

# **REGION 3 POLICY MANUAL**

As of August 1, 2024

## **ARTICLE I**

### **NAME OF ORGANIZATION/PURPOSE AND DEFINITIONS**

This Policy document provides the operational procedures of Region 3 of the Wally Byam Caravan Club, International, Inc. (WBCCI). This policy shall not conflict with the Constitution, Bylaws and Policy of the International Club. In case of conflict, the latter shall prevail. Region 3 is a part of the WBCCI which is an organization existing as a non-profit corporation under the laws of the State of Ohio and exists as the primary link between the International Club and the clubs located within this Region (“the Clubs”). The geographic area of Region 3 includes the states of Virginia, North Carolina, South Carolina, Georgia and Florida, except that portion of Florida lying within the Central Time Zone.

## **ARTICLE II**

### **OBJECTIVES**

The overall objective of Region 3 is the same as specified in the WBCCI Constitution. Further, the Region 3 organization exists primarily to serve and benefit the Clubs by the promotion of cooperation, good relations, programs and activities within this Region. The Region shall represent the decisions, concerns and the membership of these Clubs in matters before the International Board of Trustees (IBT).

## **ARTICLE III**

### **LIABILITY**

WBCCI has a comprehensive general liability insurance policy to cover club functions and activities in the United States and Canada. This policy is written to protect all of the local clubs, Region, and International Officers and employees while engaged in official, authorized business for WBCCI and the facilities being used or leased for such functions. The policy covers claims which may be brought against the above-named individuals as a result of accidents resulting from their negligence.

WBCCI does not provide insurance for property owned by a Region or local club. These properties must be insured by the ownership entity. WBCCI's insurance policies are not a substitute for an individual member's personal liability or property insurance.

## **ARTICLE IV**

### **MEMBERSHIP QUALIFICATIONS**

To become a member of the Region 3 organization a member must be in good standing as a member of WBCCI.

## ARTICLE V OFFICERS AND THEIR ELECTION

The Region 3 organization shall consist of the Region 3 Executive Committee, Staff and Region Board. The Executive Committee is comprised of the elected Region Officers and the Immediate Past Region 3 President. The Region 3 Staff shall include members appointed by the Region President for the management and welfare of the Region. The Region Board shall be comprised of the Executive Committee and the Presidents of all the Clubs within the Region.

The Region 3 Executive Committee shall consist of four members: President, First Vice President, Second Vice President and Immediate Past Region 3 President. The Region President is the Chairman of the Region Executive Committee and on matters requiring Executive Committee voting, a majority will prevail. Although the Region President has the ultimate responsibility for all Region level activities, the Executive Committee will function to coordinate these programs, activities, responsibilities and the Region 3 Staff. In the event the Past President cannot fill the duties of Immediate Past President, the current President will appoint an alternate.

The Region 3 Board shall consist of the Region 3 Executive Committee and all Club Presidents from the Clubs within Region 3 with all members of this Board, except the Chairman, being entitled to one vote. The Region 3 President will act as Chairman who will vote only in cases of where his/her vote will affect the outcome. The Region Board will meet at least once annually, normally at the Region 3 Rally. Should any Club President be unable to attend, they may designate one of their Club Officers, or club members, to the Region Secretary to represent their Club and maintain a vote. If not so designated, any Regular Member from that Club may represent the Club but is not entitled to vote. A quorum will be a majority of the total members of the Region 3 Board.

The positions of Region 3 President, First Vice President and Second Vice President, as members of the Region 3 Executive Committee, will be filled by election using the following process:

1. A Region 3 Nominating Committee will be formed under the direction of the Region President who will direct the Region 3 Board to elect three Regular Members of Region 3 to serve on the Nominating Committee. This will be accomplished during the annual Region 3 Board Meeting at the Region 3 Rally in even-numbered years. The past Region 3 President will automatically become the Chair of the Nominating Committee. The Chair of the Nominating Committee will appoint up to three members to serve on the Nominating Committee. Once a member is appointed to the Nominating Committee, they may serve two terms in succession.
2. This Nominating Committee will interview all candidates and select nominees for the positions of President, First Vice President and Second Vice President. The Nominating Committee's report of selected nominees will be sent to the Region 3 Executive Committee not later 90 days prior to the start of the new accounting calendar year. The Nominating Committee shall consider each candidate on the basis of qualifications without regards to the geographic area or the Club of the candidate, and all deliberations are considered as private and held only within this committee.
3. Not later than January 31 of the election year (even-numbered year) the official ballot will be mailed to the Club Presidents of Region 3. The ballot shall contain the name for each position as listed in the

Nominating Committee report, as well as a means for casting a write-in vote for each office.

4. Each Club President will be entitled to cast one vote, based on the instructions of the club membership, for one candidate for each office. All ballots will be sent to the Region Secretary prior to March 1st. Ballots sent after that date will not be counted.

5. The Region Secretary shall count the votes and provide the results and ballots to the Region President. The candidate receiving a plurality of the votes cast shall be declared elected.

6. In the event of a tie vote, the Region President will break the tie by casting the deciding vote.

7. The Region President shall certify the names of the newly elected officers to WBCCI Headquarters not later than May 5. All Region 3 Officers shall individually be a Regular Member of a Club within Region 3 and pay International dues.

8. The term of office of all Region Officers shall commence upon the installation when the Officers of the International Club assume their new office.

## **ARTICLE VI** **EXECUTIVE STAFF**

The Region 3 Staff will be appointed by and for a term consistent with the Region President. These Staff positions will include a Secretary and a Treasurer, and any other positions, designation of co-chairmen, and/or assistants considered important to the welfare and management of the Region. All Staff positions will be regular members of Clubs within the Region. A listing of Staff positions with duties is listed in Article VI of these Region 3 Policies.

## **ARTICLE VII** **DUTIES OF ELECTED OFFICERS AND STAFF**

### **ELECTED OFFICERS**

1. The Region President is the Chief Executive Officer of the Region and shall serve as the Chairman of both the Region 3 Executive Committee and Region Board, and as the Region's representative on the IBT. As the Chief Executive Officer, the Region President shall be charged with the day-to-day administration of Region affairs between meetings of the Region 3 Board with the help of the Region 3 Executive Committee. Other major responsibilities include coordinating the annual Region 3 Rally with Club Officer training, Club visitations/installations by members of the Region Executive Committee or other designated members, and **insofar as possible**, attendance at all International functions and National, State and Special Event activities held within Region 3. The provisions of International Bylaws, Article IX, further apply. .

2. The Region 3 First Vice President will be cognizant of all duties and responsibilities of the Region President should it be necessary to assume the position of the Region President. This includes the attendance at all appropriate meetings within the Region and, **insofar as possible**, meetings of the IBT. The

First Vice President shall perform assigned duties from the President, assist the President in the affairs of the Region, and assume the duties of President in the absence of said officer including sitting on the IBT. In the event of death, resignation or removal of office of the President, the First Vice President shall assume the duties of the office of President. Developing plans for his/her forthcoming term as Region President will also be a major responsibility.

3. The Region 3 Second Vice President will endeavor to readily qualify in performing all the duties of the First Vice President. This shall include attendance at all appropriate meetings within the Region and, **insofar as possible**, meetings of the IBT. The Second Vice President shall perform assigned duties from the President, assist the President and First Vice President in the affairs of the Region, assume the duties of the First Vice President in the absence of said officer and shall assume the duties of Region President in the absence of the President and First Vice President. If a vacancy occurs in the position of Region 3 Second Vice President, the Region 3 President will act in accordance with the International Bylaws, Article IX, Section 2D.

### **STAFF POSITIONS**

General members appointed by the Region 3 President to positions on the Region 3 Staff serve for a term that is the same as the President and are not voting members of either the Region 3 Executive Committee or Region 3 Board. Appointees must be Regular Members of Clubs within Region 3. They are advisory to the Executive Committee with an area of responsibility specified, but not limited to, duties delineated within this Article. All appointees must follow and enforce the rules and the procedures of the WBCCI Constitution, Bylaws and Policies as well as these Region 3 Policies and present annual reports of their areas of responsibility at Region 3 Board Meetings. Coordination with WBCCI Standing Committee Chairmen who have like responsibilities will be established and communications will be maintained as appropriate. When agreed, additional assignments from the Region 3 President will also be accomplished. Coordination among the Region 3 Staff members is encouraged. This listing is not to preclude the adding of additional Region 3 Staff positions, assistants, co-chairman or maintaining a vacancy on any of the listed positions. **The positions listed below are considered staff roles. At the discretion of the Executive Committee, staff roles will be filled as needed. All roles do not need to be filled for Region 3 with the exception of Treasurer, Secretary and Webmaster.**

1. **Region Secretary** - Shall record the attendance of Region 3 Officers and Club Presidents and accept authorized documents for designated Club alternate representatives at the annual Region 3 Board Meeting at the Region 3 Rally. A record of attendance of Region 3 Officers and required Region 3 Staff at any officially called Region 3 Executive Committee Meeting shall also be recorded. A determination of a quorum present will be reported to the presiding officer. A record of the minutes of those meetings will be preserved with a narrative account prepared of all significant actions, and copies shall be maintained in the Region Files with distribution made to each Region 3 Executive Committee member and Staff member within thirty (30) days.

2. **Region Treasurer** - Shall maintain the financial records of the Region, shall receive all monies and promptly deposit them in the bank previously approved by the Executive Committee, shall submit a full written report of finances to the Region Board at each meeting and before retirement from office, and shall have the books and accounts audited by an individual or committee selected by the incoming Executive

Committee. A mid-term audit is also authorized when directed by a member of the Region 3 Executive Committee with all audits normally being accomplished when and where mutually agreed. The outgoing Treasurer shall deliver all books and monies of the Region promptly to the incoming Treasurer.

The provisions of International Bylaws Article IX, Section 2 A, Subparagraph 1, and Article 8 of these Region 3 Policies shall further apply to the duties and responsibilities of the Treasurer. *This section states: Each region shall elect as its officers a President, a 1st Vice President and a 2nd Vice President (optional), and such officers shall constitute and be the Executive Council of the Region board. The President shall appoint one person from the region as the region secretary, and may appoint one person from the region as the region treasurer to administer any region funds. The President may also appoint the Region's Immediate Past President, providing he/she is not serving in another elected WBCCI office, as a member of the Region's Executive Council.*

**3. Region Webmaster** - Shall develop and operate a Region 3 website dedicated to the activities of the Region and the Clubs of Region 3 with links to WBCCI, Airstream and other websites of interest to our members.

**4. Blue Beret Contributing Editor** - Shall provide data and information for publication in the WBCCI publication, the *Blue Beret*. Shall further coordinate material for publication in the annual Caravan and Rally Schedule in the February *Blue Beret* of Region and State Caravans and Rallies. The provisions of WBCCI Bylaws and Policy, Article XII, Policy B shall further apply concerning publication limitations. WBCCI Headquarters and the Standing Committee *Blue Beret* Chairman shall be informed of the name of the Region 3 *Blue Beret* Contributing Editor by August 1 of each calendar year.

**5. Caravan Chairman** - Shall coordinate and administer the Region 3 Caravan Program by fostering an interest in National, Region, Club and Intra-Club Caravans, support and assist in the training program for Caravan Leaders and participants and coordinate the Region 3 Caravan Program with the WBCCI National Caravan Program. The provisions of WBCCI Bylaws and Policy, Article XVI, Policy on Caravans, shall further apply.

**6. Chaplain** - Shall coordinate the religious interests of all the faiths of Region 3 Members at Region 3 activities, especially at International and Region 3 Rallies. Further, the Chaplain will act as an advisor to the Region3 President on matters concerning the religious wellbeing of Region 3 Members.

**7. Community Service Chairman** - Shall coordinate the Community Service Program within Region 3 to provide a meaningful contribution to outlets such as the host community at International and Region 3 Rallies. This shall include ideas and concepts that can be utilized at Club, State, Region, National and Special Event Caravans and Rallies within Region 3.

**8. Constitution and Bylaws Chairman / Parliamentarian** – The two positions have been combined into one given the similarities in responsibilities for each position. The responsibilities for each area of this combined position are as follows:

Constitution and Bylaws responsibilities - Shall monitor the status of the Region 3 Club Constitution and

Bylaws as required by WBCCI Headquarters, follow-up on delinquent Club submissions, and specifically report on the acceptance and status of those Club Constitutions and Bylaws at the annual Region 3 Board Meeting. Further, to coordinate input from Region 3 Clubs on proposals for amendments to the International Constitution and Bylaws to the Region 3 President for presentation at the next IBT Meeting.

Parliamentarian responsibilities - Shall serve as a consultant and advisor to the Region 3 President or another presiding officer on questions of parliamentary procedure. The Parliamentarian should be familiar with the current edition of *Robert's Rules of Order Newly Revised*, assist the President in preparing meeting agenda and scripts, and advise the President on questions of parliamentary procedure.

9. Ethics and Grievance Chairman - Shall advise and assist Region 3 Clubs and Members in the handling of complaints filed in accordance with International Bylaws Article V and Appendix # 11. Amicable settlements should be found whenever possible.

10. Equipment Chairman - Shall coordinate the current inventory and storage of Region 3 owned equipment and coordinate the movement of this equipment between Region Rallies. The inventory and status of all equipment shall be available to the Region 3 Executive Committee when requested.

11. Family and Youth Chairman - Shall coordinate an effective and continuing Family and Youth Program within Region 3 by encouraging program participation in Club activities. Plan and coordinate a Family and Youth Program at the annual Region 3 Rally.

12. Historian - Shall maintain a record of Region 3 activities and contributions of members from news releases, articles, photos, etc. submitted from the Region 3 Clubs. Especially desired are all Club Newsletters and photos of the Club Officers taken at their installation. The publication of material in the *Blue Beret* which enhances the reputation of Region 3 is encouraged. Shall also prepare a Region 3 President's History Book. Records and Books produced will be available for display at the Region 3 Rally.

13. Legislative Chairman - Shall monitor laws, regulations and other actions on the national, state or local level, and report on those which may be of concern or interest to our members. Of particular interest is legislation concerning the ownership and operation of recreational vehicles.

14. Membership Chairman - Shall develop and maintain a membership program that encourages new members and retention, including informing Region 3 Clubs of WBCCI Members at Large in their area. Accept and reply from the internet and other sources inquiries concerning WBCCI membership and prepare Region 3 Club membership statistics.

15. Rally Coordinator - Coordinate and manage all aspects of the Region 3 Rally under the direction of the Region 3 Executive Committee. This may include selection of site, dates, parking, program, entertainment and the daily supervision of the Rally.

16. Safety Chairman - Shall coordinate and manage a program of recreational vehicle safety with seminars to educate members and safety inspections to provide for safe and efficient equipment. All inspections will be with the owner's permission, with the exception of propane leak detection checks, with owners being provided with the results. There will be no endorsements or disparagements of any name or brand of RV equipment unless specifically authorized by the Executive Committee.

17. Officer Training Chairman - Shall establish, coordinate and manage a program of training for Region 3 Club Officers and Committee Chairmen. The purpose of this program will be training to provide for more efficient management of Clubs and Club programs. Such training will be conducted during the Region 3 Rally and at other times and using objectives approved by the Region 3 Executive Committee.

## **ARTICLE VIII** **REGION 3 FINANCES**

1. The Region 3 finances shall be administrated by the appointed Region 3 Treasurer under the guidance of the Region 3 Executive Committee. The Treasurer will make a report at the annual meeting of the Region 3 Board and provide a follow up report as soon as practical after the Region Rally income and expense items have been resolved. A copy of this follow-up report shall be furnished to each member of the Region 3 Board. The Treasurer will further be prepared for audits conducted by an by an individual or committee selected by the Region 3 Executive Committee. This will be done at any time and at the discretion of the Executive Committee or when the Treasurer leaves office for any reason.

2. The Treasurer shall collaborate with the Executive Committee on investments of excess Region 3 funds into investment instruments when deemed appropriate. This will be done so as to not put the Region in financial hardship. Considerations need to include future expenses that will be incurred before investing monies into CDs or other investment instruments.

3. In the event of excess funds generated from a Region 3 rally, the Executive Committee will make a decision on disposition of the surplus funds. The first consideration will be replacing the annual cost to operate the Region. The Treasurer will provide a detailed accounting of spending for the Region for the 12 months preceding the rally so the proper amount can be returned to the treasury funds. The second consideration for excess funds is to be used for charitable donations as agreed upon by the Executive Committee.

4. Since Region dues are not authorized by the WBCCI Constitution, Bylaws and Policy, all Region funds are result of surpluses from Region Rallies. The intent of this policy is to maintain the nonprofit status of Region 3 as a part of WBCCI, standardize accounting and specify funding available for the management and activities of the Region.

5. The Fiscal Year for Region 3 will be consistent with WBCCI's Fiscal Year. Each local Club has the discretion to choose their fiscal year.

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

- a. Paper, printer ink, envelopes, and postage for correspondence.
- b. Copies.
- c. End of term gifts for the retiring Region President and Spouse.
- d. Cost of Region for the Executive Committee (i.e. microphone, etc.).

7. The Region's Operational Budget or Rally Budget shall not include the following expenses that may be incurred by the Region Officers, Committee Chairs, or other Region members: These are expenses that are not covered by Region funds:

1. Travel expenses to and from the actual Region activity are a personal expense
2. Travel expense or rally fees when visiting local clubs or doing installations. (Note: these expenses are currently covered and are a part of the international budget)
3. Region or International regulation dress (clothing allowance).
4. Personal get-well or condolence and other cards sent to members. (Cards sent on behalf of the Region are exempt.)
5. Officer's business cards.

8. Posted rally costs and camping fee expenses for the three active elected officers (President, First Vice President and Second Vice President) shall be planned and covered as a part of the annual Region 3 Rally costs. Travel expenses associated with the preparations for a Region activity are permitted within current approved budgeted amounts and in accordance with travel reimbursement criteria established in the WBCCI Bylaws, Page 35.2, Sentences 1 and 2 under Financial Disbursements.

## **ARTICLE IX** **CLUB PRESIDENTS**

The final effectiveness and success of all programs within Region 3 rests with the Club Presidents. No program can be better or more productive than the Club President inspiring outreach within their Club. In order to raise this level within the Clubs, Club Presidents and their Officers are encouraged to:

1. Take advantage of Club Officer and Club Committee Chairman training,
2. Follow the procedures as delineated in the WBCCI Blue Book,
3. Exchange newsletters with other Region 3 Clubs,
4. Be active participants on State and Region 3 Boards and programs,
5. Utilize all available resources including your Region 3 Officers and Staff,
6. Always strive to make the Club, the State and the Region better than it is,
7. Remember that how you act and what you do carries much more emphasis than what you say,
8. Serve, or designate another Club Officer in writing, as a member of the Region 3 Board,
9. Be proud that you are a member of the WBCCI, Region 3 and your Club,
10. Please include copies of your Club newsletter to the Region 3 Officers and Historian and, in order to tell the world how good your Club is, send copies to WBCCI Headquarters.

## **ARTICLE X** **GENERAL PROVISIONS**

1. All meetings of the Region 3 Board are open to all members and shall consist of two parts. The first is an open forum seminar in which all members of Region 3 may speak when recognized by the presiding officer. Each member is limited to three (3) minutes and may not speak a subsequent time until all others have had the opportunity. No actual business is conducted during this seminar. The second part is the actual Region 3 Board Meeting in which the business of the Region is conducted. During this meeting, only



members of the Region 3 Board or Alternates, designated in writing, may speak and vote.

2. The rules as contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Region 3 in all cases to which they are applicable and in which they are not inconsistent with the Constitution, Bylaws and Policy of the International Club or Region 3 Policy.

3. All items to be presented to the Region 3 Board Meeting shall be furnished to the Region Presidents at least 45 days prior to the meeting so that timely dissemination can be made to the members of the Board. Items furnished or presented after this time must be accepted by majority vote of the Board in order for Board action to take place.

4. Complaints filed from within Region 3, whether filed by a Member or a Club Executive Board member, shall be handled in accordance with the WBCCI Bylaws, Article V.

5. The Region 3 President shall also be responsible for organizing and implementing a Region 3 gathering for Region 3 members at the annual International Rally.

6. General information to the membership concerning upcoming Region and State level activities and National and Special Event Rallies within the area of Region 3 will be made available through the *Blue Beret*. Activities will also be listed in the Region Activities section of the International Directory.

7. Clubs are requested to furnish copies of their Newsletters to the Region 3 President, Vice Presidents, Historian, *Blue Beret* Contributing Editor, and to WBCCI Headquarters for the International Officers. Clubs are further requested to provide copies of their Membership Directory to the Region 3 President and Vice Presidents.

## **ARTICLE XI** **AMENDMENTS AND DISTRIBUTION**

All previous Region 3 Board-approved Policies have been incorporated in the original of this document. The WBCCI-accepted procedure for establishment of non-Constitutional documents is approval by the Executive Committee. Normal approval and amendments to these Revised Policies will be made by the Region 3 Executive Committee. Amendments may also be adopted by majority vote at meetings of the Region 3 Board. Distribution of this revised Policy Manual will be to all members of the Region 3 Board and Staff. All members of the Region 3 Board and Staff will be required to maintain this document as part of their current Blue Book. Adherence and enforcement of the provisions of the WBCCI Constitution, Bylaws, Policy and Region 3 Policy are essential to proper Region and Club operations and administrative procedures.

\*These policies, as last amended, was adopted by the Executive Committee on:

\_\_\_ 8/1/2024 \_\_\_ at \_\_\_ Video call with all members of the Executive Committee (unanimous approval)\_\_\_  
(Date) (City, State/Province)

FOR THE RECORD, The Region 3 Policies adopted by unanimous vote of the Region 3 Executive Committee on August 1, 2024 via video call which are consistent with International Bylaws and Policies.