

## **WBCCI Region 5 Region Policy and Guidelines**

### **Subject: Region Policy**

1. Region Policies & Guidelines will apply to all events, rallies and related activities of Region 5.
2. Policy covering activities within Region 5 may be proposed by either the Region Executive Committee consisting of the Region 5 President and the two Region Vice Presidents , or the Region Board consisting of the Region Executive Committee and each Club/Unit President or Club/Unit Alternate. No policy shall be effective until presented to, and approved by a majority vote of the Region Board. Approval may be obtained by a voice vote during any Region Board Meeting, by email ballot, or by phone call votes, if the urgency of the situation so dictates. Individual Club/Unit members must present their motion(s) through a Club/Unit President or Club/Unit Alternate.
3. A quorum at the Region 5 Board meeting shall consist of the majority of the current Region Board members which shall consist of the presiding officer (the chair) and a majority of the Region 5 Club/Unit Presidents or Club/Unit Alternates. Board meeting will use Roberts Rules of Order Newly Revised.
4. Each policy statement shall bear a certification by the Region President, verifying the Region Board's approval, and the date and place of such approval. The policy will then be posted on Region 5 website by Region Webmaster.
5. It shall be the responsibility of the Region President to maintain a policy book in an up-to-date manner and pass it on to their successor, at the time of retirement from office.
6. It is customary that the Region President may also appoint the Region's Immediate Past President to the Executive Committee, providing he/she is not serving in another elected WBCCI office.

## **Subject: Region 5 Nominating Committee**

1. The Nominating Committee shall consist of three (3) members from the region. It is customary that the Immediate Past President shall serve as chairperson. The other two members will be chosen by the Chairperson of the Committee with approval by the Region Executive Committee.
2. The Nominating Committee will choose candidates by Article IX, Sec. 2,4,5,6 in the Bylaws and Policy in the Blue Book.

## **Subject: Region 5 Rally**

1. A Region 5 Rally and business meeting shall be held within the month of September, no sooner than the full week after Labor Day and no later than the end of the month, without conflicting with the National Rally at Sugar Creek, OH, as long as the Sugar Creek Rally is on the national schedule.
2. The Region 5 Board may be allowed to change the dates of the Region 5 Rally with the vote of the Region 5 Board, no later than one year prior to the Rally start date, except for special circumstances. If circumstances should arise, changes in rally date and/or location must be approved by the Region Board.
3. The Region President holding the office during the Region Rally will be responsible for the coordination of all Region requirements, in support of Region 5 Board meeting and all Region 5 Rally events.
4. WBCCI shall provide a copy of the Certificate of Insurance as required.

## **Subject: Region 5 Officer Descriptions**

### **Region 5 President**

Region 5 President will be in charge of all the Region 5 activities. The activities can be delegated to other officers, if the President is unable to fulfill the duties at the time of the activity. The duties of the President that need to be done are as follows:

1. Promote a full program of Unit activities within the Region, which is of interest to the majority of the membership, both men and women, and within WBCCI concepts.
2. Participate in all possible official and social functions held during a Unit visit. He/She should make every effort to insure that the official Wally Byam Caravan Club Blue Book is available, current and understood by appropriate personnel.
3. Support Unit activities through visits, letters, bulletins, phone calls, etc., and encourage visiting between Units. He/She must be an ambassador of goodwill and a promoter of good fellowship. He/She must promote harmony within any Unit where dissension or discord appears to be developing.
4. Perform ceremonial functions, i.e., installation of officers, presentation of Past Presidents pins, certificates, letters of appreciation, etc., all to enhance the dignity, prestige and public recognition of deserving members, and, through them, of the Club.
5. Function as a vital link in the Club communication chain, explaining interests, needs and actions of constituent Units or members to the International officers, committees, and others, and vice versa.
6. 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.
7. Assists Unit officers and delegates to understand items to be considered at the delegates' meeting.
8. Supervise the planning and operation of Regional rallies and caravans, and the organization of New Units within the Region.
9. Attend the National Rallies held in his Region and assist as requested.
10. Conduct Regional Board meetings, 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 is essential.

## **Subject: Region 5 Officer Descriptions**

Region 5 President Continued...

11. Coordinate with other Region Presidents and with International Committees as needed and, represent the Units and the Regional Board at International Board and Committee meetings on special matters as requested by them.
12. 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.
13. Attend all International Board of Trustees meetings and participate in the deliberations of the Board. He/she must study the Committee Reports and the minutes of previous meetings and otherwise prepare himself/herself to be an effective participant.
14. Foster, through constituent Units, a program of assuring that non - member Airstream owners become aware of the Club and the benefits of membership, and that they are given an opportunity to apply for membership.
15. As Past Region President he/she must continue to act as an ambassador for the WBCCI and assist the Units, current officers and committees as requested.
16. The President will coordinate or delegate to another person the Region 5 Luncheon during the International Rally.
17. Enforce the International Constitution, bylaws, and Policy.
18. Act as the Delegate for Member at Large residing in Region 5 at the International Delegates Meeting. Reporting their vote on International issues that have come before the membership per Bylaws, Article XVII, Delegates Meeting and Voting.

## **Subject: Region 5 Officer Descriptions**

### **Region 5 1st Vice President**

1. The 1st Vice President will sit on the Region 5 Executive Committee and will sit on the Region 5 board
2. Will fill in for duties of Region 5 President, if President is unable to perform his/her duties as President of Region 5.
3. Will learn about duties of the Region 5 President.

### **Region 5 2nd Vice President**

1. The 2nd Vice President will sit on the Region 5 Executive Committee and will sit on the Region 5 board.
2. Will fill in for duties of Region 5 President, if President and 1st Vice President are unable to perform duties as President of Region 5.
3. Will learn about duties of the Region 5 President.

## **Subject: Region 5 Staff Descriptions**

### **Region 5 Treasurer**

1. Appointed by President
2. To maintain finances of Region 5.
3. To provide a financial report at Region 5 Board meeting for activities of the previous fiscal year. After the report is accepted by the Region 5 Board, a copy is submitted to the Region Webmaster for posting on the Region 5 Website.
4. To file the annual report with IRS.
5. To pay for any approved expenses incurred by Region 5.

### **Region 5 Secretary**

1. Appointed by President
2. To assist President and Parliamentarian of Region 5 in organizing the Region 5 Business meeting.
3. Prepare packets containing chairperson's reports for the Region 5 Business meeting, for members of the board, and the audience.
4. To take roll call at Region 5 Business meeting and determine if quorum is present, to conduct meeting.
5. During motion votes at Region 5 business meetings, take roll of voting Board members and determine if motion passes by a majority vote.
6. Transcribe meeting minutes and forward to Region President for review and approval . Upon approval, forward copy to Region Webmaster, for posting on Region 5 website.

### **Region 5 Newsletter Editor**

1. Appointed by President.
2. Collect articles from President and Vice Presidents and/or other person appointed to submit special articles, for Newsletters.
3. To collect unit activities information for the newsletters
4. To issue newsletters quarterly to Region 5 members
5. Make report to Region 5 Board meeting.

### **Region 5 Webmaster**

1. Appointed by President
2. To maintain Region 5 Website.
3. To help Unit webmasters to maintain their websites.
4. Make report to Region 5 Board meeting

## **Subject: Region 5 Staff Descriptions**

### **Region 5 Membership Chairperson**

1. Appointed by President
2. To help increase membership in club
3. To support unit membership chairpersons in increasing membership
4. Report membership number at Region 5 Business meeting.

### **Region 5 Legislative Chairperson**

1. Appointed by President.
2. To keep track of Legislative items that pertain to and/or are of interest to our members in Region 5.
3. Make report to Region 5 Board.

### **Region 5 Blue Beret Contributing Editor**

1. Appointed by President.
2. To create an article for each issue of the Blue Beret applicable to Region 5 members and WBAC.
3. Make report to Region 5 Board.

### **Region 5 Chaplain**

1. Appointed by President
2. Prepare and read "In Memorium" Report, given at beginning of Region 5 Business meeting.
3. Offer invocation at Region 5 Business meeting and/or lead members in prayer for other rally events, i.e. meals, etc.
4. Arrange and conduct Non-Denominational Service at Region 5 Rally.
5. Coordinate offering for Non-Denominational Service with the Community Service Project Chairperson.
6. Make report to Region 5 Board.

### **Region 5 Community Service Project Chairperson**

1. Appointed by President
2. Works with President to decide what charity to be chosen for Region 5 Rally
3. Creates activities to help raise funds for Region 5 charity.
4. Coordinate with Treasurer, for delivery of any funds collected for chosen charity.
5. Deliver any collected items to the chosen charity.
6. Make report to Region 5 Board



## **Subject: Region 5 Staff Descriptions**

### **Region 5 Parliamentarian**

1. Appointed by President.
2. Provide and/or assist President with Region 5 Board meeting agenda/script
3. Administer "Roberts Rules of Order Newly Revised" during Region 5 Business meeting.

### **Region 5 Immediate Past President**

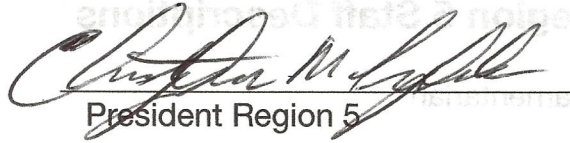
1. Appointed by President to be Nominating Committee Chairperson
2. Perform other duties as assigned by President
3. Make report to Region 5 Board

### **Region 5 Caravan Chairperson**

1. Appointed by President
2. Upon request, create and coordinate a Region 5 caravan
3. Assist Clubs/Units with caravan questions
4. Make report to Region 5 Board

I certify that the above policy and guidelines was approved at the Region 5 Zoom Board meeting On Sept 19, 2020 and super seeds all previous Region 5 Policies

Signed by

  
President Region 5

9-22-20