

**SOUTHEASTERN MICHIGAN AIRSTREAM CLUB (SEMAC)
 WALLY BYAM CARAVAN CLUB INTERNATIONAL (WBCCI)
 (a.k.a. WALLY BYAM AIRSTREAM CLUB (WBAC))**

POLICY

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The numbering of the Policies in this document align to SEMAC Bylaws Articles and Sections for easy cross-reference to enabling provisions. Not all Articles or Sections of the Bylaws will have a reference Policy.

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1.1 Parliamentary Authority

(per SEMAC Bylaws Article I, Section 1)

- A. The SEMAC Policies and Practices have been approved by the SEMAC Executive Board in accordance with SEMAC Bylaws Article XI Policy, Section 1, and provide guidance in conducting the business and activities of SEMAC.
- B. These Policies and Practices shall be in conformance with those prescribed by the SEMAC Constitution and By Laws and the WBAC Blue Book.
- C. These Policies and Practices guidelines have been developed specifically to:
 - 1. Assist SEMAC Officers in the ways in which the club functions
 - 2. Define each Officer, Committee, and Leaders' responsibilities
 - 3. Prevent misunderstandings and confusion
 - 4. Increase the effectiveness and administration of SEMAC
- D. Any member of the SEMAC Executive Board may submit proposed amendment(s) to the POLICIES AND PRACTICES in writing to the SEMAC President for discussion and consideration at the next SEMAC Executive Board meeting, provided such proposed amendment has been submitted at least 10 days prior to the scheduled meeting.

2.2 Standing Committees

(per SEMAC Bylaws Article II, Section 2)

- A. **Appointments:** Each Committee Chair is appointed by the current SEMAC President. The Committee Chair for the upcoming board year may be appointed by the incoming SEMAC President before the President is installed to ensure that the committees are functioning upon board installation. Committees may consist of up to 2 additional Regular club members appointed by either the SEMAC President or the committee chair. Committee Member appointments may be made whenever a need is identified.
- B. **Term:** Each appointed Committee Chair serves for a minimum of one year and may be reappointed by the incoming SEMAC President. The SEMAC President will fill, by appointment, any vacancy in the Committee Chair positions occurring by reason of death or resignation.
- C. **Contact Information:** Names and contact information of the Committee Chairs may be published in the SEMAC Membership Directory, the club website, and the SEMAC newsletter to allow members to contact the Committee Chairs directly and volunteer for committee roles based upon their interest, experience, or expertise. Committee Members may also be identified in written, verbal, or newsletter communications.

- D. **Budget:** A Committee Chair will not undertake any program or commit SEMAC finances unless funding for such program is included in the annual budget or preapproved by a majority of the Executive Board.
- E. **Meeting Format:** The committees may conduct the business electronically. This includes the use of, but not limited to, teleconferencing, video conferencing, or any other appropriate means of electronic communication.

2.2.1 Historical Committee

(per SEMAC Bylaws Article II, Section 2, Item 1)

- A. The Historical Committee Chair is titled SEMAC Historian.
- B. The Historian maintains a current physical and digital inventory which is transferred to future Historians.
- C. The inventory should contain:
 - 1. Meeting Minutes, Motions, and Attendance Records from SEMAC Business Meetings and Executive Board Meetings. Such materials may be sent to the Historian at the end of the then current Executive Board.
 - 2. Copies of past versions of the SEMAC Constitution, Bylaws, and Policy
 - 3. Historical copies of the SEMAC Membership Directory
 - 4. Copies of the SEMAC Newsletter *(a.k.a. the Newstream)*
 - 5. Photographs from SEMAC activities
 - 6. Other materials determined to have historical or reference value

2.2.2 Membership Committee

(per SEMAC Bylaws Article II, Section 2, Item 2)

- A. The Membership Chair is the point of contact, along with the President, for new member communications from WBAC.
- B. The Chair coordinates with the SEMAC Treasurer and WBAC to maintain an up-to-date roster of paid members with notations of the type of membership. (Regular and Affiliate).
- C. The Chair coordinates with WBAC and the Newsletter Chair to notify members of the annual renewal process and coordinates with the Treasurer and President to follow up on all members who have not paid dues in each month of the 4th quarter.
- D. The Membership Chair maintains a backed-up, MASTER Membership Database in an online format, such as Google Drive. All members of the Membership Committee, along with the President, will have access to view and edit the membership database.
- E. The committee coordinates with WBCCI to compile and publish a yearly online, Membership Directory in the form and content as directed by the President. Updates to the online directory will be made as changes are communicated to the Membership Chair. An update list will be separately maintained to highlight changes that have occurred to the Membership Directory.
- F. The Membership Chair submits a written report monthly to the President and

Executive Board identifying all additions or terminations to the membership roster.

- G. The committee will identify annual marketing activities to reach Airstream owners, including a both a membership acquisition and retention plan and present a plan to the President and Executive Board for discussion within 60 days of the new board's installation
- H. As directed by the Executive Board, the committee solicits additional member information, such as anniversaries and birthdays and other club interests for distribution to the Newsletter Chair and President for inclusion in the *Newstream* and other communications.
- I. In the absence of a Membership Chair, the First Vice President will act as Membership Chair.

2.2.3 Newsletter

(per SEMAC Bylaws Article II, Section 2, Item 3)

- A. The Newsletter Chair is the content coordinator and editor for the SEMAC *Newstream* and works with the President to set and publish the annual *Newstream* schedule.
- B. The Newsletter Chair ensures that personal information contained within the *Newstream* is appropriate for use in public facing communications.
- C. The Newsletter Chair keeps a current "How To" document for creation of the *Newstream* and brings changes to format and substance to the President for approval.
- D. The Newsletter Chair will retain electronic copies of each *Newstream* and provide them to the Historian for the club archives.
- E. The Chair posts the *Newstream* to the club website and ensures the *Newstream* distribution follows the club's approved distribution policies.
- F. The Newsletter Chair provides SEMAC updates to the WBAC Regional and International publications, as appropriate.

2.2.4 Webmaster

(per SEMAC Bylaws Article II, Section 2, Item 4)

- A. **Website Look, Feel, and Functionality:** The Webmaster defines and maintains the look, feel, and functionality of the SEMAC website with input from the President, Executive Board and in accordance with WBAC website policies and practices.
 - 1. The Webmaster works in conjunction with the Newsletter Chair and the Executive Board to create a similar look as marketing communication extensions of each other including graphic continuity and user feel.
 - 2. The Webmaster maintains a "how to" document which details the website design as well as maintenance instructions to assist future webmasters in maintaining the site.
- B. **Website Activities Calendar:** The SEMAC calendar will be updated with the proper WBAC links and in accordance with the WBAC publication schedule.
- C. **Website Administrative Rights:** The Webmaster will share the SEMAC website

administrative rights as follows:

1. At a minimum one Executive Board member will have the administrative rights to update and modify the website, as appointed by the SEMAC President.
 2. The Newsletter Chair will have administrative rights to post the *Newstream*.
- D. **Website Content Retention:** The Webmaster will retain all photos, PDFs and other documentation posted to the website electronically until such time as the Historian moves the materials to archives.

2.3 Special Committees

(per SEMAC Bylaws Article II, Section 3)

- A. Special committees may be appointed by the SEMAC President for the purpose of carrying out projects not within the purview of a standing committee.
- B. The SEMAC President may appoint the Committee Chair or the committee members may “elect” a chair.
- C. The committee will not undertake any program or commit SEMAC finances unless funding for such program is included in the annual budget or preapproved by a majority of the Executive Board.
- D. The Committee Chair will submit a report to the SEMAC President for presentation to the Executive Board, in accordance with the annual Executive Board Meeting schedule. The Committee Chair may be invited to attend an Executive Board meeting by the President or the board member acting as chair of the Executive Board meeting.
- E. The committee may conduct the business of the committee electronically. This includes the use of, but not limited to, teleconferencing, video conferencing, or any other appropriate means of electronic communication.
- F. The committee will appoint a member to maintain committee archives, to include minutes, work products, presentations, etc. that shall be delivered to the club Historian upon completion of the committee assignment..

4.1 Nominations and Elections

(per SEMAC Bylaws Article IV, Section 1)

- A. Members of the Nominating committee shall be Regular SEMAC members.
- B. The members selected to serve on the Nominating Committee should ideally have prior Executive Board experience.
- C. Upon resignation of a committee member, the President will name a replacement within seven (7) days, so that the Nominating Committee quickly regains its required complement of three. In the event a replacement member cannot be found, the committee may proceed with less than three members.
- D. The Nominating Committee will submit an article for publication in the *Newstream* requesting nominations and may use personal phone calls and/or electronic communications to identify and evaluate potential nominees.

- E. Nominees presented to the Executive Board must be endorsed by a majority of Nominating Committee members. In the event that there are not three members on the committee, at least one member must endorse the candidate.
- F. The Nominating Committee Chair shall present the slate of nominees to the Executive board not less than 30 days prior to the SEMAC annual Business Meeting.

5 Duties of Officers

(per SEMAC Bylaws Article V)

- A. All SEMAC Officers shall perform their duties in compliance with the approved Constitution, Bylaws, and Policy and Practices of both WBAC and SEMAC.
- B. Any member holding more than one SEMAC Executive Board position is entitled to a single vote on motions that come before the Executive Board regardless of the number of Executive Board positions held.

5.1 President

(per SEMAC Bylaws Article V, Section 1)

In addition to the duties specified in the SEMAC Bylaws, the President shall:

- A. Handle official communications with WBAC Headquarters in accordance with WBAC timelines, including, but not limited to:
 - 1. Unit Communication Form (designating who within SEMAC is to receive membership information from WBAC Headquarters, typically the resident and Membership Chair)
 - 2. Unit Officer Reporting Form (listing incoming Officer names)
 - 3. Unit Activities Schedule and Details for the upcoming year (for inclusion in the WBAC Blue Beret magazine and on the WBAC website).
 - 4. Delegate and Alternate Delegate Certification Forms
- B. Between December 1 and December 31, work with the Membership Chair and Treasurer, to contact all members who have not renewed their membership for the upcoming year.
- C. Prepare a "President's Message" for each issue of the *Newstream* and a "Welcome Message" for the annual SEMAC Membership Directory.
- D. Provide a ballot to SEMAC members on any WBAC Constitutional issues requiring a vote of the WBAC membership and provide the results and instructions to the Delegate.
- E. Provide a ballot to SEMAC members on any SEMAC Constitutional issues requiring a vote of the SEMAC membership and report the results to the SEMAC membership.
- F. At the end of his/her term in office, following election of new officers, arrange an orientation session with the incoming President, to review the responsibilities and timelines attached to the office, and arrange for the transfer of Club assets to the incoming President.

5.2 First Vice President

(per SEMAC Bylaws Article V, Section 2) (rev. 05/25/2021)

In addition to the duties specified in the SEMAC Bylaws, the First Vice President (1st VP) shall:

- A. Ensure that rally and other activity dates, sites, and hosts are obtained for their upcoming year as President.
- B. Become familiar with the tasks of the President so as to be ready to assume that position after the next election cycle, or at any other time, should the President position become vacant due to death or resignation.
- C. Perform other tasks as assigned by the President.

5.3 Second Vice President

(per SEMAC Bylaws Article V, Section 3) (rev. 05/25/2021)

In addition to the duties specified in the SEMAC Bylaws, the Second Vice President (2nd VP) shall:

- A. Become familiar with the tasks of the First Vice President so as to be ready to assume that position after the next election cycle, or at any other time, should the position become vacant due to death or resignation.
- B. Perform other tasks as assigned by the President.

5.4 Secretary

(per SEMAC Bylaws Article V, Section 4)

In addition to the duties specified in the SEMAC Bylaws, the Secretary shall:

- A. Prepare SEMAC correspondence as directed by the President.
- B. Perform other tasks as assigned by the President.

5.5 Treasurer

(per SEMAC Bylaws Article V, Section 5)

In addition to the duties specified in the SEMAC Bylaws, the Treasurer shall:

- A. Ensures that all required financial reporting, required by the WBAC Blue Book or federal or state reporting, is submitted to appropriate government and other agencies (e.g. Income Tax Form 990, filed with the IRS and a copy to headquarters, Annual Profit and Loss Statement, etc.).
- B. Ensure that financial records are open to review by the Executive Board and SEMAC members.
- C. Prepares monthly budget/actual reports and a statement of the financial accounts for Executive Board review;
- D. Provide the necessary access to financial records to the Financial Review Committee by December 31 and/or change of Treasurer.

- E. Perform other tasks as assigned by the President.

5.6 Trustees

(per SEMAC Bylaws Article V, Section 6) rev. 05/25/2021

- A. Trustee positions will be elected for a two year term, with positions elected on rotating years. For the year 2020/2021 elections, one Trustee will be elected for a one year term and a second Trustee will be elected for a two year term. Thereafter, Trustees shall be elected at the Annual Meeting to serve two- year terms, with such elections staggered so that one new Trustee is elected each year.
- B. In addition to the duties specified in the SEMAC Bylaws, the Trustees shall accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.

5.7 Financial Policy

(per SEMAC Bylaws Article V, Section 4)

- A. **Financial Approval:** Payment of fees and expenses from the SEMAC financial accounts will follow the tiered approval process below. Approvals for expenditures will be collected in writing and kept with the payment documentation for audit purposes.
 - 1. If the expense is less than \$50 and was approved in the annual budget, the approval requires either the President, First Vice President or Treasurer, all who are signatories on the financial accounts.
 - 2. If the expense is above \$50 and was approved in the annual budget, the approval requires two of the following: President, First Vice President or Treasurer.
 - 3. If the expense is not on the annual budget but is less than \$25, the approval requires two of the following: President, First Vice President or Treasurer.
 - 4. If the expense is not on the annual budget but is greater than \$25, it must be approved by a majority of the Executive Board. Expenditures to be made before the budget is approved, shall require approval of a majority of the Executive Board.
 - 5. All approvals may be processed by email or recorded vote at an Executive Board meeting.
- B. **Conflict Roles:** For purposes of financial expense approvals requiring two approvals, if either the President or First Vice President has the same BRN as the Treasurer, **and** the expenditure is to be made directly to either board member, their family or company, their votes count as one approval and thus would require a second independent approver.
- C. **Access to Funds**
 - 1. The current President, First Vice President and Treasurer shall be signatories on all SEMAC financial accounts.
 - 2. The Treasurer will possess all checks, debit cards, and other deposit/withdrawal documents.

3. The outgoing Treasurer will obtain the proper signature documents for the incoming officers and file with the financial institution(s).
4. Debit cards will be issued to the President and Treasurer. (Revised: 5/10/2022)

D. Annual Budget

1. The President is responsible for drafting an annual budget (November - October annually) for presentation to, and discussion and approval, by the Executive Board. The budget is an annual budget and does not require income or expenses by month.
2. The budget must be approved by a majority of the Executive Board within 90 days of installation.
3. The annual budget may be modified throughout the year, as new income sources are identified or as new expenses are approved by a majority Executive Board approval.
4. Monthly accounting statements will be created by the Treasurer showing actual income/expenses compared to the approved budget and submitted to the Executive Board.

E. Accounting Accrual

1. The annual budget and financial performance reporting is based on the current Executive Board year (typically November 1 - October 31).
2. Dues related income, including renewals, is applied to the financial reports when the due remittance is received either from WBAC or directly from the affiliated member.
3. At the end of the annual reporting period, any planned non-dues income or planned expenses incurred prior to November 1st but not yet received will be accrued to the prior financial performance reports. Thirty (30) days prior to the close of the reporting year (typically October 1), the Treasurer will solicit all expected non-dues income or expenses from the members of the Executive Board. The income and expenses must be processed within 30 days of the close of the annual reporting period (typically November 30). If not processed within the 30 days, the income or expense will be moved to the upcoming reporting year.

F. Financial Review Special Committee

1. The Financial Review Committee will conduct an independent review of all SEMAC finances, books and accounts annually to ensure club resources have been managed in a sound and transparent manner.
2. The Financial Review Committee shall complete the review of all SEMAC finances, books and accounts, and report the audit results to the Executive Board, by December 31st. The review may be postponed by a majority of the Executive Board when such review cannot be reasonably performed, but in no case will occur later than March 31.
3. The President shall select the person or persons to serve on a Financial Review Committee, but the Treasurer who served during the period under review shall not be a member of this committee.

- 4. Members of the Financial Review Committee should ideally be SEMAC members, but if willing SEMAC members cannot be identified, members of other WBAC local clubs can be enlisted to perform this review.
- 5. The current Treasurer shall provide copies of all SEMAC finances, books and accounts to the Financial Review Committee by November 30, or within an acceptable timeframe if the review is postponed

11.1 Policy

(per SEMAC Bylaws Article XI, Section 1)

- A. Placeholder for future Policies to be added.

14.1 Activities

(per SEMAC Bylaws Article XIV, Section 1)

- A. Any SEMAC member may propose a club activity to the Executive Board.
- B. Any SEMAC member may volunteer or be recruited to host an activity.
- C. SEMAC activities should generally be centered around the concepts of:
 - 1. Camping and caravanning
 - 2. Promoting the maintenance, restoration, and use of Airstream RVs
 - 3. Charitable service
 - 4. Support of club sponsors
 - 5. Developing friendships and goodwill among SEMAC and WBAC members
- D. Activities not aligned with the above concepts should generally not be approved as SEMAC activities.

These policies were approved by the Executive Board and became effective on May 25, 2021 at a virtual Executive Board meeting in Michigan.

Signatures on File

President

Treasurer

First Vice President

Secretary