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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 (5/11/23)

from Article III, Bylaws

The duties of the Standing Committees shall be as follows:

- A. **Caravan**
 - 1. Foster a continuing interest in National, Region, Local Club and Intra-Club caravans.
 - 2. Administer and approve National caravan programs.
 - 3. Assist and support Region, Local Club and Intra-Club caravan programs as requested.
 - 4. Develop and maintain the Caravan Handbook as a guide for the caravan program of the International Club.
 - 5. Establish and conduct, at a minimum, an annual training program for Caravan leaders and Caravan participants.

6. Coordinate the itineraries of National Caravans with the dates and locations of National Event Rallies, where feasible, to afford participants in National Caravans the opportunity to attend and support such rallies.
7. Encourage, assist in arranging, and approve caravans in fraternal countries where Airstream has a significant presence or where there is significant member interest in visiting.

B. Constitution and Bylaws

1. Conduct a continuing review and study of the International Club Constitution and Bylaws and recommend amendments deemed desirable or necessary.
2. Review any Bylaws or Policy motions proposed by the International Board of Trustees for consistency with existing Bylaws and/or Policy.
3. Conduct a continuing review and study of the Constitution and Bylaws of all Local Clubs and of all IBT authorized Intra-Clubs. Reviews must be conducted every 5 years at minimum.
 - a. If any are found to be deficient or in violation of the Constitution and Bylaws of the International Club, report such deficiency to the appropriate Region President for Local Clubs or to the International President for Intra-Clubs.
 - b. If such deficiencies or violations are not corrected in a reasonable time, submit a report with recommendations to the Executive Council.
4. Receive and review proposals for amendments to the International Constitution and provide a written report to Headquarters for distribution to the IBT and membership containing the recommendations of the Standing Committee regarding such proposed amendments.

C. Ethics and Grievance (2/23/23)

1. Investigate, assess, and adjudicate all grievance complaints made by members and others at the International Club level.
2. Make recommendations to the Executive Council and to the IBT regarding ethics and grievance matters relating to the International Club or the International Rally.
3. Advise and assist Regions, Local Clubs, Intra-Clubs, Interest Groups and International Standing Committees in handling grievance complaints that fall within their respective areas, when requested to do so.

D. Family/Youth

1. Develop an effective, continuing, program and structure to encourage Family/Youth participation in Local Club, Region and International Rally and Caravan functions.

2. Ensure that regular Family/Youth columns appear in the Blue Beret and in Region and Local Club bulletins.
3. Embrace electronic and social media communications with youth and their parents.
4. Promote activities which utilize social media, electronic communications, and outdoor activities.
5. Solicit and share best practice activities and communications from, among and to Regions, Local Clubs, and to members and their children.
6. Develop and support a network of family/youth coordinators that cover all locations of members.
7. Collaborate with Membership Standing Committee to continuously improve the on-boarding process for members with families.

E. **Finance**

1. Corporate Budget
 - a. Prepare a budget for club operations (i.e., the General Fund), projecting club income and expenditures for the next fiscal year. The budget shall include allocation for all club operations and expenses, including such funds deemed necessary for the efficient operation of each International Standing Committee's program.
 - b. Present the next fiscal year budget to the IBT for approval at the last IBT meeting of the current fiscal year.
 - c. Develop and implement a budget preparation procedure.
 - d. Review quarterly financial reports and variances and identify recommended actions, if any, to address large budget variances.
 - e. Working with the Executive Director, prepare and maintain a long-term financial strategy to ensure adequate funding is available for anticipated maintenance and upgrade expenditures required to continue and improve club operations.
 - f. Complete a review of the end of year financial results and provide a summary at the 2nd quarterly IBT meeting following fiscal year close.
 - g. Develop a process to review the corporate financial books on an annual basis with a report provided to the IBT no later than their 2nd quarter meeting.
 - h. Conduct and audit of the corporate financial books every 3 years or upon the resignation/hiring of the Executive Director.
 - i. Provide assistance to Local Club, Region, Standing Committees, and Intra-club Treasurers by communication, development of training, and discussions.
2. International Rally Budget

- a. Prepare a budget for each International Rally, projecting the rally fee, club income and expenditures for each rally.
 - b. Each International Rally budget shall show for each line of the original budget, any revisions to the budget, and the amount expended to date. Each International Rally budget must be approved a minimum of 18 months prior to the start of the rally.
 - c. Complete a review of the financial results of the International Rally and provide a summary at the 2nd quarterly IBT meeting following the rally.
3. Lifetime Membership Fund
 - a. Administer the Lifetime Membership Fund.
 - b. Review annually 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.
 - c. Costs of Administration are to be charged against the Lifetime Membership Fund with approval of the IBT.
- F. **Historical** To preserve and share Club history as follows:
1. Preserve Club History
 - a. Solicit, acquire, catalog, curate, and preserve historical items in both physical and electronic formats.
 - b. Convert physical items to an electronic format for security, ease of sharing, and long-term preservation.
 - c. When appropriate, loan or donate items from the Club archives to other non-profit organizations.
 - d. Maintain a record of donated or loaned items from the Club archives.
 - e. When appropriate, dispose of items that have no significance to Club history.
 2. Share Club History
 - a. Write or solicit historical articles for inclusion in Club publications.
 - b. Develop, deliver, and solicit historical presentations to be shared at Club activities.
 - c. Make select historical items available to Club members electronically.
 3. Manage Heritage Designations
 - a. Recommend potential Heritage Numbers to the IBT with supporting rationale.
 - b. Authenticate Heritage Airstreams owned by Club members.
- G. **Information Technology**
1. Provide technology assistance, as required for, for new technology initiatives and projects.

2. Provide technical support and assistance, if needed, to Region and Local Club members for International Club approved technology projects and systems.
3. Provide assistance, as needed, to the Executive Director and Executive Council during development of WBCCI technology strategy and implementation plans.
4. Assist with technology rollouts and training as required.

H. International Relations

1. Promote WBCCI Airstream owner's lifestyle by encouraging the formation of Local Clubs and caravans in fraternal countries where Airstream has a significant presence.
2. Maintain communications with these Local Clubs and assist in arranging caravans as world conditions permit.

I. 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.

J. Membership – Outreach, Engagement, and Retention – Develop and implement a membership program that:

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.
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. Offers inspiration, encouragement, training, and assistance to the membership committees of the Local Clubs and Regions.
6. Promotes the Lifetime Membership Program and develops and administers programs, discounts, or other recognition for Lifetime Members.

K. National Event Rallies

1. Promote, coordinate, and develop new and existing National Event Rallies.

2. Administer and approve National, Region and Intra-Club National Event programs; make presentations on approved programs as necessary.
3. Assist sponsors with registration, itineraries, partnerships, marketing & social media, budget, and event reports.
4. Coordination with National Caravans for joint caravan/event opportunities.
5. Review and prepare summary report from the Financial Reports received from the sponsors of each event/rally and present such reports to the International Board of Trustees annual meeting.

L. **Publications**

1. Serve as the content recruiter of club publications, in either print or electronic form.
2. Club publications shall include the *Blue Beret* and other publications authorized by the Executive Council. As content recruiter, obtain assistance from the general membership, standing committees, the Executive Director, and the Executive Council in obtaining feature articles, photos, letters, and other information which provide information, entertainment, and provide a service to the membership.

M. **Recruitment Oversight**

1. In partnership with Club Headquarters, develop an on-going leadership recruitment process for Executive Council candidates. The process should be an engaging, repeatable, and consistent multi-media marketing plan inviting any WBCCI members to become a candidate for potential election to the Council.
2. Respond to and/or refer questions from potential candidates.
3. Provide assistance in the maintenance of FAQs.

N. **Technical**

1. Distribute technical information to all Club Members via the *Blue Beret* and electronic medium to help maintain their Airstreams.
2. Provide information to Club Members through seminars at the International Rally and any Regional Rallies where it would be practical.
3. Research and provide a link to other online resources for various technical questions/answers.
4. Build a relationship with Airstream, Inc. for the Committee to keep abreast of new innovations and get information, as needed, to provide answers to member questions.
5. Build a relationship with key suppliers to be a resource for the Committee.
6. Develop a list of Subject Matter Experts to be a resource for the Committee.

O. Volunteer Training, Resources, and Support

1. Build and maintain a collection of the club's training materials and best practices.
2. Develop and maintain a quick index, by leadership role, of all sections of the Constitution and Bylaws that pertain to or reference the leadership role.
3. Initiate and maintain a program to assist Local Clubs in the planning and setting of annual goals.
4. Develop guidelines to make training materials more consistent.
5. Gather and share information on successful activities at all levels of the club.
6. Prepare and share Club Officer training information which can be utilized to inform and assist incoming officers.
7. Encourage development of new training modules and maintain a list of needed modules. Work with volunteers on the development of new training modules.
8. Make training materials available to all members.

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 Stars (2") and/or Red Maple Leaves (2") depicting total years of membership in the International Club are hereby adopted as an official recognition of each five (5) years of membership.
- B. The Stars and/or Maple Leaves 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 and/or Maple Leaves shall be aside the International Club Decal on the front and rear of the recreational vehicle. (8/24/23)
- D. Red Membership Stars and/or Red Maple Leaves, one for each five (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 and/or Maple Leaves, the extra Star and/or Maple Leaf should be to the left of the Club Decal. If space does not permit, the Stars and/or Maple Leaves can be placed above or below the Club Decal. The spacing of Membership Stars and/or Maple Leaves should be visually pleasing. (8/24/23)

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 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. In addition, no member elected as an Officer in any WBCCI entity shall serve in more than one Officer position at a time. (11/17/22)
- 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 Executive Council and International Officers (8/18/22)

from Article VIII, Bylaws

- A. Following the Election of the Executive Council Members, the current International President will call a special virtual Reorganization Meeting of the International Board of Trustees (IBT) for the election of the next term's Executive Officers.
 - 1. The IBT will include the newly elected Executive Council Members, the continuing Region Presidents and the incoming Region Presidents.
 - 2. This meeting will be held within 30 days of the completion of this election.
 - 3. HQ will, at the same time as the meeting is called, provide the names of the elected Executive Council Members who have expressed an interest in being elected to one of the Executive Officer positions.

- B. The Board Secretary will provide to all members of the International Board of Trustees the complete resumes of each Executive Council Member who has expressed an interest in being considered for an Officer position as well as the position they are interested in.
 - 1. At the meeting each position will be voted on electronically by the members of the IBT by secret ballot.
 - 2. The results of the election will be provided by the Secretary to the IBT.

- C. The newly elected Officers will take office on August 1, at the start of the WBCCI fiscal year.

8.6.2 Leadership Candidacy Process (5/23/24)

- A. All WBCCI members interested in serving on the Executive Council may submit a Statement of Candidacy (SoC) using a standard online template. All SoCs submitted shall be accepted and posted without edit.
 - 1. The SoCs shall be available on the Club website and must be submitted by no later than April 1 of the election year.
 - 2. Club Headquarters will immediately notify the candidate via an auto-reply email that the SoC has been received and will be posted to the Club website for membership visibility within two (2) business days.
 - 3. All SoC received before 11:59 p.m. Eastern time on April 1 of the election year will be posted in the Members-Only section of the Club website, shared with membership via email- blasts, social media, and in the May issue of the Blue Beret Magazine.
 - 4. The election voting period will run from June 1 to June 15.
 - 5. The nine (9) Executive Council members will be elected by Block Voting where nine (9) candidates with the most votes (who may or may not obtain a majority of available votes or support from the majority of the voters) are declared the elected and will fill the available positions.

6. The names of the elected Executive Council members, and the number of votes each candidate received, will be available to the membership within 48 hours of the close of the election.
 7. In the event that two (2) or more candidates receive the same number of votes in the ninth position, there would be an immediate run-off election between those candidates and any remaining candidates to determine, by the most votes, the ninth and subsequent positions. The run-off election will run from July 1 to July 10.
 8. Should a candidate withdraw at any time before the distribution of the ballot, Club Headquarters will notify the WBCCI membership of the withdrawal, immediately remove the SoC from the website, and adjust the ballot accordingly.
 9. Should any successful candidate withdraw, after voting results have been announced, the candidate with the next highest voting rank shall be selected to fill the vacated positions.
 10. Following the election of the Executive Council Members the Executive Director will provide the newly elected Executive Council, and Region Presidents, and continuing Region Presidents with the names of those Council Members who are eligible to be considered for election to an Executive Officer position during the Reorganization Meeting. (See Policy 8.6.1 Executive Council and International Officers)
 11. The SoC template for the upcoming term will be available on-line June 1 of the prior year.
 12. Frequently Asked Questions (FAQs) will be maintained on the Club website.
- B. Running for office and electioneering
1. Candidates who choose to promote themselves in any (International, Region, local club, or intraclub) WBCCI publication must submit an article of 200 words or less to the entity they select within the appropriate deadlines for submission to that publication. If a publication decides not to accept a candidate's article, it must reject all articles from all the candidates.
 2. Clubs must promote all candidate submissions if received before the publication deadline. Publication shall be in alphabetical order by the candidate's surname.
 3. The Club email lists may be used by international, regional, local club, and intraclub leadership to educate members impartially about timelines, processes, eligibility, and proposed policy changes.
 4. Club rules prohibit using blanket directory resources for campaigning.

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: (8/18/22)
 - 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. 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.
 - g. Attend the National Rallies held in his/her Region and assist as requested.
 - h. 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.
 - i. 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.
 - j. Assist the International President and other officers and Committees in the conduct of Club business as requested. (5/11/23)
 - k. 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.
 - l. 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.
 - m. As Past Region President, continue to act as an ambassador for the WBCCI and assist the Local Clubs, current officers and committees as requested.
 - n. 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.
 - o. 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.

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: (8/18/22)
 - 1. Lead by example with a commitment to transparency among the leadership team and with members;
 - 2. Establish strong effective working relationship with the Executive Director and Headquarters staff;
 - 3. Serve as Chair during meetings of the Executive Council, and International Board of Trustees, as well as meetings to settle Grievances submitted at the International level;
 - 4. Mentor Executive Council Members, ensuring they are aware of, and performing, all responsibilities which will culminate in their successful term in office;
 - 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;
 - 7. Lead Executive Council discussions and other WBCCI leadership discussions using teleconferencing or Zoom meetings as needed;
 - 8. Work closely with Executive Council Members in Long-Range Planning for WBCCI and ensure implementation of mutually agreed upon goals;
 - 9. Gather input and deliver annual review to Executive Director.
- 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, Executive Director and Incoming President, develop and receive approval for balanced annual Club Budget;
 2. Working with the Executive Director and Treasurer, develop the International Rally Budget; (5/11/23)
 3. Review the content of the annual 990 form in conjunction with the Treasurer, Executive Director, and the Immediate Past International President.
- E. Demonstrate planning responsibilities: (8/18/22)
1. Identify and align personal Presidential goals with Executive Committee;
 2. Review current International Standing Committee Chairs with Executive Committee; identify and make changes as needed;
 3. Establish mentorship/leadership responsibilities between the Executive Committee, and International Standing Committee Chairs and Region Presidents;
 4. 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. Digital Membership Directory

1. WBCCI will maintain a digital membership directory and each member in good standing will be provided access to that directory.
2. The digital directory will include:
 - a. Names and address of members and Big Red Number;
 - b. Email and telephone information;
 - c. A special designation for Life Members of WBCCI;
 - d. Listing of all Local and International Offices held by the member;
 - e. Listing of any numbered Caravan(s) they have participated in.
3. The digital and pdf directories will not contain the personal information of any member who has requested it to remain private, but their name, Region and Local Club number and Big Red Number will be published.
4. A pdf version of the directory will be made available for download on the Club webpage and will be updated on a quarterly basis.
5. The pdf version of the directory will include:
 - a. Names and address of members and Big Red Number;
 - b. Email and telephone information.
6. Once each year, a printed, spiral bound copy of the January version of the pdf will be available to members, for the cost of handling and postage.
7. Except as authorized by the Executive Council, the contents of directories, including the Membership Directory, Rosters of Local Clubs, or any list that includes member information, shall not be made available to any individual or organization not a part of the International Club to avoid unwanted solicitations, and no member may use the directories for outside campaigning or soliciting purposes. (5/23/24)
8. The following statement shall be prominently displayed in each printed International Membership Directory, on the Membership Directory webpage, and be included in local directories/rosters:

The WBCCI Membership Directories and Rosters are the property of the WBCCI and are only for club-related purposes. No information shall be shared, sold, or used for solicitation outside the club. Any directories no longer needed, printed or electronic, shall be destroyed. Violations of this policy may result in disciplinary action in accordance with the bylaws and could penalize a member up to and including expulsion from the club. By accepting the terms and conditions of using this directory or roster, members agree to the bylaws and policies protecting the privacy of member information.

When economically feasible, the above statement shall appear in boldface or in a manner that draws the user's attention to it. (5/23/24)

A. The Blue Beret

1. The Blue Beret, the official publication of the club, is published in both print and digital editions. Print editions are provided four times each year. Digital only editions are provided monthly.
2. Articles describing Club events from members may be included in the Blue Beret at the discretion of the publication editors.

B. Distribution

1. Members in good standing in the International Club may elect to receive, each calendar year, the four print issues and access to the digital issues of the Blue Beret. Members may also choose to receive digital copies only by updating the preference in their membership profile .
2. First Class handling and postage for the Blue Beret are available by prepaying the prevailing rate to Headquarters. Prevailing rate to be established by the Executive Director.
3. The Executive Director shall determine the most cost effective way to distribute WBCCI publications outside of the United States.
4. Subscriptions to the printed Blue Beret are available to past members at the prevailing subscription rate.
5. Courtesy copies of the Blue Beret may be mailed to individuals or businesses for public relations or business purposes. 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 have not updated their membership profile may receive a courtesy copy provided that member pays the cost of postage. 16.6.1 (7/13/23)

16.6.1 Financial Management (11/17/22)

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 \$250.00 or, in the judgment of the Executive Director, the deposits should be made more frequently. Un-deposited checks should be stamped with the club endorsement "For Deposit Only". (2/23/23)

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 in a budget approved by the Executive Council; withdrawals not previously budgeted, must be separately approved by the Executive Council. (2/23/23)
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. 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. Managing Financial Reserves (5/23/24)

Reserves will be planned during the annual business planning process and evaluated every quarter. At the conclusion of each quarter, one-fourth ($\frac{1}{4}$) of the planned reserve amount shall be deposited into separate bank accounts. The balance in these accounts will be reported on a quarterly basis as a part of the quarterly financial updates. Within thirty days of the accounting year-end, the Finance Committee will provide a recommendation to the IBT regarding the final year-end funding in the reserve accounts, based upon the Finance Committee's evaluation of cash reserves at accounting year-end and before the books closing.

Once the assessment is completed on year-end reserve money and prior to the books being closed, the IBT will determine the disposition of the cash reserve using the following guidelines:

1. The Operational Reserve's annual contribution goal is ten percent (10%) of net membership fees. This amount may vary as the Club's financial circumstances dictate and will diminish as the fund approaches its goal. The ultimate reserve balance goal is forty percent (40%) of net membership fees or \$250,000.00.
2. The Technology Reserve's annual contribution goal is twenty-five percent (25%) of the largest three prior years of capitalized spending. This percentage may vary as the Club's financial circumstances dictate and will diminish as the fund approaches its goal. The ultimate reserve balance goal is one hundred percent (100%) of funded technology projects or \$300,000.00, whichever is greater.

3. The infrastructure reserve's annual contribution goal is \$20,000.00 until the reserve balance goal of \$200,000.00 is reached. This amount may vary as the Club's financial circumstances dictate.

D. Signatories

The International Treasurer is authorized to designate Headquarters employees to sign checks, make online payments and online deposits on behalf of the International Treasurer.

E. 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.

F. 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)

G. 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 1st, 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)

H. Fiscal Year

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

I. Regions and Local Clubs (2/23/23)

1. Deposits

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. All monies collected shall be deposited in an account in the name of the club entity at a depository designated by the appropriate entity Board. Deposits shall be made as soon as possible following receipt.

2. Identified Funds

The Treasurer may establish unique funds within the accounting system as needed for proper accounting of the funds. These may include categories such as Operating Fund, Rally Fund, Merchandise, Charitable funds, etc.

3. Signatories

The Entity Treasurer is authorized to sign checks on behalf of the region or local club. It is recommended that an additional member of the board, typically the President, also be authorized to sign checks, in the event the Treasurer is unavailable.

4. Investing

The Treasurer, is authorized to invest monies of the region or local 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 applicable country, state, and/or province. These funds should be deposited in insured accounts. Funds deposited in the US shall be in accounts that 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. Bylaws ARTICLE XVI, Financial Management prohibits members benefitting from these transactions.

5. Financial Statements

Each entity Treasurer is required to prepare an annual accounting of beginning cash balance, cash receipts, disbursements and ending cash balance within 60 days of the entity's year end and shall retain appropriate financial data in accordance with the established guidelines, policy, and procedures. This accounting shall be provided to the members of the entity Board. Caravans submit these reports to the International Caravan Chair and Caravan Treasurer.

6. Fiscal Year

The fiscal year for each region or local club shall be established. It may be on a different schedule than the International Club. Following close of the Fiscal Year, the appropriate Tax Return shall be filed. US based entities shall comply with Item J.

J. Liability Insurance

The Executive Director 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 the General Fund. No claim will be filed on behalf of any claimant until all requirements met. (2/23/23)

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 Council and the WBCCI insurance company. The requester will pay the insurance cost. Headquarters will provide guidelines for approval and payment of the insurance fee. (2/23/23)
3. Insurance Certificates If the owner of the property you plan to use for a Rally or Caravan asks for a certificate of insurance, complete a Request for Certificate of Insurance on the club webpage. (2/23/23)

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. Email info@airstreamclub.org a written statement of the accident, including all details (especially dates, times, locations) (2/23/23)
 - b. Include scanned copies all bills of which you are making claim. (2/23/23)
 - c. Include one scanned copy of any 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. (2/23/23)
 - 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.

K. *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.

L. IRS Filings (2/23/23)

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 at info@airstreamclub.org. 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

M. 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)

N. 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, Executive Director, 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. If actual costs exceed the IRS mileage allowance using the standard rate, the actual fuel cost (receipts required) may be added to the depreciation allowance rate specified by the IRS to provide a basis for mileage reimbursement. (11/17/22)
 2. Road and bridge tolls.
 3. Overnight parking fees: (11/17/22)
 - a. The budgeted amount covering in route overnight expenses shall be an average of thirty dollars (\$30.00) per night for each three hundred (300) miles traveled.
 - b. The amount of reimbursement shall be the receipted expense or an average of thirty dollars (\$30.00) 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. (5/11/23)
 - 1. Attendance (travel and registration fees) at Local Club Rallies and events in the Region are reimbursable.
 - 2. The following events are not reimbursable: Region Rallies and Region Board Meetings within their Region, IBT meetings, International Rallies, travel to or from caravans, and events hosted by the officer's home club.
 - 3. 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. Reimbursement cannot exceed the approved budgeted amount.
 - b. Claims will be submitted by Region Presidents directly to Headquarters within 90 days of travel.
 - c. Reimbursements from WBCCI are not available to Region Officers reimbursed by their Region.
 - 4. Cross funding for reimbursement of authorized travel by a Region's Vice President is authorized with full approval of the Region Officers affected.
- H. Executive Council members and Immediate past President travel expenses 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. (8/18/22)

1. No more than one (1) member of the Executive Council may be reimbursed for travel to the same rally unless their attendance is specifically requested by the International President. (8/18/22)
 2. Reimbursement cannot exceed the approved budgeted amount. Claims will be submitted directly to Headquarters within 90 days of travel.
- I. Executive Council and Immediate Past President reimbursement includes the budgeted amount which includes two-way travel expenses to any in-person Board of Trustee Meetings based on a budget submitted by the Treasurer prior to the beginning of the first IBT Meeting of the fiscal year and approved by the Executive Council and adopted by the Board of Trustees. (8/18/22)
1. Claims will be submitted directly to Headquarters.
 2. Travel expenses to and from the International Rally are not reimbursable for Executive Council Members, the Immediate Past International President or Region Officers. (8/18/22)
 3. Parliamentarian, Standing and Special Committee Chairs travel expenses shall be paid when specifically approved as a budget item and approved by the Executive Council and the IBT. (8/18/22)
 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. (8/18/22)
 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 can be withdrawn as necessary for general operating expenses of the Club including: (8/18/22)
 - a. Supplies such as berets, flags, pennants, decals and trophies for resale to members, Local Clubs and regions. (1/31/85)
 - b. Headquarters is authorized to approve the refund of dues paid, when requested by a member, due to health or death. Requests made within six (6) months of the member's anniversary date will receive a full refund of all dues paid. Requests made beyond this date will receive a refund of one-half the dues paid. (8/18/22)
 - c. The President is authorized to approve budgeted expenditures from the General Fund for the Annual Local Club President's Appreciation Dinner. (8/18/22)
 - d. Expenditures incurred in conjunction with the International Rally for the Annual Local Club Presidents' Appreciation Dinner and Gifts, including, but not limited to, printing costs, room rental, etc., shall be paid from the General Funds of the Club. (8/18/22)
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 Executive Director 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 Executive Director 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 Executive Director. Such procedures are subject to approval by the Executive Committee. (1/20/17)

16.6.4 Rallies

Information on rally sites of all sizes is gathered and maintained by International Headquarters. Information is gathered from fairgrounds and other venues and is available for use in planning rallies of all sizes (2/23/23)

- 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 Event Rallies (8/18/22) National Event Rallies are planned, sponsored, and conducted by one or more local clubs, Regions, or Headquarters and held in conjunction

with, or in the vicinity of, a well-known annual or periodic festival, event, celebration, or places of historic significance or natural beauty. National Event Rallies may also be held in support of a community or non-profit organization and may also focus or celebrate the history or lifestyle of Airstream travel and/or WBCCI.

National Event Rallies may be recurring or one-time events.

The sponsor(s) of an established National Event Rally shall comply with the requirements as described in the application form located on the WBCCI website.

The sponsor(s) of a proposed new, first-time, or reactivation of a discontinued National Event Rally shall forward a completed National Event Rally Application to the Committee Chair at least six months in advance of the proposed event date.

The Committee Chair will coordinate with the event sponsor(s) to submit the proposed National Event Rally to be authorized by the National Event Rallies Chair. Upon the completion of a National Event Rally, the sponsor(s) shall forward a written financial report, using the instructions in the National Event Rallies Financial Report form located on the WBCCI website, to the Committee Chair and Headquarters for record purposes and for providing a financial report to each member of the International Board of Trustees.

- 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, under the direction of the Executive Council are planned and supported by International Headquarters for the enjoyment of all members of WBCCI and held on date(s) and site(s) selected by Headquarters with the approval of the Executive Council. Selection shall be ratified by the IBT prior to contract approval. (2/23/23)
1. Contracts: Headquarters 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.
 2. Contracts for International Rallies:
 - a. Contracts shall be based on a reasonable fee for the facilities or a set fee multiplied by the number of members. This should be a realistic number of members 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 more than 48 months prior to the start of

any 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 container(s). Any International Rally expense that would exceed this amount must first be approved by the current Executive Council. (2/23/23)

3. Headquarters shall publish a detailed financial report of the International Rally at the second quarterly meeting of the IBT following the rally.
 4. Planning and Supervision: The planning and supervision of the annual International Rally shall be the responsibility of Headquarters.
 5. Income from International Rally: Fees (see Bylaws Article XVI) when any member, committee member or officer collects fund for or on behalf of the WBCCI, such funds shall be deposited in the proper account of the WBCCI.
 6. Publicity: All publicity and news releases regarding the International Rally shall originate from Headquarters. Any prepared Publicity Kits will be made available electronically to all Local Clubs by Headquarters.
- 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 for registration on the Club webpage.

CRITERIA:

1. Duration of nine (9) or more nights not including nights spent at organized rallies.
 2. Park in three (3) or more cities or geographic locations, not including organized rallies.
 3. Number 10 or more trailers, motorhomes, including the leader.
 4. Use the kitty fee method for handling financial matters.
 5. Adhere to provisions in the current Club Caravan Handbook, the Bylaws and established Policy and Financial Management practices of the WBCCI.
- H. Local Club Caravans, which meet the CRITERIA hereunder, may also be listed on the on the Club webpage if authorized by the Caravan Committee Chair.

CRITERIA:

1. Duration of 6 or more nights not including nights spent at organized rallies.
2. Park in 3 or more cities or geographic locations, not including organized rallies.
3. Number 7 or more trailers and/or motorhomes, including the leader.
4. Use the kitty fee method for handling financial matters.

5. Adhere to provisions in the current Club Caravan Handbook, the Bylaws and established Policy and Financial Management practices of the WBCCI. (7/13/23)
 - 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 and Special Interest Groups (8/18/22)

- 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 authority

Following 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 its fourth quarterly meeting. 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. (8/18/22)
- D. Intra-Clubs shall provide Headquarters, on or before December 31st, 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. (8/18/22)
- E. Intra-clubs presently authorized: (8/18/22)
 1. Amateur Radio
 2. Classic Airstream
 3. Independent Streamers (Indy Streamers)
 4. Vintage Airstreams (25 years or older)
 5. Future Streamers
 6. Grapes and Grain
 7. Boondockers
 8. Stella’s Sisters
- F. Special Interest Groups, e.g., bird watchers, mountain bike riders, etc., are recognized by the WBCCI with the approval of the Executive Council, and (8/18/22)
 1. Will have access to the WBCCI website for communication with members who have the same interests;

2. Will not be required to have a Constitution or Bylaws;
3. Will not be required to present annual reports;
4. May hold gatherings of its members that are un-hosted or as part of any WBCCI activity;
5. May be formed by members in good standing in WBCCI by informing Club Headquarters of intent and purpose of said group and requesting recognition by the Executive Council;
6. Members may join through a page provided on the Airstream Club website;
7. Groups may maintain communication with members via private email, phone, or in-person gatherings;
8. Will have a group leader in order to facilitate gatherings, schedules, and membership;
9. Will not charge fees or require dues for membership.

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, Executive Director, 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 Vice Presidents, Executive Directors and staff, Recording Secretaries, Treasurers, Parliamentarians and the spouse/partner of each. No other titles are authorized for this badge. (8/18/22)
 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.
 10. White and Dark Orange – National Event Rally Host and spouse/partner. This badge to be worn by National Event Rally host and spouses/partners of official National Event Rallies from the date of approval of the event/rally and thereafter, with the annual review and approval of the National Event Rallies Standing Committee Chair in accordance with the above. (11/17/22)

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: (05/23/24)
 - a. WBCCI (General Membership)
 - b. Local Club/Intra Club Officers (President, Vice Presidents, Secretary, Treasurer, Director/Trustee, and any officer identified in their Bylaws)
 - 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. Executive Council Member
 - i. International Parliamentarian
 - j. International Past President
 - k. International Past Vice President
 - l. International Past Recording Secretary
 - m. International Past Treasurer
 - n. Past Executive Council Member
 - o. International Past Parliamentarian
 - p. 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.defense.gov/News/Feature-Stories/story/Article/1892936/dos-and-donts-for-displaying-old-glory/>

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/flag-canada-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 (5/23/24)

- A. The display of the Airstream Number, aka Big Red Number (BRN), is encouraged for participation in Club activities to assist with the identification, location, logistics, parking, communications, and some safety considerations. When the BRN is required for participation, the activity organizer shall inform the participants in advance and at registration. All methods for displaying BRNs, when required, should be visible and clear to read as described on the "All about BRNs" Club webpage.

The traditional method of display is provided below:

1. The Club Decal is affixed 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.

2. The vinyl BRNs should be centered, front and rear, below the decal.
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. 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.
5. Other options for display at Club activities, information regarding the history and purpose of BRNs, as well as instructions for installation are provided on the Club webpage "All About BRNs".

B. 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 the 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 1000 and for approved Heritage numbers will only be processed if the requirements of Policy 16.6.10, Item E 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 E.
- C. 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 D, Subitem 1 thru Policy 16.6.10, Item D, Subitem 6 and did not retain their old number in accordance with Policy 16.6.10, Item B, Subitem 4.
 - c. The member voluntarily requested a number change under Policy 16.6.10, Item B, 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.
 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 listed in the MEMBERSHIP DIRECTORY. (7/13/23)

- D. 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 E applies: (5/23/24)
1. Sub 100 Series (1-100): Assigned at the sole discretion of Airstream, Inc.
 2. 100 Series (101-199): Available to be assigned to the International President:
 - a. The newly elected International President will be assigned, the lowest available Airstream Number in the 100 Series if desired.
 - b. Upon completion of service as International President that number will be retired from future reissue.
 - c. If an International President does not accept a 100-series Airstream Number, the Airstream Number they used while in office will be retired from future reissue at the end of their term. If the International President was more than one non-100-series Airstream Number during their term in office, only their primary Airstream Number will be retired.
 3. 200 thru 300 Series (200-399): Available to Region Presidents
 - a. Each newly elected Region President may select an available Airstream Number in the 200 series if desired. If sufficient available numbers in the 200 series do not exist, the selection will be extended to available numbers in the 300 series.
 - b. The order of the selection shall be established by drawing the names of the eligible Region Presidents in the presence of the IBT. A Region President taking office mid-term and wanting a number in this series may select one from the available numbers. They do not have to wait for an IBT meeting.
 4. 400 Series (400-499): Available to be assigned to International Officers, other than the International President, and Executive Council Members.
 - a. Each newly elected International Officer, other than the International President, and each newly elected Executive Council Member may select an available Airstream Number in the 400 series if desired.
 - b. The order of the selection shall be the International Vice President, International Secretary, International Treasurer, and then the Executive Council Members. Executive Council Members will select numbers in the order of most votes received to least during the most recent election cycle. In the event of a tie vote count, the order of selection will be determined by a drawing of the tied member names in the presence of the IBT. An Executive Council Member taking office mid-term and wanting a number in this series may select one from the available numbers. They do not have to wait for an IBT meeting.
 5. 500 and 600 Series (500-699) Reserved for future use.

6. 700 Series (700-799): Available to be assigned to members in certain appointed international positions, currently defined as the International Parliamentarian and International Standing Committee Chairs.
 - a. The Parliamentarian and each Standing Committee Chair, upon hitting the service milestones defined below, may select an available Airstream Number in the 700 series, if desired.
 - i. The Parliamentarian may select their number at the first IBT meeting attended in that position.
 - ii. The Standing Committee Chairs may select their number after three years of service in that position and delivery of three committee reports to the IBT.
 - b. If more than one member is eligible for a number in this series at the same IBT meeting, the selection order shall be the International Parliamentarian, followed by eligible Standing Committee Chairs in an order determined by a drawing of their names in the presence of the IBT.
 7. 800 Series (800-899): Available to be assigned to by WBCCI National Caravan Leaders.
 - a. Caravan Leaders who have led a minimum of five (5) National Caravans may select an available Airstream Number in the 800 series, if desired.
 - b. If more than one Caravan Leader is eligible for a number in this series at the same IBT meeting, the selection order will be based upon the earliest completion date of the 5th caravan lead. In case of a tie, the names will be drawn to determine the selection order.
 8. 900 Series (900-999): Available to WBCCI National Event Rally hosts.
 - a. Members who have hosted a minimum of five (5) National Event Rallies may select an available Airstream Number in the 900 series, if desired.
 - b. If more than one Rally Host is eligible for a number in this series at the same IBT meeting, the selection order will be based upon the earliest completion date of the 5th rally hosted.
 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.
 10. 1000 Plus Series (1000-32000+): Available to be assigned to any WBCCI member.
- E. Airstream Number Exceptions: The following exceptions apply to the Airstream number ranges defined in Policy 16.6.10, Item D:
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 E. 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 Presidents in accordance with Policy 16.6.10, Item D, Subitem 2.
 - iii. Heritage Numbers in the 200 Series and above (200-32000+) shall be restricted from reissue as normally allowed by Policy 16.6.10, Item D, Subitem 2 through Policy 16.6.10, Item D, 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 IBT, may be designated as Heritage Numbers.
 - ii. Airstream Numbers that were assigned to club members while they made historically significant personal contributions to the club, as determined by the Historical Standing Committee and approved by the IBT, may be designated as Heritage Numbers.
 - iii. 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 (101-199) are unavailable to be assigned to Heritage Airstreams in accordance with Policy 16.6.10, Item D, Subitem 1.

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.

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 Officer, Executive Council Member, Parliamentarian, and Trustee flags will be passed on with the normal succession of office. The Club will purchase flags for current officers and any replacement flags and provide the initial “past office holder” flag when they complete their term. (5/23/24)
- 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 and Method for Handling Proposed Amendments to the International Constitution (2/22/24)

Any amendment to the International Constitution, proposed in accordance with Constitution, Article XII, Amendments, must adhere to the following procedures and timeline:

- A. Amendments to the WBCCI Constitution may be submitted to Headquarters at any time. Still, they will only be considered for approval during the biennial election for Executive Council members, using the following timeline. Proposed amendment(s) will be sent to the Constitution and Bylaws (CBL) Chair for review. The only exception would be by a special resolution of the IBT.
- B. Proposed amendment(s) will be sent to the Constitution and Bylaws Committee (CBL) for review within ten (10) days of receipt. The Committee will have twenty (20) days to review and comment on the proposal.
- C. The proposed amendment(s) and Report of the Constitution and Bylaws Committee will be sent to the International Board of Trustees (IBT).
- D. At the next International Board of Trustees Meeting the proposed amendment(s) will be considered and, if approved by a 2/3 vote of the Board of Trustees, will be submitted with a copy of the Constitution and Bylaws Committee report to all WBCCI members for their consideration at the next Executive Council election.

- E. If the Board of Trustees modifies the proposed amendment(s), it will be resubmitted to the Constitution and Bylaws Committee for review and report. The Constitution and Bylaws Committee will prepare a revised report within ten (10) days and submit the report to Headquarters.
- F. Headquarters shall forward copies of the Constitution and Bylaws Committee final report to all members with copies of the proposed amendment(s), no later than ninety (90) days prior to the Executive Council election. Local Club leadership will provide an opportunity for their members to discuss all amendments at the local level.
- G. Local Clubs, as well as Members at Large, will have sixty (60) days to review the amendment(s) and submit questions or proposed changes directly to the author(s) of the amendment(s). Consideration and discussion of these questions, and any proposed changes will take place on a Members Only Forum on the WBCCI website.
- H. If the authors have made any changes to the original motion(s), based on member input, the revised motion(s) needs to be sent to the Constitution and Bylaws Committee and the Parliamentarian for review. The revised motion(s) will then be sent to the International Board of Trustees for approval before distribution.
- I. Fifteen (15) days prior to the Executive Council election the amendment(s) will be sent to all WBCCI members for their vote. A Constitutional Amendment requires a quorum of 20% of the members for a valid vote by electronic and/or paper ballot. A 2/3 vote in the affirmative is required for the passage of the Constitutional Amendment(s).
- J. The results of the members' vote on any Constitutional Amendment(s) will be reported by the International President to the Board of Trustees at its next meeting for inclusion in the WBCCI Minutes of said meeting. If approved, amendment(s) become effective on that meeting date.

19.1 Financial or Operational Assistance from WBCCI to the WBCCI Foundation (2/23/23)

To avoid real or perceived mingling of resources, WBCCI will only provide contracted financial or other resources that provide direct Member benefits as a part of the WBCCI Benefits package for its Members.

- A. Contracted services would include any staff time or physical materials being paid for by the Foundation.
- B. Direct Member Benefits would include access to the member data base for communications arranged by, paid for, and managed by the Foundation.