

Florida Airstream Club
POLICIES
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This document is to record any changes in policy including by not limited to changes in the Constitution and Bylaws. Any changes in policy should be noted in the applicable Section(s) including date (mm/dd/yy) of change.

Revised 04/05/24.

POLICIES

SECTION 1. CONSTITUTION

No changes

SECTION 2. BYLAWS

ARTICLE V, EXECUTIVE BOARD MEMBERS DUTIES

Section 9. Resignation. (10/13/23)

Section 10. Removal. (10/13/23)

ARTICLE VIII, FINANCIAL

Section 2. Checking Account: The Club shall maintain a Club checking account at a Federal Deposit Insurance Corporation (FDIC) and/or at a National Credit Union Association (NCUA) insured financial institution in the state of Florida as approved by the Executive Board. (10/13/23)

Not noted in Bylaws, but official policy by board vote:

- Official Address of the Club shall be determined by the Executive Board. Electronic vote. (04/05/24)
- For bank and IRS filling, official name of the Club is Wally Byam Caravan Club International, Inc. Florida Airstream Club, EIN #59-1935344 (IRS); 027 Florida Airstream Club (WBCCI). (10/13/23)

SECTION 3. ITEMS REQUIRING EXECUTIVE BOARD APPROVAL. (6/7/21)

Voting: Executive Board voting may be either in person or by electronic means conducted in compliance with Florida Airstream Club Constitution, Article V, Executive Board and Article VI, Club Business Meetings, Sections 4, 5 & 6. This policy does not apply to the final approval of the Club Constitution or the election of Executive Board members which require final approval by the Club membership.

Approval Items: The following Club items are required to be approved by a majority vote of the Executive Board:

- Bylaws.
- Policies.
- Annual budget.
- Expenditures more than 20% of any approved annual budget line item.
- Membership dues amount for regular and affiliate members.
- Rallies and caravans as proposed by the Rally/Caravan Committee.
- Standard rally/caravan fee (Rally/Caravan Committee Chairperson may increase a specific rallies fee to assure rally members pay an adequate amount to cover expenses).
- Position appointments by the President except for Special Committee(s). (Article II, Section 3 of the Bylaws).
- Audit Committee membership.
- Nomination Committee membership.
- Any other item at the request of the President or a majority of the members of the Executive Board.

SECTION 4. MEMBERSHIP VOTE: The following items are required to be approved by the membership:

- Constitution Amendments
- Charitable project(s) as proposed by the Charitable Projects Committee
- Slate of Executive Board members.

SECTION 5. RECORDS: A record of the voting results shall be maintained by the Club Secretary.

SECTION 6. FINANCIAL

Bank Account

SEE ARTICLE VIII, Section 2. Checking Account: The club shall maintain a Club checking account at a Federal Deposit Insurance Corporation (FDIC) and/or at a National Credit Union Association (NCUA) insured financial institution in the state of Florida as approved by the Executive Board. (10/13/23)

Credit Card Payments

- Approved the Club to open a business account with PayPal. PayPal will serve as the Club's e-commerce platform. Electronic vote. (12/18/22)
- Membership Dues
- Membership Dues shall be \$10 per year for Regular and Affiliate members.
- Approved Club dues to be waived for WBCCI Life Members. Board meeting. (10/21)

Rally Fees

- Approved prepayment by credit card to register online for a rally; if registration is cancelled seven (7) or less from the posted rally arrival date, the rally registration fee will not be refunded; in extraordinary circumstances, the rally host and the President may waive the cancellation fee; although not promoted, the rally host may accept rally fee payment at the rally. Electronic vote. (12/18/22)
- Rally Registration Flow Chart – see EXHIBIT A.
- Waive the rally fee for the host and co-host(s).
- A service fee may be charged if the merchant requires a refund check. Electronic vote. (04/05/24)

Accounting Program

Approved QuickBooks Essentials for Fiscal Year 2023. Electronic. (8/6/23)

SECTION 7. COMMUNICATION PROGRAM

Approved MailChimp Essentials for Fiscal Year 2023. Electronic vote. (8/6/23)

SECTION 8. POSITION DESCRIPTIONS

SECTION 10. ELECTRONIC VOTING

- The intent of this policy is to codify the Club requirements and process for conducting electronic voting for the Club's Annual Business Meeting, Special Business Meeting, and Executive Board Meeting. Electronic voting shall be defined as any form of voting that uses modern technology to either cast or tally votes.

- **Member Vote at Annual Business Meeting and Special Business Meeting:** A member may submit their vote electronically if unable to attend the Annual Business Meeting or Special Business Meeting.
- **Executive Board Vote at Board Business Meeting:** An Executive Board member may submit their vote electronically if unable to attend a meeting of the Executive Board as defined in The Club's Constitution, Article V, Executive Board, and the Club's Bylaws, Article VI, Electronic Business Meeting.
- **Quorum:** An electronic vote shall be counted to constitute a quorum to do business. No other votes can be taken unless there is a quorum as defined in the Club's Constitution, Article V, Executive Board, Section 4.
- **Executive Board Vote:** Electronic votes by the Executive Board members are allowed as defined in the Club's Constitution, Article V, Executive Board.
- **Member Voting Eligibility:** Eligibility is defined in the Club's Constitution, Article III, Section 8, Voting Rights. Only Regular Club members listed in the WBCCI membership roster received prior to the required notification of the vote are eligible to participate in electronic voting. It is the member's responsibility to maintain their current email address with WBCCI.
- **Member Request for a Vote:** Any member can request a vote of the membership by providing a written statement to the Secretary defining the reason for a vote. The Secretary shall submit the request to the Executive Board for consideration. A Special Executive Board Meeting shall be convened to address the request. The member requesting a vote shall be invited to attend the Special Executive Board Meeting.

Upon Executive Board approval of a ballot a Special Business Meeting shall be convened. The Secretary shall notify the membership of the meeting at least fifteen days prior to the meeting.

- **Member Roster:** The Secretary shall obtain from WBCCI a roster of the Club's regular members. The roster shall be requested not later than 25 calendar days before the scheduled Annual Business Meeting or Special Business Meeting. This roster shall be considered the official list of members qualified to vote. A membership email list shall be prepared for the meeting notification and ballot by the Secretary with support from the Trustee as needed.
- **Meeting Notification:** The Secretary shall email regular members listed in the official membership roster received from WBCCI an agenda and any supporting documents at least 20 calendar days prior to the scheduled Annual Business meeting or Special Business Meeting.
- **Ballot:** The Secretary shall within five days after the official notification of the scheduled Annual Business Meeting or Special Business Meeting, email the ballot using the official membership roster received from WBCCI. The ballot shall include the date voting ends. Ballots received after midnight on the 15th day deadline shall not be counted.

- **Voting Results:** The Recording Secretary with assistance from a Club Trustee assigned by the President, shall tabulate and verify the ballot results and prepare a report indicating the total number of votes received and both the total number of yea and no votes prior to the meeting. The Secretary and Trustee shall keep the ballot results confidential until after the business meeting vote has been completed. The voting results report shall be shared at the meeting immediately after the meeting vote is completed, reference the Club Constitution, Article VI, Section 3, Meeting Ballots. The results of both the meeting votes and electronic votes shall be merged to determine if a quorum has been met and the overall voting result.
- **Electronic Voting Archive:** The Secretary shall archive a record of the electronic voting material, WBCCI membership roster used, ballot records and ballot report in the Club's administrative records. The meeting minutes shall reflect the overall ballot outcome.

Electronic Voting Flow Chart: See EXHIBIT B

SECTION 11. Rally Planning Guide

Host shall email within 5 days of rally end the Treasurer, First Vice President, President, and any individual who will receive a reimbursement check the Final Rally Report including photo(s) of all checks and receipts. Each receipt will be numbered for easy reference. Host to keep hard copies for their records. (10/13/23)

EXHIBIT A Electronic Voting Flow Chart

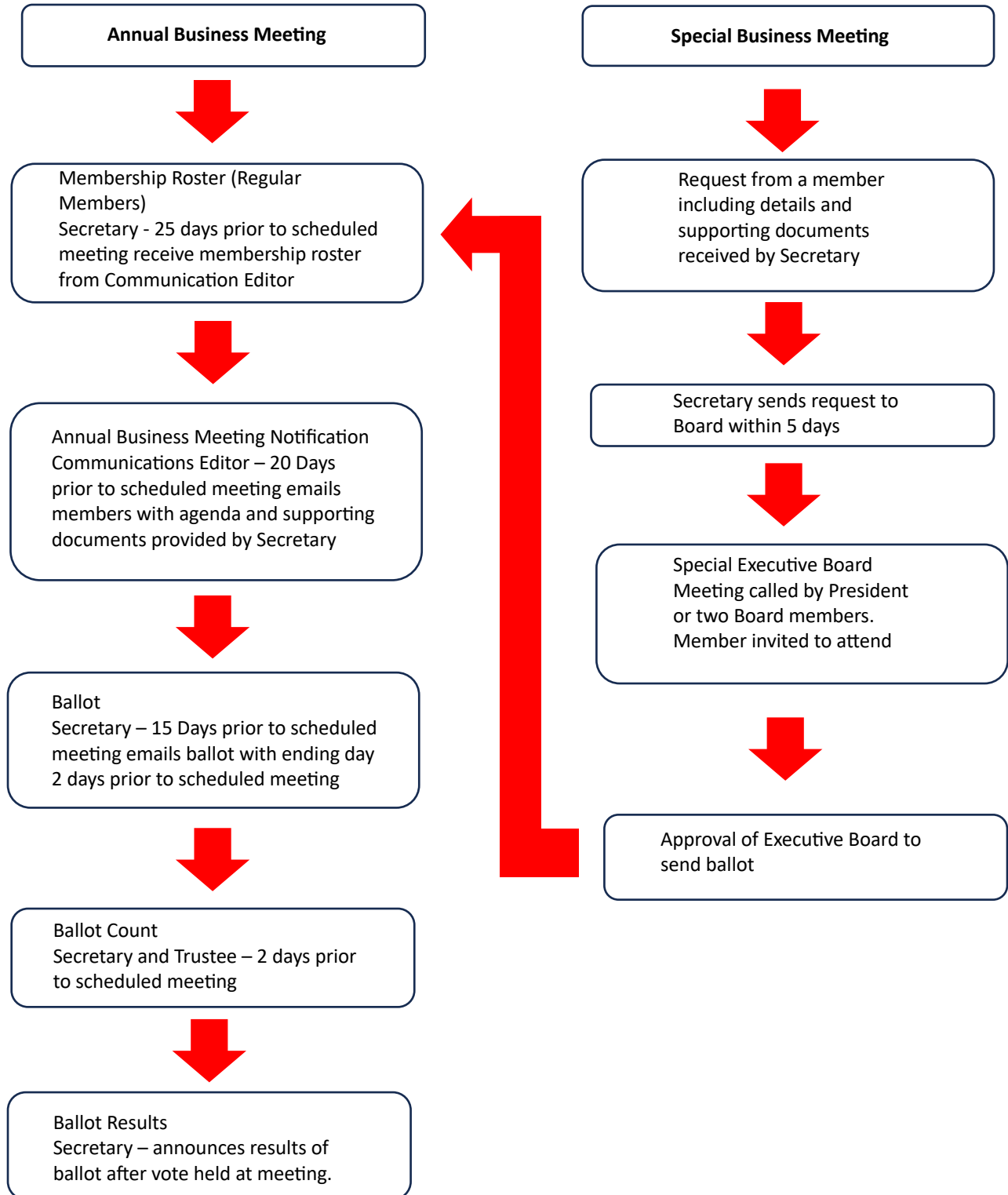


EXHIBIT B Ballot Schedule

ANNUAL BUSINESS MEETING BALLOT SCHEDULE		
Schedule	Action	
>120 days prior to schedule meeting	Email members of Board openings	Communication Editor
Deadline for July issue	Notice in July newsletter	Secretary/ Newsletter Editor
>90 days prior to Schedule meeting	Appointment of Nominating Committee	1st VP
40 days prior to scheduled meeting	Nomination Period Closes	
35 days prior to scheduled meeting	Nominating Committee Submits Slate of Candidates	1st VP
30 days prior to scheduled meeting	Board vote to approve nominating committee candidates	Secretary
Deadline for September issue	Slate of Candidates in September newsletter	Secretary/ Newsletter Editor
25 days prior to scheduled meeting	Obtain current list of Regular Members and send to Secretary	Communication Editor
>20 days prior to scheduled meeting*	Membership notice of Annual Meeting/Agenda/Minutes via MailChimp	Communication Editor
>15 days prior to scheduled meeting*	Ballot emailed sent to members	Secretary
2 days prior to scheduled meeting	Final day of membership vote	
> 1 day prior to schedule meeting	Count ballots. Keep results sealed until after vote is held at the meeting	Secretary/Trustee
October or November	Annual Business Meeting	President
<2 weeks after meeting	Post meeting minutes on website	Webmaster
Prior to December 1	Notify WBCCI of new Executive Board	Secretary
*Required		
SPECIAL BUSINESS MEETING BALLOT SCHEDULE		
Schedule	Action	
	Request from member	
<6 days	Send request to Executive Board	Secretary
	Schedule meeting and notify member	Secretary/ President
25 days prior to scheduled meeting	Obtain current list of Regular Members and send to Secretary	Communication Editor
>20 days prior to scheduled meeting*	Membership notice of Annual Meeting/Agenda/Minutes via MailChimp	Communication Editor
>15 days prior to scheduled meeting*	Ballot emailed sent to members	Secretary
2 days prior to scheduled meeting	Final day of membership vote	
> 1 day prior to schedule meeting	Count ballots. Keep results sealed until after vote is held at the meeting	Secretary/Trustee
October or November	Annual Business Meeting	President
<2 weeks after meeting	Post meeting minutes on website	Webmaster
*Required		

**EXHIBIT C
Rally Registration Flow Chart**

