

MINNESOTA AIRSTREAM CLUB

Policy Manual



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Purpose

Article X of the Minnesota Airstream Club (hereinafter, Club) Bylaws permits policy consistent with the Constitution and Bylaws of the Club and with the Constitution, Bylaws and Policy of the Wally Byam Caravan Club International, Inc., embodying additional provisions for the government of the Club to be adopted by the Executive Board or the Club members. These policies typically arise from motions approved during business or Executive Board meetings. The purpose of this policy manual is to provide a central place to document such policies.

Dues

Annual dues are \$15 for each member.^{1,2}

Events³

1. Fees

- a. A registration fee is required for all events.⁴
- b. Event budgets shall be approved by the Executive Board prior to opening the event for registration.⁵
- c. Event budgets shall provide the following information:
 - 1) all expected expenses including any plans for charitable giving⁶,
 - 2) monetary support expected from the Club (see Managing Club Cash Resources below),
 - 3) expected number of attending member units (accounting for potential cancellations),
 - 4) proposed event registration fees,
 - 5) proposed additional fees for optional activities.
- d. New Members
 - 1) A free rally certificate will be given to new members for the Club rally of their choice.⁷
 - 2) There is no cap on the amount of the rally fee.
 - 3) Free rally certificates apply only to the rally fee.
 - 4) Free rally certificates do not apply to additional charges for ancillary rally activities such as tickets to an event.

¹ 9/16/2017 Business Meeting

² "Member" is defined in the Club Constitution.

³ Events include rallies and other Club activities.

⁴ 5/13/2022 Business Meeting

⁵ 9/6/2024 Executive Board Meeting

⁶ 5/13/2023 Business Meeting - motion stipulated that giving must be non-polarizing.

⁷ 9/14/2019 Business Meeting. This wording reflects the wording of the certificate being sent to new members. The motion was worded so that the certificate covered only a new member's first rally. Approval of this policy manual approves current practice.

e. Rally Organizers⁸

- 1) The Club will pay the rally fees for the rally organizer for each Club rally.⁹
- 2) Up to two (2) rally organizers (as designated by the President) may have their rally fees paid by the Club.
- 3) This applies only to the rally fee and does not apply to ancillary charges (camping, optional tours, etc.).

2. Cancellations

- a. The intent of the event cancellation policy is three-fold:
 - 1) treat members who cancel fairly,
 - 2) minimize loss to the club in the event of cancellations,
 - 3) reduce work load of the event organizer.
- b. The event organizer, in collaboration with the President and Treasurer, shall determine the cancellation policy for the individual event.
- c. The event cancellation policy should consider the following:
 - 1) the cancellation policy for vendors providing goods and services during the event (e.g., campground, meals, meeting facilities such as tents, entertainment).
 - 2) the event organizer's schedule for making arrangements and reservations for the event.
- d. An acceptable default cancellation policy is:
 - 1) A full refund will be issued for cancellations made ten days or more before the event.
 - 2) A 50% refund will be issued for cancellations made less than ten days before and up to two days before the event.
 - 3) Cancellations made less than two days before the event will be considered as no-shows.
 - 4) No refund will be issued for no-shows regardless of reason.
- e. The cancellation policy shall be stated clearly on the specific event registration form and on the confirmation email.

3. PayPal¹⁰

- a. People registering for events and paying with PayPal shall be charged the PayPal transaction fee.
- b. PayPal transaction fees are non-refundable.
- c. PayPal is only to be used for registering for an event. The Club's PayPal account shall not be used to either receive money from or pay money to businesses.

⁸ 5/13/2023 Business Meeting

⁹ This does not apply to any events other than rallies

¹⁰ 1/16/2024 Executive Board Meeting

Expenses Covered by the Club

1. **Badges** - badges for members of the Executive Board.¹¹
2. **Zoom** - Zoom subscription for the President, Vice Presidents, Treasurer and others as assigned by the President.¹²
3. **Quicken** - Quicken subscription for the Treasurer.¹³
4. **Microsoft 365** - one account in addition to the one provided by ACI.¹⁴
5. **Jotform** - Jotform subscription for the Webmaster.¹⁵
6. **Storage** - rent on storage space for historical records and Club supplies
7. **Gift for Outgoing President** - up to \$75

Supporting Region 7

1. **Jotform** - The Club provides Jotform services to Region 7.¹⁶

Approval of Expenditures¹⁷

1. **Event Expenses when the Event Budget Has Been Approved**
 - a. Individual expenses that are either within pre-approved total budgeted expenses or cause an increase less than \$200 above pre-approved total budgeted expenses, may be paid by the Treasurer without additional approvals.
 - b. Individual expenses that cause an increase of \$200 to \$500 above pre-approved total budgeted expenses shall be reviewed by the President prior to making payment.
 - c. Individual expenses that cause an increase greater than \$500 above pre-approved total budgeted expenses shall be reviewed by the Executive Board prior to making payment.
2. **Recurring Expenses**
 - a. Recurring expenses that remain the same year-to-year may be paid by the Treasurer without additional reviews.
 - b. Payment of recurring expenses that increase by up to \$500 over the previous year's amount shall be reviewed by the President prior to making payment.
 - c. Payment of recurring expenses that increase greater than \$500 over the previous year's amount shall be reviewed by the Executive Board prior to making payment.

¹¹ 9/18/2021 Business Meeting

¹² 9/6/2024 Executive Board Meeting

¹³ 9/6/2024 Executive Board Meeting

¹⁴ 5/13/2023 Business Meeting

¹⁵ 5/22/2021 Business Meeting

¹⁶ 5/17/2024 Business Meeting

¹⁷ 9/6/2024 Executive Board Meeting

3. Non-recurring Expenses

- a. Event expenses realized before the event budget has been approved (e.g., deposits) should be treated as non-recurring expenses.
- b. Discretionary spending requests should be treated as non-recurring expenses.
- c. Payment of non-recurring expenses up to \$200 may be approved by the chairperson or event organizer.
- d. Payment of non-recurring expenses greater than \$200 and up to \$500 may be approved by the President.
- e. Payment of non-recurring expenses greater than \$500 and up to \$3,000 may be approved by the Executive Board.
- f. Non-recurring expenses greater than \$3,000 shall be presented to the general membership for approval.

Managing Club Cash Resources¹⁸

1. **Investing Club Money** - Up to \$6,000 may be invested by the Treasurer in Certificates of Deposit (CDs).¹⁹
2. **Cash Reserve**
 - a. The goal is to maintain at least \$4,000 in cash accounts (checking + CDs).²⁰
 - b. The Treasurer may withdraw money from CDs as needed to maintain the necessary checking account balance.
3. **Supporting Events** - up to \$2,000 may be used annually to support Club events.²¹

¹⁸ 9/6/2024 Executive Board Meeting

¹⁹ This amount was discussed at the 5/13/2023 business meeting and was referred to the Executive Board for approval. It was approved at the 9/6/2024 Executive Board Meeting.

²⁰ This amount was determined to be adequate by the Cash Resources Special Committee appointed by President V R Peterson at a meeting of the Executive Board held at the Spring 2024 rally.

²¹ This amount is based on a pro forma Club income statement created through the work of the Cash Resources Special Committee and is shown to result in a manageable drawdown of Club cash holdings.