

# TEXAS HIGHLAND LAKES AIRSTREAM CLUB

## POLICIES

Revised November 15, 2024

1. Club dues of Regular, Affiliate and Life-Time Members shall be \$15.00 per calendar year. (5/06)
2. A copy of the updated CONSTITUTION and BYLAWS must be forwarded to WBCCI Headquarters for approval. The Master copy should be annotated when a copy was approved. (5/06)
3. The bank account for the Treasurer is to be established at a convenient bank. The account will be set up for the signatures of the President and the Treasurer, although only one signature will be required on the checks. (5/06)
4. One hundred (\$100.00) may be allocated from the general fund to defray the cost of the Installation reception. The Executive Board must approve additional expenditures. (2/23)
5. Copies of the Texas Highland Lakes Airstream Club Newsletter may be emailed to non-members upon request. (11/08). This does not entitle them to any benefits of the club. (2/23)
6. The following items shall be procured by the Treasurer for presentation at the Installation of Officers Ceremony in November. (2/23)
  - One hundred dollar (\$100.00) gift certificate for the outgoing President
  - New badges for Past President and First Lady/ First Mate
  - Updated badges for incoming Officers and Trustees
7. The 2<sup>nd</sup> Vice President shall be responsible for all Club property not held by the Club Treasurer. He/she shall monitor the condition of such property and shall recommend to the Executive Board when repair or replacement is required. The items shall be transferred to the Hosts of the next upcoming rally who will store and bring them to their rally. (2/23)
8. Expenditure on capital investment up to \$500.00 must be approved by a majority of the Executive Board. (11/16)
9. Seventy-five dollars (\$75.00) may be allocated from the general fund to defray the cost of a memorial to a deceased member of Texas Highland Lakes Airstream Club without approval by the Executive Board. (2/23)
10. The Texas Highland Lakes Airstream Club shall hold a minimum of six rallies during the President's term in office. The Region rally and any Club caravan consisting of four days or more will each count as one of the six. The President may add additional rallies at his/her discretion. (2/23)

11. Members may bring guests to rally meals. The rally hosts must be notified prior to the rally so that they can plan food purchases. The Treasurer will determine the price of each meal and collect from the guests. (5/06)
12. The Treasurer's books will be audited during the Installation Rally. The incoming President will appoint the Auditing Committee. (2/23)

The procedure to be followed is:

- Review the current Treasurer's Report,
  - Compare same to the last bank statement,
  - Review income and expense items on the Annual itemized Category Report,
  - Review Dues, Rally Expense, and Rally Income Journals,
  - Prepare, date and sign a statement that the audit was performed and include any comments.
13. Pre-payment of a rally site reservation fee up to \$2500 is allowed by the THLAC President with the approval of the Treasurer to be reimbursed within 30 days of the completion of the rally. (11/24)
  14. Contracts made by the Club are to be previewed by the President and Treasurer and filed with the Treasurer.
  15. Club members who cancel rally reservations less than 72 hours before the rally may be responsible for reimbursing the Club for site fees, catered meals, or other expenses related to the rally.
  16. Two types of Club caravans exist: numbered and unnumbered each of which must be approved by Club membership, and each must be open to all Club members. Basic caravan information is to be published in the Club newsletter and circulated electronically to Club members. (2/23)
  17. Club caravans are required to submit to Club membership for its approval the following caravan information: caravan leader(s) name/s, dates, stops, the estimated caravan participant cost and a caravan budget (not required of unnumbered caravan if there is no kitty fee). The Caravan Leader will provide a final caravan budget and final caravan report to the Club President and Club Treasurer within 90 days of the end of the caravan. (2/23)
  18. At the time of a numbered Club caravan's approval and submission of a caravan budget, Club Membership may approve Club monies to be expended to the numbered caravan for caravan reservation site fees that are to be refunded to the Club once caravan participant fees are collected. A numbered Club caravan will have its own separate checking account which must have either a POD (pay on death) or a TOD (transfer on death) to Texas Highland Lakes Airstream Club. (2/23)

19. THLAC committees that have been granted a “fixed line-item budget” have approval to spend up to the allocated budget amount without further pre-approval of expenditures. All such committee expenses are to be approved by the Committee Chairperson. All receipts for expenditures on reasonable club associated activities shall be submitted to the Club Treasurer within 90 days of the expense along with a brief description of the expense. This shall be sufficient to sustain successful auditing as described in Article 12. (11/24)
20. The club will reimburse the first night camping fee of all rally hosts, not to exceed \$1,800.00 annually. (3/24)