/25/15)
  - c. The President is authorized to approve payment from the General Fund of expenditures incurred during the International Rally for the Annual Local Club President's Appreciation Dinner, the Constitutional Delegates meeting, and International Board of Trustee's Meetings. (7/24/21)
  - d. Expenditures incurred in conjunction with the International Rally for the Annual Local Club Presidents' Appreciation Dinner and Gifts, the Constitutional Delegates' Seminar and Meeting, and International Board of Trustees' Seminars and Meetings, including but not limited to printing costs, room rental, etc., shall be paid from the General Funds of the club. (7/24/21)
  - e. Expenditures incurred in conjunction with the Mid-Winter International Board of Trustees' Seminar and Meeting, including but not limited to

printing costs, room rental, etc. shall be paid from the General Funds of the club. (7/5/16)

4. Funds in the Wally Byam Caravan Club International, Inc., checking account may only be withdrawn as authorized by the International Treasurer. Such withdrawals require the signatures of two designated Headquarters' employees. (7/5/93)
5. As required and directed by the Executive Committee, the Corporate Manager will transfer from the Lifetime Membership Fund to the General Fund an amount equal to the number of active lifetime members times the annual dues at the time of enrollment. The Lifetime Members will be reviewed on a quarterly basis to cover any delinquent renewal fund transfers. (1/20/17)
6. All savings account depositories should be in amounts sufficient so as to be protected under the FDIC or FSLIC acts.
7. The checking account funds shall be kept within the requirements of the semi-monthly disbursements. Any surplus over this requirement shall be deposited into an interest-bearing savings account.
8. Club Employees
  - a. Headquarters:
    - i. Manager with an initial salary as determined by the IBT. (1/20/17)
    - ii. Other Headquarters Personnel with salary considerations in accordance with WBCCI Personnel Manual adopted by the IBT February 11, 1986.
    - iii. Employee Retirement Plan (1/17/92)
      - (a) Under the terms of section 408 (k) of the Internal Revenue code and the instructions of IRS Form 5305-SEP which is entitled Simplified Employee Pension-Individual Retirement Accounts Contribution Agreement, WBCCI will provide for discretionary contributions in each calendar year to the individual retirement accounts or individual annuities (IRAs) of all eligible employees who are at least 21 years old and worked at least 3 of the immediately preceding 5 years.
      - (b) Amount of above contributions shall be 5 percent (.05) of each employee's total compensation.
      - (c) All eligible employees shall be required to participate in the SEP-IRA arrangement as a condition of employment.
  - b. Personnel Actions:
    - i. Personnel actions affecting Headquarters personnel other than the Corporate Manager will be in accordance with the WBCCI Personnel Manual. (1/20/17)
    - ii. Payroll and employee benefit procedures will be in accordance with those instituted and maintained by the Corporate Manager. Such

procedures are subject to approval by the Executive Committee.  
(1/20/17)

#### 16.6.4 Rallies

- A. Local Club Rallies Planned and conducted by a Local Club for the benefit and enjoyment of Local Club members and guests and financed by Rally fees. (1/21/94)
- B. State, Provincial, Commonwealth, Multi-Local Club Rallies Planned and sponsored by one or more Local Clubs within a State, Commonwealth or Province and such rallies are primarily for the benefit and enjoyment of the members of all Local Clubs 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 Local Club(s) shall retain any surplus and be responsible for any deficit accruing from such a rally. (1/19/07)
- C. Region Rallies Planned by the Region Officers and conducted with the assistance of Local Clubs 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 Local Club or Local Clubs assume full responsibility for the financial arrangements of a Region rally and retain any surplus accruing from such a rally, the Local Club or Local Clubs shall also be responsible for any deficit accruing from such a rally. (1/21/94)
- D. National Rallies National Rallies planned, sponsored and conducted by one or more local clubs or a Region and held in conjunction with, or in the vicinity of, a well-known annual or periodic National, State, Provincial, County, Parish, City, or Town celebration, festival or event. National Rallies may also focus or celebrate the history or lifestyle of Airstream travel, WBCCI or the country or area in which it is being held. The sponsor(s) of an established National Rally shall comply with the requirements as described in the application form located on the WBCCI website. (01/23/20)

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 Rally Standing Committee, a completed RALLY REPORT/APPLICATION form with a request that the proposed National Rally be authorized by the International Executive Committee. (01/23/20)

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

- E. Pre-Rallies Planned, sponsored and conducted by a Local Club or Local Clubs 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 Local Club or Local Clubs 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 Local Club or Local Clubs. (6/21/93)

- F. 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: (01/23/20)
    - a. Contracts shall be based on a reasonable fee for the facilities or a set fee multiplied by the number of Local Clubs on site. This should be a realistic number of Local Clubs estimated to be on site based on current trends and the number attending preceding years' International Rallies.
    - b. No officer or employee of WBCCI shall contract for, or expend, more than \$20,000 for International Rally expenses prior to January 1 of the year of the International Rally. This limit is to include registration forms, contractual deposits (other than site deposits), promotional items, travel to future rally sites, and moving cargo trailer(s). Any International Rally expenses that would exceed this amount must first be approved by the current Executive Committee.
  3. The Rally Committee shall publish a detailed financial report of the International Rally at the second meeting of the IBT following the rally. (6/27/14)
  4. Planning and supervision: The planning and the supervision of the annual International Rally shall be the responsibility of the International Rally Committee. If there is a change in the Presidency, the International Rally Committee shall select a Rally Master to continue the plans for the next International Rally; said Rally Master shall work closely with, and be subordinate to, the Rally Committee. (1/10/14)
  5. Income from International Rally: Fees (see Article XVI of Bylaws, Page 31) when any member, committee member or officer collects funds for or on behalf of the WBCCI, such funds shall be deposited in the proper account of the WBCCI. (1/28/11)
  6. Publicity: All publicity and news releases regarding International and National Rallies shall originate from the respective Publicity Chairs after approval of the respective Rally Committees. Any prepared Publicity kits will be made available electronically to all Local Clubs. (1/10/14)

7. Vendors and Distributors:
  - a. Only vendors who have contacted or been contacted by the Rally Committee and issued a contract will be allowed to sell at the International Rally site.
  - b. Only with the written permission of the Executive Committee may a person or organization distribute advertising, free goods, articles or items at the rally site.
  - c. The Chamber of Commerce or the hosting organization of the city where the International Rally is held shall be notified in writing of this policy. (1/10/14)
8. Hiring Members: No WBCCI member may be reimbursed for use and display of his talents and equipment at or during an International Rally. (1/24/87)
9. Committee Chair: Chairs may not make any financial commitments without clearance from the officer in charge of said committee. (1/10/14)
10. Donations: Monies or donations made to any activity will be distributed by decision of a committee of three (3), the Chair of the Committee receiving the donation, the International officer in charge of the activity and the International President. (1/10/14)
11. Airstream, Inc.: The International Rally Committee may contract with Airstream, Inc., to display and sell vehicles manufactured by Airstream, Inc. and for an Airstream, Inc. store with parts and accessories. (1/10/14)
12. Tow Vehicles and Towing Equipment: The Rally Committee may, in writing, invite tow vehicle manufacturers or their designated agent or dealers to display new tow vehicles at the International Rally. The International Rally Committee may authorize selling of tow vehicles at the rally. The Rally Committee may invite manufacturers or vendors of towing equipment and accessories to display and sell at the International Rally. (1/10/14)
13. Handicapped Parking: Special parking (camping site) to be provided near the central rally area for members with an appropriate state/government issued permit who have registered for Handicapped Parking in advance. (1/14/16)
14. Animals: All members with animals will be allowed to park in general population. If feasible, the International Rally Committee shall designate an area for animals and members may volunteer to be parked in this area. (1/10/14)
15. Generator: Members requiring the use of generators will be parked in a special area for the convenience of other members. (1/10/14)
16. Lifetime Member Rally Fee Discount: Lifetime Members preregistering for International Rallies shall be entitled to a discount on the published rally fee. (6/25/15)



17. Trailer Storage Expenses: The cost of moving the Property Trailer from one storage location to a new storage location, plus all other expenditures related thereto, will be charged to the WBCCI International Rally Fund. (1/10/14)
  18. Parking Early: Early parking dates are authorized at International Rallies for current International Officers, the immediate Past International President, Region Officers, Region 2nd Vice Presidents elect, post-rally caravan leaders and any required early workers. The early parking dates, as established by the International Rally Committee, will be assigned at the time of preregistration. (1/10/14)
  19. Parking Members: Members arriving at the International Rally site on or after their designated parking date will be parked each day of the rally as promptly as feasible between the hours of 8:00 AM and 8:00 PM as determined by the respective year's International Rally Committee. (6/22/18)
  20. Event Guide: The International Rally Event Guide will be provided to each member of the International Board of Trustees; International Standing and Special Committee Chairs; Corporate Manager; Parliamentarian, Region Vice Presidents and International Rally Committee Chairs for Installation of Officers and Opening & Closing Ceremonies. It will contain a listing of the dates, times and place of social and official events, plus a roster of persons who should be in attendance at each function. It will also include suggested attire for the occasion. The Event Guide should be distributed on or before December 15. (6/22/18)
  21. Utilities: Except as authorized by the International Rally Committee, only registered rally members may be connected to the utilities provided at an International Rally. (1/10/14)
  22. Any cash and non-cash donations to the host community of the International Rally shall be documented as to source and to whom contributed. This documentation shall be reported to the IBT at its first meeting following the International Rally. Officers and Standing Committee Chairs responsible for donations shall provide the required documentation to the International Treasurer, who shall prepare the necessary report. (6/24/20)
- G. National Recognition: At all WBCCI activities where members of countries with chartered Local Clubs are in attendance, recognition will be given in all respects in so far as possible such as: national anthems, depictions and any other means of national significance.
1. The only exception is the single performance of the national anthem of a country on its founding holiday.
  2. The order of playing of national anthems shall be in accordance with international protocol. (1/10/14)

**16.6.5 Caravans**

- A. 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)
- B. Caravan Arrivals The Rally Planning Committee will announce the guidelines for Caravans terminating at an International Rally by October 1st, the year before the rally. A minimum of 5 trailers is needed to qualify as a caravan. Caravan leaders will provide the WBCCI office support team their numbers and desired arrival date not less than 45 days prior to arrival dates. (1/21/21)
- C. Caravan Approval All National, Regional, and Intra-Club Caravans must be approved by the Caravan Committee Chair. (7/22/17)
- D. Local Club Caravans Local Club Caravans that are approved by a Local Club following its authorized procedures and documented in writing are fully sanctioned WBCCI Caravans. (7/22/17)
- E. International Caravans WBCCI sanctioned Local Club, Region, and Intra-Club caravans may be authorized to enter into Mexico, Central America, and other International locations only if recommended by the International Caravan Committee and approved by the Executive Committee of WBCCI. Liability insurance will be provided by WBCCI unless the WBCCI insurer has provided a written statement that the destination is considered a dangerous location. If it is considered dangerous, appropriate liability insurance must be purchased to cover the caravan. The cost of such insurance shall be included in the kitty fee. For details refer to: Policy, 16.6.1 Financial Management, Sec. I, Liability Insurance, Item 2 Foreign Liability Insurance. (1/21/21)
- F. Contractor Caravans may be provided when it becomes possible to offer travel opportunities which cannot be provided under the WBCCI Caravan Program for any number of reasons. These Contractor Caravans, provided as a member benefit, will be reviewed by the Caravan Chair, and authorized through the Club Executive Committee. The Contractor Caravan will include appropriate elements of the WBCCI Caravan Program. (1/21/21)
- G. 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:**

- 1. Duration of nine (9) or more nights not including nights spent at organized rallies. (1/21/21)
- 2. Park in three (3) or more cities or geographic locations, not including organized rallies. (7/20/19)

3. Number 10 or more trailers, motorhomes, including the leader. (7/22/17)
  4. Use the kitty fee method for handling financial matters. (7/22/17)
  5. Adhere to provisions in the current Club Caravan Handbook, the Bylaws and established Policy and Financial Management practices of the WBCCI. (7/22/17)
- H. Local Club 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:

1. Duration of 6 or more nights not including nights spent at organized rallies. (7/22/17)
  2. Park in 3 or more cities or geographic locations, not including organized rallies. (7/22/17)
  3. Number 7 or more trailers and/or motorhomes, including the leader. (7/22/17)
  4. Use the kitty fee method for handling financial matters. (7/22/17)
  5. Adhere to provisions in the current Club Caravan Handbook, the Bylaws and established Policy and Financial Management practices of the WBCCI. (7/22/17)
- I. Caravan Leader Pennant A leader of an approved caravan may fly the IBT approved Caravan Leader Pennant (24" hoist by 36" fly, 12" between points) from the date of approval of the caravan until its termination at which time it is to be returned to the respective board or organization. (7/22/17)
- J. National Caravan Fund Financial Management The National Caravan Fund is under the control of the Caravan Committee Chair, the Caravan Committee Treasurer, and the immediate past Caravan Committee Chair. Charges and deposits to this fund will be authorized by the Caravan Committee Chair. (7/22/17)
1. The Caravan Committee Chair, or an Appointee, is authorized to invest monies of the National Caravan Fund in interest bearing accounts and/or certificates issued by any National Bank, State Bank, Trust Company, Savings Bank, or Savings and Loan Associations, chartered under the laws of the United States of America, or any state in the United States whose deposits are insured by the Federal Deposit Insurance Corporation or by the Federal Savings and Loan Insurance Corporation. The total amount of funds on deposit in any one financial institution shall not exceed the insured amount. The Caravan Committee Chair is also authorized to purchase Treasury Bills, Treasury Notes, or Treasury Bonds issued and guaranteed by the United States Government. (7/22/17)
  2. A financial statement of the National Caravan Fund shall be submitted by the Caravan Committee Chair as part of the required IBT reports to the International Board of Trustees. (7/22/17)

3. The Caravan Committee Chair is directed by the Executive Committee to see that any quantity discount, savings interest earnings or surplus is returned to the participants of a caravan. Any normal caravan operating deficit shall be the responsibility of the caravan participants by assessment of an additional kitty fee. (7/22/17)

#### 16.6.6 Intra Clubs

- A. 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)
- B. To establish an Intra-Club in WBCCI, members should prepare a proposed Constitution, Bylaws and any amendments thereto with a letter of intent and send it electronically to Headquarters. These documents will be reviewed by the Constitution and Bylaws Committee for conflict or inconsistencies with the Constitution, Bylaws or Policies of the International Club. Such documents shall include, but not be limited to:
  1. Name
  2. Object
  3. Membership requirements
  4. Officers and their election
  5. Meetings
  6. Dissolution clause in accordance with State, Provincial, and Federal laws
  7. Amendment procedures
  8. Parliamentary authorityFollowing approval by the Constitution and Bylaws Committee, the Committee will submit a motion to the International Board of Trustees for Charter approval. (01/23/20)
- C. 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)
- D. 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)
- E. Intra-clubs presently authorized: (01/23/20)
  1. Amateur Radio

2. Classic Airstream
  3. Independent Airstreamers (1/21/21)
  4. Vintage Airstream (25 years or older)
- F. Intra-club flags, decals, patches, pennants and plaques shall be approved by the International Board of Trustees or Executive Committee. (01/23/20)

#### **16.6.7 Past International Presidents Council**

All Past International Presidents are members of the Past International Presidents Council and may make recommendations, in writing, on policies and procedures to the International Board of Trustees through the Council Chair. Information sent to International Board of Trustee members may be sent to Past International Presidents who, annually, submit a written request to Headquarters. (6/21/93)

#### **16.6.8 Badge Standard Items (1/21/21)**

##### Name Badges

A new member of WBCCI will be issued, by Headquarters at the time of joining, a standard membership badge as described on the WBCCI website bearing an official emblem and insignia of WBCCI of the member's choice. The official badges and titles authorized are listed below in Sec. D. No other deviation aside from badges provided under Article XIII will be recognized unless authorized by the Board of Trustees. Further, no items such as stickers, emblems, insignias or symbols, either permanent or temporary, should be affixed to the face of any WBCCI badge in such a way as to obscure the official emblem and insignia of WBCCI. The approved circular Life Member decal is the singular exception. Further detailed explanation of types of name badges and authorized use is as follows:

- A. Board of Trustees - Official badges bearing the words "Board of Trustees" shall be worn by all members of that body so designated by the Constitution. This badge is to be worn only while serving as a member of the Board of Trustees.
- B. International Officers - Official badges bearing the words "International Officer" shall be worn by all International Officers so designated by the Constitution.
- C. International - Official badges bearing the word "International" shall be worn by spouses/partners of members of the Board of Trustees, the Parliamentarian, Chairs of all Standing Committees, Past International Officers, Corporate Manager, and Past Trustees.
- D. Badge Color Coding - Color coded badges are authorized for wear as follows:
  1. Royal Blue and Gold - International President and Past Presidents and spouse/partner of each.
  2. Royal Blue and White - Present and Past International 1st, 2nd, and 3rd Vice Presidents, Corporate Managers, Recording Secretaries, Treasurers,

Parliamentarians and the spouse/partner of each. No other titles are authorized for this badge.

3. Green and White - Present and Past Airstream executives who have served or are now serving on the Board of Trustees and the spouse/partner of each. Titles currently authorized for use on this badge are Trustee and Past Trustee.
4. Red and Silver - Present and Past Region Presidents and spouse/partner of each.
5. Red and White - Region Vice Presidents, Secretary and Treasurer and spouse/partner of each.
6. Orange and White - All International Standing Committee Chairs and spouse/partner of each.
7. White and Light Blue - Present and Past Local Club Presidents and the spouse/partner of each.
8. White and Light Green - Caravan Leaders, Assistant Caravan Leaders and spouse/partner of each. This badge to be worn by Caravan Leaders, Assistant Caravan Leaders and spouses/partners of numbered National, Region and Overseas Caravans from the date of approval of the caravan, and thereafter, with the annual review and approval of the Caravan Standing Committee Chair. The badge will be issued by the Caravan Standing Committee Chair in accordance with the above.
9. White - All other Club members.

#### **16.6.9 Flags and Pennants**

- A. Official and approved flags and pennants shall meet the following requirements:
  1. A flag designed by a Local Club or an Intra-Club shall be of dimensions not to exceed thirty-six (36) inches (hoist) by sixty (60) inches (fly).
  2. All such flags shall carry the name of the Local Club or Intra-Club and the name of the "Wally Byam Caravan Club International" or "WBCCI" or one of the official insignias of WBCCI (see Bylaws, Article XIII Use of Club Name and Emblem, Sec. 1). (1/21/21)
  3. Official Flags for all present or past Club Officers will carry the name of the office and any of the approved International Club insignias (see Bylaws, Article XIII Use of Club Name and Emblem, Sec. 1). Local Club Officers' flags will also bear the name of the Local Club. (1/21/21)
  4. A pennant designed by a Local Club or an Intra-Club shall be of dimensions not to exceed twenty-four (24) inches (hoist) by thirty-six (36) inches (fly).
  5. 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.

B. The official flags and the approved pennants of the Wally Byam Caravan Club International, Inc. are as follows:

1. Official Flags:
  - a. WBCCI (General Membership)
  - b. Local Club Officers (President, Vice Presidents, Secretaries, Treasurer, Director/Trustee, Newsletter Editor)
  - c. Local Club Past Officers
  - d. Region Officers (President, Vice Presidents)
  - e. Region Past Presidents
  - f. Region Past Vice Presidents
  - g. International Officers (President, Vice Presidents, Recording Secretary, Treasurer)
  - h. International Past President
  - i. International Past Vice President
  - j. International Past Recording Secretary
  - k. International Past Treasurer
  - l. Local Clubs, Intra-Clubs and Region flags, those which are approved by the Executive Committee or International Board of Trustees
2. Approved Pennants: (01/23/20)
  - a. Caravan Leader
  - b. Past Presidents
  - c. Vintage Airstream Club
  - d. 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. Local Club Officer who has served as a Local Club 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 Local Club, 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:

<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:

<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.

#### **16.6.10      Airstream Numbers (7/19/21)**

- A.    Airstream Number Range Definitions: Airstream Numbers in various ranges shall be assigned in accordance with the following restrictions unless an exception in Policy 16.6.10, Item B applies:
1.     Sub 100 Series (1-100): Assigned at the sole discretion of Airstream, Inc.
  2.     100 Series (101-199): Assigned to International Officers in the Vice President to President track as follows:
    - a. The newly elected International 3rd Vice President will be assigned the lowest available Airstream Number in the 100 series, if desired by the member.
    - b. Upon completion of service as International President that number will be retired from future reissue. (If the member retains their original Airstream Number, that Number will be retired from future reissue.)
  3.     200 thru 400 Series (200-499): Are available to Region Presidents, International Recording Secretaries, and International Treasurers, if desired by the member, as follows:
    - a. Numbers for Region Presidents, International Recording Secretary and International Treasurer shall be selected from the available numbers in the prescribed series for those elected positions.
    - b. The order of the selection, in the presence of the IBT, shall be the International Recording Secretary, then the International Treasurer. The names of the eligible Region Presidents shall be drawn to establish the order of selection.
    - c. The newly elected Region Presidents shall select from the available Airstream Numbers in the 200-299 series, unless sufficient numbers in the series are not available, in that case the available numbers in the 300 (300-399) series shall be used. A Region President taking office mid-year and wanting a 200-299 series number may select one from the available numbers. They do not have to wait for an IBT Meeting.



- d. The newly elected International Recording Secretary and International Treasurer shall select from the available Airstream Numbers in the 400 (400-499) series.
  4. Airstream Numbers in the 500-600 (500-699) series shall be held for future use.
  5. 700 Series (700-799): Available to be selected, in the presence of the IBT, by members who have served a minimum of three years as Standing Committee Chair, and have completed their third report. If there is more than one Standing Committee Chair who desires to change their Airstream Number, selection order will be determined by a drawing of their names.
  6. 800 Series (800-899): Available to be selected by WBCCI National Caravan Leaders who have led a minimum of five (5) National Caravans and as recommended to the IBT by the National Caravan Standing Committee Chair. If there is more than one eligible leader, the number selection will be based on a drawing of their names to determine order of selection.
  7. 900 Series (900-999): Reserved for future IBT decision.
  8. 1000 Plus Series (1000-32000+): Available to be assigned to any WBCCI member.
  9. Airstream Numbers in the 100 through 999 series shall only be assigned to members actively holding the qualifying position and shall not be assigned retroactively after the member no longer holds the qualifying position. The only exceptions to this are found in Policy 16.6.10, Item B.
- B. Airstream Number Exceptions: The following exceptions apply to the Airstream number ranges defined in Policy 16.6.10, Item A:
1. Heritage Numbers: The Heritage Number policy is as follows:
    - a. Airstream Numbers that have been designated Heritage Numbers shall be reserved from reassignment except as permitted by other rules within Policy 16.6.10, Item B. Current members assigned an Airstream Number that is later designated as a Heritage Number may continue to use that number as long as they remain members in good standing.
      - i. Heritage Numbers in the Sub 100 Series (1-100) are only restricted from reassignment at the sole discretion of Airstream, Inc.
      - ii. Heritage Numbers in the 100 Series (101-199) are not restricted and can be assigned to International VPs in accordance with Policy 16.6.10, Item A, Subitem 2.
      - iii. Heritage Numbers in the 200 Series and above (200-32,000+) shall be restricted from reissue as normally allowed by Policy 16.6.10, Item A, Subitem 2 thru Policy 16.6.10, Item A, Subitem 8.
    - b. Airstream Numbers can be designated as Heritage Numbers as follows:

- i. Airstream Numbers that were in use on Airstreams while participating in historically significant caravans, as determined by the Historical Standing Committee and approved by the Executive Committee, may be designated as Heritage Numbers.
  - ii. Nominations for Heritage Numbers with rationale will be submitted by the WBCCI Historical Standing Committee to the IBT for their approval.
- c. A member that owns a Heritage Airstream may request assignment of a Heritage Number as an Airstream Number as follows:
- i. The member should file application with Headquarters and include a letter from the Historical Standing Committee certifying the authenticity of the Heritage Airstream using serial numbers and/or relevant photo evidence and any other historical data about the Airstream.
  - ii. Headquarters is responsible for issuing the number, providing it is available and approved.
  - iii. The issued Heritage Number shall only be used on the Heritage Airstream and shall not be transferred to another Airstream nor used on any other Airstream the member owns.
  - iv. A Heritage Number assigned per this policy shall be released by the member when they no longer own the Heritage Airstream for which it was issued.
  - v. Heritage Numbers in the Sub 100 Series (1-100) shall only be issued for a Heritage Airstream with the approval of Airstream, Inc.
  - vi. Heritage Numbers in the 100 Series (100 – 199) are unavailable to be assigned to Heritage Airstreams in accordance with Policy 16.6.10, Item A, Subitem 2.

2. The currently approved Heritage Numbers are:

|    |     |     |     |     |      |      |      |      |      |      |
|----|-----|-----|-----|-----|------|------|------|------|------|------|
| 00 | 100 | 329 | 599 | 613 | 767  | 1604 | 2345 | 2476 | 4936 | 6730 |
| 1  | 115 | 340 | 600 | 614 | 975  | 1954 | 2359 | 2925 | 5232 | 6768 |
| 2  | 120 | 342 | 602 | 616 | 985  | 1986 | 2374 | 3238 | 5289 | 6781 |
| 35 | 163 | 360 | 605 | 617 | 1042 | 2058 | 2375 | 3317 | 5618 | 7170 |
| 50 | 165 | 384 | 606 | 618 | 1166 | 2186 | 2380 | 3560 | 5980 | 7305 |
| 54 | 234 | 403 | 607 | 620 | 1199 | 2194 | 2397 | 3690 | 6065 | 7505 |
| 81 | 268 | 444 | 608 | 627 | 1242 | 2198 | 2400 | 3912 | 6082 | 7667 |
| 82 | 274 | 503 | 609 | 692 | 1309 | 2201 | 2420 | 4032 | 6472 | 8511 |
| 83 | 303 | 537 | 611 | 747 | 1408 | 2209 | 2421 | 4091 | 6524 | 8671 |
| 87 | 310 | 598 | 612 | 751 | 1506 | 2279 | 2474 | 4255 | 6705 |      |

3. Child/Grandchild: Children or grandchildren of the original members who participated in any of the documented historically significant caravans listed below may request assignment of the parent or grandparent's originally-assigned number, 200 and above, if not already issued:

- The 1955 Eastern Canada Caravan
- The 1956 Caravan to Cuba
- The 1956 European Caravan
- The 1959-60 Africa Caravan
- The 1963-64 Around the World Caravan

a. An Application for an Airstream Number previously issued to a parent or grandparent, who participated in one of the Caravans enumerated above, shall be accompanied by a letter of authentication from the Historical Standing Committee.

b. Headquarters is responsible for issuing the number, providing it is available.

c. A number issued to a child or grandchild of a parent or grandparent who participated in the above-noted historical caravans is non-transferable except to another child or grandchild.

C. Airstream Number Assignment Policy shall be as follows:

1. New Club members will be furnished their first set of numbers and decals when they join at no cost to them. Members may purchase replacement numbers or decals through the club store at the current price plus shipping.
2. The lowest available and unrestricted Airstream Numbers, 1000 and above, shall be issued to new members at the time the application for membership is received unless the member requests a specific available number.
3. Club members may request a change to a different available Airstream Number, under the restrictions noted below, by contacting Headquarters with a request and the payment of the shipping and the cost of the new number. 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.
  - a. Members can request a change to any available number 1000 and above for any reason.
  - b. Requests for numbers below 1000 and for approved Heritage Numbers will only be processed if the requirements of Policy 16.6.10, Item B are met.
  - c. International Officers who, upon election to the office decline a new number may during the period they are in office request a new number in the series they are entitled to by the nature of their office.
4. Current members owning two or more recreational vehicles manufactured by Airstream, Inc. may display the same assigned Airstream Number on each vehicle. However, if they wish to have different Airstream Numbers on different Airstreams that they own, additional Airstream Number(s) can be requested. Any

additional Airstream Numbers issued to a current member will incur an annual ten-dollar (\$10) fee per each additional number plus his/her normal membership fee.

5. Airstream Numbers and decals will be mailed directly from Headquarters to the new and current club members. Members requesting additional set(s) of Airstream Numbers for additional Airstream(s), will be charged the cost of each new number plus shipping.
6. The Airstream Number assigned to a WBCCI member remains the member's number as long as qualifications of membership in the club are maintained, except, a Heritage Number shall only remain assigned to that member as long as the member retains ownership of the applicable Heritage Airstream per Policy 16.6.10, Item B.

D. Airstream Number Release Policy shall be as follows:

1. Airstream Numbers that become inactive, due to dues delinquency status, shall be unavailable for reassignment for a minimum of one (1) year to allow for late renewal or application for a new membership unless one of the following conditions applies, in which case the number is available for immediate reassignment:
  - a. The non-renewing member provides a written or email release for the number to be immediately reassigned, as might be the case if they sell their Airstream and do not intend to purchase a replacement Airstream, nor retain their membership in the club.
  - b. The member was assigned a new number in accordance with Policy 16.6.10, Item A, Subitem 1 thru Policy 16.6.10, Item A, Subitem 6 and did not retain their old number in accordance with Policy 16.6.10, Item C, Subitem 4.
  - c. The member voluntarily requested a number change under Policy 16.6.10, Item C, Subitem 3.
2. Upon the termination of club membership or the sale of an Airstream, the Airstream Number shall be removed from the Airstream, unless that Airstream Number is being transferred to the new owner who is currently a Club member or will immediately join the Club.

Airstream Number and Decal Display and Placement on Airstreams shall be as follows:

1. The display of Airstream Numbers and Club Decal on an Airstream is a mark of pride in membership in the Wally Byam Caravan Club International. The vinyl numbers do not damage the Airstream and are easily applied or removed on all modern Airstreams.
2. Club decals should be placed on the front and rear, when possible centered above the numbers.

3. The use of 6" high numbers is desired unless space does not permit, in which case Headquarters will provide numbers of a size that may be used.

4. The member should affix the Club Decal to the recreational vehicle centered above the front and rear windows or cluster lights, if so equipped, though lower or not centered placement is acceptable if Airstream badging, antennas, cameras, etc. do not permit application in the preferred location. Airstream Numbers should be centered, front and rear, below the decal. Spacing of the individual numbers should be visually pleasing – not too crowded or too distant.

a. The display of Airstream Numbers is required during club activities to assist with the identification and location of club members for logistics and safety (e.g., first responder) considerations.

5. Membership Stars, one for each 5 years of membership, are ideally to be placed half on either side of the Club Decal, if space permits. In the case of an odd number of stars the extra star should be to the left of the Club Decal. If space does not permit, the Stars can be placed above or below the Club Decal. The spacing of Membership Stars should be visually pleasing.

#### **16.6.11 Pennants & Window Decals, Past President (1/29/93)**

Board approved Past President pennants and window decals may be purchased from Headquarters.

#### **16.6.12 Window Signs, Executive Committee and Region Officers**

Window Signs Upon assuming office, each member of the Board of Trustees and all Region Vice Presidents shall receive a window sign measuring approximately 12" x 6" to be placed in the window of their recreational vehicle manufactured by Airstream, Inc. for identification purposes. These signs should be of the following colors and identify the office held. (1/24/19)

- A. International President - Gold with black bordering and lettering.
- B. Other International Officers (including the Parliamentarian) - Silver with blue border and lettering. (1/24/19)
- C. Region Presidents - Silver with red border and red lettering.
- D. Region Vice Presidents - Red with white border and lettering. (1/24/19)

#### **16.6.13 Officers Flags**

- A. International Officers', and Trustee flags will be passed on with the normal succession of office. When replacements are necessary, expenditure will be charged to the individual officer's expense account #600 and to the club's operating budget #535 for the Trustee.

- B. Each Past International President shall be presented a **Past** President flag and appropriate Identification Badges at the close of the International Rally. This expense is to be charged to the club's Operating Budget Account #535.
- C. Each retiring International Officer, Recording Secretary and Treasurer shall be presented with the appropriate Past International Officer Flag and Identification Badges at the close of the International Rally. This expense is also to be charged to the General Fund.

**18.1.1 Timeline for the Handling of Proposed Amendments to the International Constitution (7/24/21)**

from Article XVII, Bylaws

Any amendment to the International Constitution, proposed in accordance to Article XIV of the Constitution and submitted to the Delegates at a Constitutional Delegates Meeting must adhere to the following procedures and timeline:

- A. Any proposed Constitutional amendment must arrive at Headquarters by March 1 for processing.
- B. Proposed amendment(s) will be sent to the Constitution and Bylaws (CBL) Chair for review.
- C. The CBL Committee will submit its report to Headquarters by March 20.
- D. Headquarters shall submit copies of the Constitution and Bylaws Committee report to the Local Club Presidents with copies of the proposed amendment(s), no later than 80 days before a Constitutional Delegates Meeting.
- E. Local Clubs will review any proposed amendment(s) and their membership will vote on and instruct their Delegates how to vote at the Constitutional Delegates Meeting.