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Region 11 POLICIES AND PRACTICES GUIDELINES

ARTICLE 1 PURPOSE

The Wally Byam Caravan Club International, Inc. (WBCCI) is sometimes referred to as the Airstream Club International. These Guidelines are to document Region 11's Policies and Practices. These Region Policies and Practices will conform to those defined in the WBCCI Blue Book and have been developed to:

- 1 - Assist new Region Officers in the ways in which the Region functions.
- 2 - Define each Region Officer's general responsibilities.
- 3 - Prevent misunderstandings and confusion.
- 4 - Increase the effectiveness and administration of the Region.

Any member of the Region 11 Board of Directors shall submit proposed amendment(s) to these POLICIES AND PRACTICES GUIDELINES in writing to the Region President.

ARTICLE 2 DEFINITIONS

Region 11 is a part of the WBCCI, which is an organization existing as a non-profit corporation, under the laws of the State of Ohio. As a non-profit corporation, no part of its income or profits shall inure to the benefit of its members. The geographic area of Region 11 includes the States of Arizona, Colorado, New Mexico, that portion of Texas lying within the Mountain Time Zone, Utah, Wyoming, and the Country of Mexico.

ARTICLE 3 OBJECTIVES

The objective of the WBCCI shall be to furnish encouragement and assistance in the development of Region's, Clubs/Units and Intra-Clubs; to afford opportunities for outdoor fraternization of Airstream owners; to encourage safe driving and assist in improving the general welfare of the recreational vehicle public through assistance and active participation of all its members in building a strong organization for the betterment of good will toward recreational vehicle travel; to coordinate the interest and activities of its Regions and Clubs/Units; to cooperate with other organizations within its sphere of interest which are seeking to elevate the standards and ethics of the various groups; to disseminate information of an advisory and educational nature which will be of value to its members and the public; to study, advise and recommend legislation in the interest of the recreational vehicle public; to oppose all legislation which is discriminatory and injurious to the recreational vehicle public; to encourage government and private agencies to provide more and better recreational vehicle parks and facilities.

ARTICLE 4 CLUB INSURANCE

The WBCCI 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 Clubs/Units and Club/Unit, 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. WBCCI does not provide insurance for property owned by a Region or Club/Unit. These properties must be insured by the ownership entity. WBCCI's insurance policies are not a substitute for an individual member's personal liability or property insurance. To determine what coverage is available for a WBCCI Rally or Caravan outside the United States or Canada, contact WBCCI Headquarters Office at least 6 months in advance.

ARTICLE 5 CLUB ORGANIZATION

The WBCCI may charter Clubs/Units and shall organize such Clubs/Units into Regions. Said Clubs/Units and Regions shall be bound by the Articles of Incorporation, Constitution and Bylaws, Rules, and Policy of the WBCCI as then in existence and as thereafter amended. Applications for Club/Unit Charters shall be made in writing to the WBCCI International Board of Trustees, through the President of the Region, in whose geographic area the proposed unit seeks to organize. The Region President may, upon being satisfied that the proposed Club/Unit has complied, with the minimum qualifications, as fixed by said Board, issue to such proposed Club/Unit a provisional Charter. Any such Charter so issued shall terminate on the Fourth of July following the date of its issuance unless sooner terminated by action of said Board, in granting or denying such application. The administrative body of each Region shall be a Region Board, which shall be composed of the Region President, 1st Vice President and 2nd Vice President, as the Region Officers and the Presidents of all the Clubs/Units within the Region. The Region is totally staffed and managed by volunteers.

ARTICLE 6 REGION OFFICERS

Section 1, Elected Region Officers

Region President
1st Vice-President
2nd Vice-President

The Region President shall be charged with the day-to-day administration of Region affairs between meetings of the Region Board of Directors, with the help of a Region Executive Committee, comprised of the Region President, 1st Vice President, and 2nd Vice President.

Section 2, Appointed Region Officers & Chairmen

The Region President, for the purpose of management and welfare of the Region, shall promptly appoint Officers of the Region to serve for a two-year term, concurrent with the

Region President's term of office. These appointed officers shall be: Treasurer, Recording Secretary, Corresponding Secretary, Webmaster, Newsletter Editor, Blue Beret Contributing Editor and Membership Chair. In addition, the Region President may appoint other appointees as needed to conduct the business of the Region such as Nominating Committee Chair and Parliamentarian.

ARTICLE 7 BOARD OF DIRECTORS MEETINGS

Section 1

1. The administrative body of the Region shall be the Region Board of Directors, which shall be composed of the Region President, 1st Vice President and 2nd Vice President as the Region Officers, Appointed Officers, and each President of the 6 Clubs/Units within the Region.

2. The Region Board of Directors has full administrative authority in all matters pertaining to the Region and shall exercise general control and supervision of Region Officers and Committees. The Region Board of Directors shall define, approve, and revise Policies and Practices for the Region.

3. Voting results shall be governed by a simple majority vote of the total Region Membership voted by each respective Region Club/Unit President when a quorum of the Board of Directors is present in a regular or special meeting. A quorum shall consist of fifty percent, plus one, of the Region Board members. Voting for the election of Region President and Vice Presidents will be by a simple majority vote of the Region Clubs/Units. Each Club/Unit will have one vote. Although serving as Presiding Officer, the Region President may discuss any item on the agenda, but shall not be entitled to vote except when members are equally divided on any question.

4. The members of each chartered Club/Unit in Region 11 may vote and otherwise participate in the annual Region Board Meeting through their respective Club/Unit President. The voting strength of each Club/Unit shall be determined by the Region President calling WBCCI Headquarters two weeks prior the Region 11 Board meeting date and obtaining the number of International dues-paying members of each Region 11 Club/Unit recorded at the WBCCI Headquarters. Each Region 11 Club/Unit shall cast the number of votes to which their Club/Unit is entitled; unless such vote is to be unanimous. The number of Club/Unit votes cast may be divided to accommodate individual Club/Unit Member's desires.

Section 2

1. The Region President shall schedule at least one (1) meeting per quarter of the Region Board of Directors at least two (2) weeks prior to the Quarterly WBCCI International Board of Trustees (IBT) meeting. The Region President may call other meetings of the Region Board by giving fifteen (15) days prior notice to the Region Board members, giving the time, the place, and the agenda of such meeting. Items not on the agenda may not be acted upon at a called meeting.

2. In the event a Club/Unit President is unable to attend a meeting of the Region Board of Directors, the next ranking Unit Officer may attend in the place and stead of the absent Club/Unit President.

Section 3

1. Items, motions or other actions requested by Clubs/Units to be presented at the Region Board of Directors Meeting must be approved by those Clubs/Units and submitted to the Region President at least fifteen (15) days prior to the meeting.
2. The Region Recording Secretary shall present minutes of the last Region Board of Directors Meeting and the Region Treasurer shall present a current Region Financial Statement.
3. Region Officers shall report their activities since the last meeting and Region Committee Chair shall report on activities of their committees. Plans for programs during the next quarter can/will be discussed.

Section 4

All meetings of the Region Board of Directors are open to all Region members.

Section 5

The minutes of Region Board Meetings will be distributed to Region Board Members, Region Officers, and Committee Chair within ten (10) days. In addition, all correspondence normally distributed to the Region President will also be forwarded to the 1st and 2nd Region Vice Presidents.

ARTICLE 8 EXECUTIVE COMMITTEE MEETINGS

Section 1

1. The Executive Administrative Body of the Region shall be the Region Executive Committee, which shall be composed of the Region President, the Region 1st Vice President, Region 2nd Vice President, Treasure, and Recording Secretary.
2. The Region Executive Committee shall plan and conduct the Region's business that requires action between the normally scheduled Board of Directors Meetings. A quorum shall consist of at least two of the Region Executive Committee members.

Section 2

The Region President shall schedule four (4) meetings of the Region Executive Committee one (1) each quarter.

Section 3

Most of the meetings of the Region Executive Committee are open, and the general membership of Region 11 may attend any meeting that has not been closed for a special stated reason.

Section 4

The minutes of all open and closed Region Executive Committee Meetings will be distributed to all Region Board Members, Region Officers, and Region Committee Chairs within ten (10) days.

ARTICLE 9 REGION OFFICER RESPONSIBILITIES & DUTIES

Section 1, General

1. The Region President and Vice Presidents shall consult with, assist, train, and advise the Club/Unit Officers in the Region in their duties. At the invitation of the Club/Unit Officers, the Region Officers may sit in on the Club/Unit Executive Committee and Club/Unit Board Meetings as an observer and may participate in Club/Unit membership meetings bringing members up to date on developments in the Region, IBT and WBCCI. Region Officers may conduct seminars or other training sessions during Club/Unit visits.
2. Meetings, Rallies, Caravans, and other activities as deemed in the best interest of the Region and its Club/Units shall not conflict with the WBCCI Constitution, By-Laws, Rules and Regulations.
3. Merger, Consolidation or Dissolution of a Club/Unit: The details and procedures to assist in these events are described in detail in the WBCCI Blue Book's By-Laws and Policy Article VII.
4. The Region President has the authority to approve those Region expenses that have occurred throughout the year.
5. WBCCI Blue Books are furnished via the Airstream Club International website (www.airstreamclub.org) to all WBCCI Members.
6. Region Officers' flags and the Region President's parade flagpole will be passed on with normal succession of office. When replacements are necessary, expenditure will be charged to the respective Region Officer's WBCCI expense account.
7. In the event of the death, resignation, or inability to fulfill the duties of their office, of an elected Region officer, the next ranking Region Vice President shall advance thereto. In the event of a death of an elected (Present or Past) Region Officer, a member of the Region Executive Committee shall be empowered to spend up to \$50 for a flower arrangement or other appropriate token of esteem. The death of the spouse of a Region Officer shall be recognized in the same manner. In the event the vacancy occurs with the Office of the Region 2nd Vice President, the Region President shall notify each Club/Unit President of the vacancy and request each one's assistance in identifying interested and qualified candidates. The office of 2nd Vice President shall be filled by a majority vote of the Region Board from nominees submitted by the Region Executive Committee. To allow sufficient time for the Club/Unit Presidents to contact their members, the office of Region 2nd Vice President will not be filled in less than thirty (30) days from notification to the Club/Unit Presidents of such vacancy.

Section 2, Elected Positions

The Region President:

1. The Region President shall be an ex-officio member of all Region appointed Committees except the Region Nominating Committee.
2. The Region President shall be responsible for the conduct of an election in accordance with the time schedule for the election of Region Officers.

3. The Region President has the ultimate responsibility for all functions of the Region Office. However, the Region President may delegate responsibilities to the Vice Presidents, to those holding Region appointed positions and to appointed Chairmen of any Region Committees.
4. The Region President will serve as the Region's representative at the IBT and will attend all IBT meetings. The Region President will discuss items to be considered at the IBT meetings with the Region Vice Presidents and Club/Unit Presidents as a guide to actions to be taken at the IBT Meetings.
5. The Region Rally will be a responsibility of the Region President. The Region President will conduct the Rally with the assistance of each of the Region's Clubs/Units. The Region President will assign various Chairs to coordinate with the Region Officers and/or the Region Clubs/Units.
6. The Region President shall insure that the President and/or at least one Vice President of the Region attend all National Rallies held within the Region.
7. The Region President shall schedule a meeting once each quarter of the Region Board of Directors.
8. The Region President insures the Region Newsletter is emailed to all Region Officers, Club/Unit Presidents, and Appointees in the Region. Copies may also be sent to Past Region Presidents, the International Club Headquarters, International Officers, and the Presidents of other Regions and Club/Unit 1st Vice Presidents. The Region Newsletter may contain appropriate pre-paid commercial advertisements from non-WBCCI members that may be of interest to Region 11 members.
9. The Region President shall report to the WBCCI Headquarters, usually before November 1, the names, titles, addresses, and telephone numbers of all Region elective officers and appointed positions and Region committee chairmen. Region activities scheduled for the year shall be reported if known.
10. Region Officers are usually available to conduct Officer installations for incoming Club/Unit Officers each year.
11. From the WBCCI International Executive Committee, each retiring Region President is presented a Past President flag, a Regional Past President's Pin, a service award consisting of a base mounted miniature Airstream with three miniature National Flags and appropriate Identification Badges at the close of the International Rally. The cost of the foregoing items is charged to the General Fund of the Airstream Club International.
12. At the end of his/her term of office, the Region President shall be presented an honorarium, either gift or gift certificate, in the amount of two hundred dollars (\$200.00). In addition, he/she will be presented a plaque to commemorate his/her term of office. The Region First Lady/Mate will be presented a gift of flowers, or a gift. These gifts are funded by the Region Budget.
13. Grievances may be filed with the International President and/or a Club/Unit President in accordance with the WBCCI Blue Book.
14. Guidelines for Qualifications and Requirements for a Candidate for the Region President's Position are defined in the WBCCI Blue Book.
15. The Region President shall visit each Club/Unit in the Region at least once during each year of Office.

The Region 1st Vice President:

1. The Region 1st Vice President shall attend all business meetings of the Region and the Region Executive Committee. The 1st Vice President shall perform duties as the Region President may assign. The 1st Vice President shall assist the Region President in the affairs of the Region and shall assume the duties of the Region President in the absence of said officer. In the event of the death, resignation, or removal from office the Region President, the 1st Vice President shall assume the duties of the office of Region President.
2. The Region 1st Vice President is encouraged to attend the meeting of the IBT's. In the absence of the Region President, the 1st Vice President shall sit on the International Board of Trustees.
3. The Region 1st Vice President shall visit each Club/Unit within the Region at least once during his/her two-year term of office. He/She will consult with, advise, and assist the Club/Unit Officers in their duties. Wherever practicable, these visits should allow time for getting better acquainted with all members.
4. The Region 1st Vice President shall conduct Club/Unit Officer installations under the direction and scheduling of the Region President.
5. A major responsibility of the 1st Vice President will be toward developing plans and programs for the forthcoming term as Region President, the Region Rally, and the recruitment of qualified members to serve in appointed Region positions during the term of office as President of the Region.
6. The Region 1st Vice President, as incoming Region President, shall appoint an individual or a committee to audit the books and accounts of the Region being maintained by the Region Treasurer.
7. Support the Region President in the performance of his/her duties.

The Region 2nd Vice President:

1. The Region 2nd Vice President shall attend all business meetings of the Region and the Region Executive Committee. The 2nd Vice President shall perform duties as the Region President may assign. The 2nd Vice President shall assist the Region President and 1st Vice President in the affairs of the Region, shall assume the duties of the 1st Vice President in the absence of said officer and shall assume the duties of the Region President in the absence of the President and 1st Vice President.
2. The Region 2nd Vice President is encouraged to attend the meeting of the IBT. In the absence of the Region President and the 1st Vice President, the 2nd Vice President shall sit on the International Board of Trustees.
3. The Region 2nd Vice President shall visit each Club/Unit within the Region at least once during his/her two-year term of office. He/She will consult with, advise, and assist the Club/Unit officers in their duties. Wherever practicable, these visits should allow time for getting better acquainted with all members.
4. The Region 2nd Vice President shall conduct Club/Unit Officer installations under the direction and scheduling of the Region President and 1st Vice President.

5. Support the Region President and 1st Vice President in the performance of their duties.

Section 3, Appointed Positions

The Region Treasurer

1. The Region Treasurer shall be appointed by the Region President and shall serve for a term of two years concurrent with the Region President's term.
2. The Region Treasurer shall maintain the official financial records of the Region and shall receive all monies and promptly deposit them in the bank previously chosen by the Region Executive Committee. The Region Treasurer and the Region President shall be authorized to sign checks on the Region Account. The Region Treasurer shall pay, from the Region account, all claims submitted by Region officers and others that have been approved by the Region President.
3. The Region Treasurer shall submit a quarterly Region financial statement at the end of March, June, September, and December. Copies of the financial statement shall be provided to the Region Officers and each Region 11 Club/Unit Presidents. The financial statement will include an Income Statement and a Balance Sheet, with all Region assets, liabilities. The end-of-June Financial Report is also the end of the fiscal year Financial Report and shall be filed with the last Region Board Meeting's Minutes as part of the Region Official Records and be they be kept as long as there is a Region 11.
4. In addition to the quarterly statements above, the Region Treasurer shall also submit a Region financial statement to the Region Officers and each Club/Unit Presidents within the Region at the end of April that reflects the close out of the Region Rally and any Regional sponsored National Airstream Rally Income and expenses.
5. The Region Treasurer shall make a summary financial report at the annual meeting of the Region Board of Directors. Copies of this report will be provided to each Board member and to those in the audience.
6. At the end of the Region Treasurer's term of office (two years), the books shall be audited by an individual or committee appointed by the incoming Region President. The Treasurer shall deliver all monies, books and records of the Region promptly to the incoming Treasurer.

The Region Treasurer and Region Funds

1. The Region Treasurer shall disburse Region funds at the direction of the Region President within the limits established by the approved Region Executive Committee, which will cover the two-year term of the Region President.
2. There shall be no Region dues. The principal source of Region funds is derived from the surplus remaining from the Region Rally after all Rally expenses have been paid.
3. The Executive Committee will not transfer Funds/Expenses, which are not budgeted, without prior approval.

4. All transactions must be completed within the two years for which the approved bi-annual budget applies. The fiscal year for all WBCCI and Region 11 business is July 1 through June 30.

6. The Region Treasurer will develop an annual and bi-annual Region Budget with the incoming Executive Committee. Such budget shall project the Region's income and expenditures for the next two fiscal years and shall provide for funding of all usual and special Region activities. In the development of the Region's Operational Budget, the following items should be considered:

- a. Paper, printer ink, envelopes, and postage for correspondence other than newsletters.
- b. Copies.
- c. Telephone calls.
- d. End of term gifts for the retiring Region President and Spouse.
- e. Personal Get Well or condolence and other cards sent to members. (Cards sent on behalf of the Region are exempt.)
- f. Officer's business cards.

Region Recording Secretary:

1. The Region Recording Secretary shall be appointed by the Region President and shall serve for a term of two years concurrent with the Region President's term.

2. The Region Recording Secretary shall record the attendance of Region Officers and Club/ Unit Presidents (or their substitutes) at the quarterly meeting of the Region Board of Directors and any Executive Committee Meetings. The presiding Officer shall be informed if a quorum is present.

3. The Region Recording Secretary shall record and preserve minutes of all official meetings of the Region Board of Directors and the Executive Committee. A narrative account shall be prepared of all the significant actions at the Region Board of Director Meetings and the Region Executive Committee Meetings. Copies of these minutes shall be maintained in the Region Files and distributed to each Region Board Member and Region Committee Chair within ten (10) Days.

Region Corresponding Secretary:

1. The Region Corresponding Secretary shall be appointed by the Region President and shall serve for a term of two years concurrent with the Region President's term.

2. The Region Corresponding Secretary responsibilities shall include but not be limited to the following:

- a. Answer Correspondence after Consultation with Appropriate Region Officer.
- b. Send Get Well Card for Sickness of Member or Spouse.

- c. Send Message of Condolence for Death of Member or Spouse. Prepare Column for the Newsletter reporting the sickness and/or death of any Member.
- d. Notify the Blue Beret of the death of any Member for inclusion in the "In Memoriam Column".

Region Newsletter Editor:

1. The Region President will appoint one person as Newsletter Editor to serve for a term of two years concurrent with the Region President's term. This Editor shall develop and publish the Region News letter on a timely basis once each quarter.
2. The Newsletter Editor works with the Region, Clubs/Units in preparing articles related to the Region which may be of interest to all readers of the Region Newsletter. The Newsletter Editor also assists in providing information on Region activities.

Region Blue Beret Contributing Editor:

1. The Region President will appoint one person as Contributing Editor to serve for a term of two years concurrent with the Region President's term. This Editor shall submit Region news copy to the Blue Beret Editor on a timely basis. The name of the Contributing Editor will be submitted to the Blue Beret Chair by August 1 of each calendar year.
2. The Contributing Editor works with the Editor of the Blue Beret, in preparing material related to the Region, which may be of interest to all readers of the Blue Beret. The Contributing Editor also assists in providing information on Region activities. The types and quantity of information submitted to the Blue Beret are governed by the publication regulations of the Blue Beret.
3. No material, articles or coupons for individual Club/Unit activities are permitted. Coupons for National, Region and Special Event Rallies and for Post Region Rally Caravans may be printed. Coupons will be printed in only three issues.
4. Each Region is allowed 60 column inches per year to promote Region Rallies, Caravans, and multi-club/unit Rallies, as well as other news, specifically about the Region, deemed newsworthy to its members by the Region President. Regions are permitted an additional 11 column inches for each Region Caravan conducted. Articles will be permitted for multi-Club/Unit 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.
5. WBCCI State, Special Events, 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.

Region Membership Chair:

The Region Membership Chair shall develop and implement a membership program that includes a program for membership retention.

Region Nominating Committee Chair:

1. In even years when Region Officers are elected and installed, the Region President shall select a Region Nominating Committee Chair plus two additional members from the Region (traditionally the Chair has been the immediate Past Region President and the two members that have been appointed by the current Region Vice Presidents). This committee with the help of the Club/Unit Officers shall identify and consider all interested and qualified candidates based on qualifications without regard to the geographic area or Club/Unit of the candidate. The Nominating Committee shall nominate one candidate for each Elected Region Office and submit a written report, including resumes of all candidates considered, to the Region Executive Committee.

2. Region Officer Nominations and Elections are explained in the WBCCI Blue Book.

3. The Region Nominating Committee Chair shall not be entitled to vote on the Region Board.

Region Parliamentarian Chair:

The Region President may appoint the Region Parliamentarian for a term of two years concurrent with the Region President's term. The Parliamentarian functions as a consultant and advisor to the Region President or other presiding officer on questions of parliamentary procedure. The Parliamentarian should be familiar with the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED, the manual of Parliamentary Law adopted by the International Club. The Parliamentarian, when requested by the presiding officer, may answer questions of parliamentary procedure. The Region Nominating Committee Chair shall not be entitled to vote on the Region Board.

Region Webmaster:

1. The Region Webmaster shall develop and maintain the Web page highlighting the Officers and events within the Region.

2. The Region Webmaster would work closely with the Region President to publish information on the Region 11 Web Site of interest to WBCCI members.

Region Webmaster Assistant:

1. The Region Webmaster Assistant in the absence of the Webmaster shall preform the duties of the Webmaster and/or assist the Webmaster if required.

Section 4, Club/Unit Presidents of Region 11

1. Club/Unit presidents shall email copies of the completed New Officer Reporting Form to the Region President and Region Vice-Presidents by November 15 of each year.

2. Club/Unit presidents are encouraged to send a copy of their Club/Unit's newsletters to each Region Officer, Region Club/Unit Presidents, WBCCI International Officers and WBCCI Headquarters Office in order to communicate the activities of their Club/Unit to all interested parties. As a courtesy, copies may be sent to the Past Region Officers.

3. WBCCI Headquarters furnishes WBCCI pins for the outgoing Club/Unit President and First Lady or First Mate of each Club/Unit. The installing Officer usually makes the presentation of these pins.

4. WBCCI Blue Books are available via the Airstream Club International website (www.airstreamclub.org) to the Club/Unit Presidents.