

# Region 9 Policies, Procedures and Guidelines

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# **REGION 9 POLICIES AND PRACTICES GUIDELINES**

## **ARTICLE 1 PURPOSE AND DEFINITIONS**

This Policy document provides the operational procedures of Region 9 of the Wally Byam Caravan Club, International, Inc. (WBCCI). This policy shall not conflict with the Constitution, Board of Trustees, and Policy of the International Club. In case of conflict, the latter shall prevail. Region 9 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 local clubs within this Region. The geographic areas of Region 9 include the states of Oklahoma and Texas, except that portion of Texas within the Mountain Time Zone.

## **ARTICLE 2 OBJECTIVES**

The overall objective of Region 9 is the same as specified in the WBCCI Constitution. Further, the Region 9 organization exists primarily to serve and benefit the local clubs by the promotion of cooperation, good relations, programs, and activities within the Region. The Region shall represent the decisions, concerns, and the membership of these local clubs in matters before the International Board of Trustees.

## **Article 3 LIABILITY**

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, 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-4 REGION ORGANIZATION**

The Region 9 organization shall consist of the Region 9 Executive Council, Staff, and Region Board. The Executive Council is comprised of the elected Region Officers and the Immediate Past Region 9 President, providing he/she is not serving in another elected WBCCI office. The Region 9 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 Council and the Presidents of all local clubs within the Region.

## **ARTICLE 5 CALENDAR OF IMPORTANT WBCCI DATES**

### **January**

15 March Blue Beret Deadline

31 (Step #4) Region Officer Election Ballots to local clubs Presidents (Even Years)

### **February**

15 April Blue Beret Deadline

### **March**

15 May Blue Beret Deadline

31 Region Treasurer's End of 3rd Quarter Financial Report

### **April**

15 June Blue Beret Deadline

25 (Step #5) Region Officer Election Ballots to the Region Executive Council (Even Years)

### **May**

05 (Step #6) Region President notifies Headquarters results of Region Officer Election (Even Years)

### **June**

01 Executive Council Election Starts (Odd Years)

15 Executive Council Election Ends (Odd Years)

15 August Blue Beret Deadline

18 Executive Council Election Results Released (Odd Years)

30 Region Treasurer's End of Fiscal Year Financial Report

### **July**

01 (Step #2) Region Nominating Committee Report to Region Executive Council (Odd Years)

05 Through Dec 31 (Odd Years Candidates for Region Officer may make campaign visits to local clubs

15 September Blue Beret Deadline

31 New Region Officers take office (Even Years)

31 WBCCI Fiscal Year Ends

### **August**

01 WBCCI Fiscal Year Begins

01 Region Officers Installed

01 Local clubs and Headquarters begin Membership Dues Reminder

15 October Blue Beret Deadline

## **September**

- 01 (Step #1) Region Nominating Committee Appointed (Even Years)
- 01 (Step #3) Region President Distributes Region Nominating Report to local clubs Presidents (Odd Years)
- 15 November Blue Beret Deadline
- 30 Region Treasurer's End of 1st Quarter Financial Report

## **October**

- 15 December Blue Beret Deadline

## **November**

- 01 Local club Activity Schedule to Headquarters for Airstream Club Inc, (ACI) Website Inclusion
- 01 Local club Reporting Form to Headquarters for Airstream Club Inc. (ACI) Website Inclusion
- 01 Region Schedule of Activities to Headquarters for Airstream Club Inc. (ACI) Website Inclusion

## **December**

- 15 February Blue Beret Deadline
- 30 Annual local club and International Dues to Headquarters for Membership Directory
- 31 Inactive Members Removed from Membership Rolls
- 31 Region Treasurer's End of 2nd Quarter Financial Report

## **Unspecified Dates**

Region President attends Strategy Session as member of the International Board of Trustees (IBT) each year

Region President, 1st VP and 2nd VP attend quarterly virtual meetings of the International Board of Trustees (IBT) (August, November, February, May)

Beginning of local clubs and Region Fiscal Year – Establish goals, select Chairs, Establish New Member Recruitment Campaign

45 days prior to a revised event – local clubs and Region submit Revisions to Airstream Club Inc. (ACI) website

45 days prior to Region Rally – Region forwards business agenda to local clubs

Prior to Region Rally – local clubs vote on Region Agenda items

15 days after local club and Region business meetings – Recording Secretary forwards minutes of business meeting to President, including motions and officer voting results, dates of WBCCI approved activities, changes in operating policies, etc.

Once every 5 years or as needed – Submit updated local clubs Constitution and Board of Trustees to International Constitution and Board of Trustees Chair through Headquarters.

**ARTICLE 6**  
**REGION OFFICERS**

**Section 1, Elected Region Officers**

Region 9 President  
Region 9 1<sup>st</sup> Vice-President  
Region 9 2<sup>nd</sup> Vice-President

As chief executive officer, the Region 9 President shall be charged with the day-to-day administration of Region affairs between meetings of the Region Board of Trustees, with the help of a Region Executive Council, comprised of the Region 9 President, the Region 9 1<sup>st</sup> Vice-President, the Region 9 2<sup>nd</sup> Vice-President, and the Immediate Past President.

**Section 2, Appointed Region Officers & Chairs**

The Region President for the purpose of management and welfare of the Region shall promptly appoint officers and chairs of the Region to serve for a two-year term, concurrent with the Region President's term of office. These appointed officers shall be:

Treasurer  
Recording/Corresponding Secretary

In addition, the Region President may appoint such other chairs as are needed to conduct the business of Region 9 such as:

Blue Beret Contributing Editor  
Caravan Chair  
Community Services Chair  
Equipment Chair  
Family/Youth Chair  
Historian/Marketing Chair  
Membership Chair  
Nominating Committee Chair  
Parliamentarian  
Website Chair

**ARTICLE 7**  
**BOARD OF TRUSTEES MEETINGS**

**Section 1**

1. The administrative body of the Region shall be the Region Board of Trustees, which shall be composed of the Region President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President and Immediate Past President as the Region Officers, and each President of the local clubs within the Region. The President, with the consensus of the other elected Officer(s) of the Executive Council, shall appoint two additional non-voting Region members to the Region Board - one person from the Region as the Region Secretary and one person as the Region Treasurer to administer Region funds. The President may also appoint the Region's Immediate Past President as a non-voting member of the Region Executive Council, providing he/she is not serving in another elected International WBCCI Office.

2. The term of office shall be two years, or until his/her successor is installed, or until he/she resigns or is removed from office with cause. Service of a partial term greater than one-half of such term shall be deemed as service of a full term in that office by the retiring officer.
  - a. An officer may not serve consecutive terms, except when any elected officer cannot or does not choose to continue in office, the advancing officer shall complete the predecessor's term of office and have the option to run for one additional term in that office.
  - b. Even-numbered Regions shall elect their officers in odd-numbered years, and odd-numbered Regions shall elect their officers in even-numbered years. (6/22/18)
3. The Region Board of Trustees has full administrative authority in all matters pertaining to the Region and shall exercise general control and supervision of Region Officers and Committees. The Region Board of Trustees shall define, approve, and revise policies and practices for Region 9.
4. Voting results shall be governed by a simple majority vote of the total Region 9 Membership voted by each respective Region 9 local club President when a quorum of the Board of Trustees is present in a regular or special meeting. A quorum shall consist of fifty percent, plus one, of the Region Board members. Voting for the election of Region President and Vice Presidents will be by a simple majority vote of the Region 9 local clubs. Each local club will have one vote. Although serving as presiding officer, the Region President may discuss any item on the agenda, but shall not be entitled to vote except when members are equally divided on any question. (6-29-02) (4-8-03) (09/01/23)

## **Section 2**

1. The Region President shall schedule at least one meeting of the Region Board of Trustees each year, to be held during a Region Rally. The Region President may call other special meetings of the Region Board by giving thirty (30) days prior written notice to the Region Board members, giving the time, the place, and the agenda of such meeting. Items not on the agenda may not be acted upon at a special called meeting.
2. In the event a local club President is unable to attend a meeting of the Region Board of Trustees, the next ranking local club Officer may attend in place and instead of the absent local club President.

## **Section 3**

1. Items, motions or other actions requested by local clubs to be presented at the annual Region Board of Trustees Meeting must be approved by those local clubs and submitted to the Region President 45 days prior to the annual meeting.
2. The Region Recording Secretary shall present minutes of the last Region Board of Trustees Meeting and the Region Treasurer shall present a current Region Financial Statement.
3. Region Officers shall report their activities during the past year and Region Committee Chairs shall report on activities of their committees. Plans for programs during the coming year will be discussed.

#### **Section 4**

All meetings of the Region Board of Trustees and the preparatory seminar before each Region Board Meeting are open to all Region members, and within ground rules, which may be established, the general membership of Region 9 is encouraged to speak at the preparatory seminar. (4-8-03)

#### **Section 5**

The minutes of Region Board Meetings will be distributed to all Region Board Members, Region Officers and Committee Chairs within ten (10) days. In addition, all correspondence normally distributed to the Region President will also be forwarded to the 1st and 2nd Region Vice Presidents.

### **ARTICLE 8** **EXECUTIVE COUNCIL MEETINGS**

#### **Section 1**

1. The executive administrative body of the Region shall be the Region Executive Council, which shall be composed of the Region President, the Region 1<sup>st</sup> Vice President, the Region 2<sup>nd</sup> Vice President, and the Immediate Past President.
2. The Region Executive Council shall plan and conduct the Region's business that requires action between the normally scheduled Board of Trustees Meetings. A quorum shall consist of at least two of the Region Executive Council members.

#### **Section 2**

The Region President shall schedule at least three meetings of the Region Executive Council each year, one to be held during the Region Rally. The Region President will announce these meetings and may call other special meetings of the Region Executive Council by giving ten (10) days prior notice to the Region Executive Council members, with the time, place, and purpose of such meeting.

#### **Section 3**

The Region Executive Council will prepare and present to the Region Board of Trustees a projected budget for the WBCCI year (August 1 to July 31). The budget may be presented as a two-year budget concurrent with the Region President's two-year term of office. A long-range (6-year) budget may also be utilized to project through each of the Region Officers' term of office. The budget of projected operating expenses will be presented at the annual meeting of the Board of Trustees and shall provide for funding of all usual and special Region office expenditures as may be necessary for the efficient operation of Region activities. The budget is subject to approval by the Region Board of Trustees.

#### **Section 4**

Most of the meetings of the Region Executive Council are open, and the general membership of Region 9 may attend any meeting that has not been closed for a special stated reason.

## Section 5

The minutes of all open and closed Region Executive Council Meetings will be distributed to all Region Board Members, Region Officers and Region Committee Chairs within ten (10) days.

## **ARTICLE 9** **REGION ACTIVITIES**

### Section 1 - Region Rally

1. One or more Region Rallies will be held each year, at the prerogative of the Region Board of Trustees. The Region President shall set the time and the place of the Region Rallies and shall announce said Rallies at the preceding Region Rallies, if possible. ***“The Region 9 Rally”*** is understood to mean the large, general rally, which includes the Annual Region 9 Board of Trustees meeting. ***The Region 9 Rally*** is planned by the Region officers and hosted by all local clubs in the Region. Responsibilities for specific rally activities and programs will be assigned by the Region President to each local club or to specific individuals within the Region. Region officers will be assigned to coordinate a group of rally activities, while local club presidents are responsible to see that specific duties assigned his/her local club are performed satisfactorily.
2. The Region Rally is normally 4-5 days in duration, starting and ending at the discretion of the Region 9 President. The Region President determines the Rally location. Access to the rally site and the existence of adequate parking, building and utility services are major considerations. (6-29-02)
3. The Region President with the assistance of the Executive Council should establish a Rally Budget and determine the rally fee and conditions of its payment. The fee should be adequate to cover all estimated costs and should include a "contingency" factor to allow for unanticipated costs. The Rally Budget must also cover the cost of:
  - a. Region storage expenses of supplies and their transport to and from the rally site.
  - b. Purchases of equipment to improve the rallies (i.e. coffeepots, signs).
  - c. Since there are no Region dues collected, the rally must make enough money to underwrite the Region's annual Operations Budget.
4. Rally Planning - Careful and complete planning is essential to a successful rally. This should include all major functions such as:
  - a. Site Layout
  - b. Parking
  - c. Registration
  - d. Ribbons and Rally Plaques
  - e. Programs, seminars, evening entertainment, workshops, games
  - f. Meals
  - g. Tours
  - h. Vendors and Airstream displays
  - i. Crafts
  - j. Door prizes
  - k. Non-Denominational Church service
  - l. Other Rally features



5. The Rally normally includes the following events:
  - a. Four/Five nights parking
  - b. Four/Five meals
  - c. Entertainment
  - d. Ice Cream
  - e. Rally Ribbons, Program Books, Rally Memorabilia
  - f. Presidents' Recognition Meal
  - g. Chairman Appreciation Gifts
  - h. Competition Awards and Trophies
  - i. Rally Promotion Materials
  - j. Stage and Table Decorations
6. Rally Promotion - Promotion and publicity for the Region Rally is very important. Publicity in the Blue Beret should be utilized fully and flyers and other publicity material should be made available to Region, local clubs, at other rallies and other International Club events.
7. Region Rally Job Descriptions - A Job Description Sheet for each Rally Chairman and Coordinator will be developed and updated as necessary after each Rally.
8. Region Officer on Duty. Each day of the Region Rally, a Region Officer will be 'On-Duty' and physically on the rally grounds. The Region Officer on Duty will handle emergency and unscheduled events where necessary. Verbal and written reports if necessary, will be made to the Region President and Vice Presidents at the earliest convenience. In addition, (if appropriate) the rally host facility management and WBCCI Headquarters will also be notified within an appropriate time schedule. The Region President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President will be assigned Region Duty Officer days and times by the Region President.

## **Section 2 - Special Event Rally**

1. Additional Region rallies will be identified by the specific activity or purpose of the rally, such as a National Event Rally. Region sponsored rallies will operate under the supervision of the Region Board of Trustees and are subject to the Region 9 Policies and Practices Guidelines. They are subject to oversight by the Region Executive Council in addition to any International Rally guidelines such as the National Event Rally Handbook.
2. The Chair/Host, appointed by the Region 9 President, shall administer any Special Event Rally. The Region 9 Chair/Host may select a Rally Committee to assist in developing a rally schedule, curriculum, and budget. In addition, the Rally Committee may assist in the many administrative details necessary for a successful rally. Each Rally Committee member should have a Job Description Sheet similar in structure to those utilized by the Region 9 Rally Committee Chair. Committee members that may be considered (but are not limited to) are:
  - a. Local Area Coordinator
  - b. Instructor for each training session
  - c. Parking Crew
  - d. Registration & Finance
  - e. Food Coordinator
3. The Region 9 Treasurer shall keep the financial records listing each source of income and each expenditure with backup receipt(s). A statement of operations, which summarizes the

income and expenditures, shall be prepared quarterly and submitted to the Region 9 President.

4. A final end of rally report shall be made after all accounts for the annual rally are closed out. This final report may be one of the monthly reports after the rally is completed. The final report shall include a complete record of all income and expenses with receipts (or copies) to substantiate a future audit of the Region 9 Treasurer's Records at the end of his/her 2-year term. All funds remaining after the close out of the rally shall be transferred to the Region 9 Treasurer's Records and identified as assets that may be used for future Special Event Rallies.
5. Rally Fee/Budget Categories.
  - a. The Rally Fee criteria shall be the same for all attendees of the rally regardless of their position in the WBCCI and/or their function/responsibility at the rally. The Rally Fee shall be based upon the number of registrations anticipated and the planned budget expenses for the rally.
  - b. Any cancellation fee shall be based upon the direct expenses incurred that are not recoverable as a result of the cancellation. In order to not jeopardize the WBCCI Club's non-profit status with the IRS, no profit shall be realized in the collection of cancellation fees.
  - c. The campground parking fees are determined by the host facility. If a building/facility rental is figured separately, this pro-rated charge will be added equally to each participant's fee.
  - d. Meals are planned and budgeted based upon the host facilities, willingness, and ability to provide them. The host facility should establish a firm cost for the meals provided. The negotiated price for some commercial caterers may require that a gratuity is to be paid. However, for host WBCCI/Airstream facilities, a gratuity (up-charge) is not appropriate.
  - e. Administrative/Instructor/Materials Expenses shall be kept to a minimum, through the prudent use of US postage, phone calls, and copies. Messages within a computer user's group should utilize e-mail whenever possible. Materials that must be sent to each participant prior to the rally should also be sent using e-mail where possible. The reimbursement for these expenses should be for budgeted items only and are limited to the amount in the approved budget. Each refund request shall be approved by the Rally Chair for receipted expenses only and directly related to the budget/materials provided to each rally attendee. (No WBCCI Club member should be paid, or even a hint of being paid, for services rendered in the support of a WBCCI rally or event. It is the Club's and the Region's policy that we are all volunteers and that we serve without financial compensation.)

### **Section 3 - Region Sponsored Caravans**

1. Region Caravans will be identified by the purpose of the caravan and shall be administered by a specific Caravan Leader named by the Region Executive Council.
2. All Region Caravans will be subject to oversight by the Region Executive Council.

3. In the caravan planning process a caravan budget and "kitty fee" is to be established to cover caravan costs such as parking, meals, entertainment, admissions to attractions, and caravan planning costs. The Caravan Leader develops an itinerary and schedule, stops and reservations, meals and other caravan features. The number of Caravanners to be included in the caravan is to be established.
4. The Caravan Leader develops a Drivers manual, which shows the routing, stops, attractions and becomes the Caravanners guide. During the caravan, a Caravan Journal Chairman and Committee is established with the purpose of writing a day-to-day record of experiences.
5. At the time the caravan is formed, specific provisions should be established regarding the disposition of any surplus monies remaining after all caravan costs are paid. Generally, such surplus is refunded on a proportional basis to members of the caravan. A similar agreement is needed to deal with a caravan deficit.
6. A final report shall be sent to the Region 9 President who will forward it to the Region 9 Treasurer to be included in the bi-annual Audit. Caravan fees shall be paid directly to the specific Caravan Chairman.
7. A fee of \$10.00/RV shall be in the caravan budget to build a Region Caravan Contingency Fund to be utilized in the event that a Region Caravan is cancelled. These monies will be sent to the Region 9 Treasurer for deposit in the Region's Caravan Contingency Fund. The goal amount of this contingency fund is established in Article 11, Section 3, and Region Treasurer and Region Funds Paragraph 7b. Each caravan's budget should show how many units it takes to be successful. The caravan should be cancelled by a specified date in the event the number of units signed up is below this break-even number of units. (6-29-02)

#### **Section 4 - Region Breakfast/Luncheon at the Annual WBCCI International Rally**

1. The Region Executive Council will sponsor a breakfast/luncheon meeting for all Region members during the annual WBCCI International Rally. The purpose of this meeting is to provide opportunities for furthering communications, fellowship, and closer ties among the clubs of Region 9; to allow members an opportunity to become better acquainted with International and Region officers, and to provide the setting for the recognition of local club Presidents and their spouses, the recognition of the out-going Region President and First Lady/First Mate, and the installation of the new Region 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents.
2. Tickets are sold before the International Rally and at the Region Rally.

### **Article 10 REGION OFFICER RESPONSIBILITIES & DUTIES**

#### **Section 1 - General**

1. The Region President and Vice Presidents shall consult with, assist, train, and advise the local club Officers in the Region in their duties. The Region President and Vice Presidents shall visit each local club in the Region at least once during their two-year term of office. -At the invitation of the local club Officers, the Region Officers may sit in on the local club Executive Council and local club Board Meetings as observers and may participate in local club membership meetings bringing members up-to-date on developments in the Region, International Board of Trustees and International Club. Region Officers may conduct seminars or other training sessions during local club visits.

2. Meetings, rallies, caravans, and other activities as deemed in the best interest of the Region and its local clubs shall not be in conflict with the International Constitution, Board of Trustees, Rules and Regulations.
3. Merger, Consolidation or Dissolution of a local club: The details and procedures to assist in these events are described in detail in the WBCCI Board of Trustees and Policy Article VII. The Region Officers will assist to a conclusion that is in the best interests of each local club involved and to the Region.
4. The Region President has the authority to approve those expenses that have occurred throughout the year in accordance with the budget, which has been approved. (4-1-08)
5. Region Officers' flags and the Region President's parade flagpole will be passed on with normal succession of office.
6. In the event of the death, resignation, or inability to fulfill the duties of their office, of an elected Region officer, the next ranking Region Vice President shall advance thereto. In the event of a death of an elected (Present or Past) Region Officer, a member of the Region Executive Council shall be empowered to order a flower arrangement or other appropriate token of esteem. The death of the spouse of a Region officer shall be recognized in the same manner. In the event the vacancy occurs with the office of the Region 2<sup>nd</sup> Vice President, the Region President shall notify each local club President of the vacancy and request each one's assistance in identifying interested and qualified candidates. The office of 2<sup>nd</sup> Vice President shall be filled by a majority vote of the Region Board from nominees submitted by the Region Nominations Committee (02/2024). To allow sufficient time for the local club Presidents to contact their members, the office of Region 2<sup>nd</sup> Vice President will not be filled in less than sixty (60) days from notification to the local club Presidents of such vacancy.
7. Elected Officers serve for two (2) years or until their successors are elected. The Officers can be removed for cause from office by Region Board adoption of a motion to do so. The vote required for the adoption of this motion is (a) a two-thirds vote or (b) a majority vote when previous notice of such a motion has been given. (02/2024)

## **Section 2 - Elected Positions**

### **The Region President:**

1. The Region President shall be an ex-officio member of all Region appointed Committees except the Region Nominating Committee.
2. The Region President shall be responsible for the conduct of an election in accordance with the time schedule for the election of Region Officers as contained in Section 3, Appointed Positions, under Region Nominating Committee Chairman, Paragraph 2.
3. The Region President has the ultimate responsibility for all functions of the Region Office. However, the Region President may delegate responsibilities to the Vice Presidents, to those holding Region appointed positions and to appointed Chair of Region Committees.
4. The Region President will serve as the Region's representative on the WBCCI International Board of Trustees (IBT) and will attend all IBT meetings. The Region President will discuss

items to be considered at the IBT meetings with the Region Vice Presidents and local club Presidents as a guide to actions to be taken at the IBT Meetings.

5. The Region Rally will be a major responsibility of the Region President. The Region President will conduct the rally with the assistance of each of the Region's local clubs. The Region President will assign various Chairs to coordinate with the Region Officers and/or the Region local clubs. However, the ultimate responsibility for the Region Rally will be with the Region President.
6. The Region President shall insure that the President and/or at least one Vice President of the Region attend all National Event Rallies held within the Region.
7. The Region President, each year shall schedule a meeting of the Region Board of Trustees. This meeting is usually held at the time of the Region Rally, but the Region President if necessary may call additional Board meetings.
8. The Region President, with the assistance of the Region Vice Presidents, shall prepare an annual or a two-year budget to be presented to the Region Board of Trustees for their approval. For planning purposes this budget may be part of a long-range (6-year) planning budget.
9. The Region President shall communicate regularly with local club Presidents and Region 9 Members through social media platforms, newsletters, electronic mail, and various virtual platforms.
10. The Region President should develop a list of Region Officers (both elective and appointed) and local club Presidents in the Region. This list should be published and updated on the Region website.
11. The Region President shall report to the International Club Headquarters, usually before November 1, the names, titles, addresses, and telephone numbers of all Region elective officers and appointed positions and Region committee chair. Also, all Region activities scheduled for the year shall be reported.
12. The Region officers are usually available to conduct officer installations for incoming local club officers each year. The Region President will meet with the Region Vice Presidents at the International Rally each year to develop a preliminary schedule of club installations. The schedule will provide for a rotation of assignments so that the Region President and each Region Vice President shall contact the most clubs possible during their respective terms of office. Clubs will be notified in advance of the Region Officer suggested for the installation. Individual clubs may request a specific officer for their installation, or they may request a past local club, Region or International Officer or other members to serve as the installing officer.
13. The retiring Region President is presented by the WBCCI International Executive Council, a Past President flag,
14. The Region President at the end of his/her term of office, shall be presented an honorarium, either gift or gift certificate, in the amount of approximately \$100. The Region First Lady/Mate will be presented a gift of flowers, or a gift, at the Region Rally. These gifts are funded by the Region Operational Budget.

15. The WBCCI bylaws state grievances may be filed with the International President, and/or a club President.
16. Guidelines for Qualifications and Requirements for a Candidate for the Region President's Position are defined in the WBCCI Bylaws as follows:

He/She must be capable of performing and willing undertake and carry out the following:

- a. Promote a full program of local club activities within the Region, which is of interest to the majority of the membership, both men and women, and within WBCCI concepts.
- b. Participate in all possible official and social functions held during a local club visit. He/She should make every effort to ensure that the official WBCCI Bylaws is available, current and understood by appropriate personnel.
- c. Support local club activities through visits, letters, bulletins, phone calls, etc., and encourage visiting between local clubs. He/She must be an ambassador of good will and a promoter of good fellowship. He/She must promote harmony within any local club where dissension or discord appears to be developing.
- d. Perform ceremonial functions, i.e., installation of officers, presentation of past-presidents pins, certificates, letters of appreciation, etc., all to enhance the dignity, prestige and public recognition of deserving members, and, through them, of the club.
- e. 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.
- f. 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.
- h. Supervise the planning and operation of Region rallies and caravans and the organization of New local clubs within the Region.
- i. Attend the National Event Rallies held in his/her Region and assist as requested.
- j. Conduct Region Board meetings, appoint committees and conduct other necessary Region business, maintaining proper records of Regional affairs. Keep the Region Vice Presidents informed of relevant matters and request their assistance to a maximum extent possible. Full development of the potential of each Vice President is essential.
- k. Coordinate with other Region Presidents and with International Committees as needed and represent the local clubs and the Region Board at International Board and Committee meetings on special matters as requested by them.
- l. Assist the International President and other officers and Committees in the conduct of Club business as requested, and assist the International Rally Committee planning for and in the operation of the International Rally.
- m. Attend all International Board of Trustees (IBT) meetings and participate in the deliberations of the Board. He/She must study the Committee Reports and the minutes of previous meetings and otherwise prepare to be an effective participant.
- n. Foster, through constituent local clubs, a program of assuring that non-member Airstream owners become aware of the Club and the benefits of membership, and that they are given an opportunity to apply for membership.

- o. Continue to act as an ambassador for the WBCCI and assist the local clubs, current officers and committees as requested.
- p. Enforce the International Constitution, Board of Trustees, and Policy.

**The Region 1<sup>st</sup> Vice President:**

1. The Region 1<sup>st</sup> Vice President shall attend all business meetings of the Region and the Region Executive Council. The 1<sup>st</sup> Vice President shall perform duties the Region President may assign. The 1<sup>st</sup> Vice President shall assist the Region President in the affairs of the Region and shall assume the duties of the Region President in the absence of said officer. In the event of the death, resignation or removal from office of the Region President, the 1<sup>st</sup> Vice President shall assume the duties of the office of Region President.
2. The Region 1<sup>st</sup> Vice President is encouraged to attend the meeting of the IBT. In the absence of the Region President, the 1<sup>st</sup> Vice President shall sit on the International Board of Trustees.
3. The Region 1<sup>st</sup> Vice President shall visit each local club within the Region at least once during his/her two-year term of office. He/She will consult with, advise, and assist the local club officers in their duties. Wherever practicable, these visits should allow time for getting better acquainted with all members.
4. The Region 1<sup>st</sup> Vice President shall conduct local club Officer installations under the direction and scheduling of the Region President.
5. The Region 1<sup>st</sup> Vice President will continue to develop plans and programs for the forthcoming term as Region President, the Region Rally, Region Caravans and the recruitment of qualified members to serve in appointed Region positions during the term of office as President of the Region.
6. The Region 1<sup>st</sup> Vice President, as incoming Region President, shall appoint an individual or a committee to audit the books and accounts of the Region being maintained by the Region Treasurer.
7. The Region 1<sup>st</sup> Vice President will Support the Region President in the performance of his/her duties with focus on Membership and Recruitment and Sponsorship.

**The Region 2<sup>nd</sup> Vice President:**

1. The Region 2<sup>nd</sup> Vice President shall attend all business meetings of the Region and the Region Executive Council. The 2<sup>nd</sup> Vice President shall perform duties as the Region President may assign. The 2<sup>nd</sup> Vice President shall assist the Region President and 1<sup>st</sup> Vice President in the affairs of the Region and shall assume the duties of the 1<sup>st</sup> Vice President in the absence of said officer and shall assume the duties of the Region President in the absence of the President and 1<sup>st</sup> Vice President.
2. The Region 2<sup>nd</sup> Vice President is encouraged to attend the meeting of the IBT. In the absence of the Region President and the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President shall sit on the International Board of Trustees.
3. The Region 2<sup>nd</sup> Vice President shall visit each local club within the Region at least once during his/her two-year term of office. He/She will consult with, advise, and assist the local club officers in their duties. Wherever practicable, these visits should allow time for getting better acquainted with all members.

4. The Region 2<sup>nd</sup> Vice President shall conduct local club Officer installations under the direction and scheduling of the Region President and 1<sup>st</sup> Vice President.
5. The Region 2<sup>nd</sup> Vice President will support the Region President and 1<sup>st</sup> Vice President in the performance of their duties with special focus on Special Events sponsored or hosted by Region 9. The 2<sup>nd</sup> Vice President's role can include soliciting hosts for new events to be created where relevant and agreed upon by Region 9.

### **Section 3 - Appointed Positions**

#### **The Region Treasurer**

1. The Region Treasurer shall be appointed by the Region President and shall serve for a term of two years concurrent with the Region President's term. The Region Treasurer shall not be entitled to a vote on the Region Board or the Region Executive Council.
2. The Region Treasurer shall maintain the official financial records of the Region and shall receive all monies and promptly deposit them in the bank previously chosen by the Region Executive Council. The Region Treasurer and the Region President shall be authorized to sign checks on the Region Account. The Region Treasurer shall pay, from the Region account, all claims submitted by Region officers and others that have been approved by the Region President.
3. The Region Treasurer shall submit a quarterly Region financial statement at the end of March, June, September, and December. Copies of the financial statement shall be provided to the 3 Region Officers and each Region 9 club Presidents. The financial statement will include an Income Statement and a Balance Sheet, with all Region assets, liabilities. Report is also the end of the physical year Financial Report and shall be filed with the last Region Board Meeting's Minutes as part of the Regions Official Records and will be kept as long as there is a Region 9. (4-8-03)
4. In addition to the quarterly statements above, the Region Treasurer shall also submit a Region financial statement to the 3 Region Officers and each local club President within the Region at the end of April that reflects the close out of the final Region Rally Income and expenses.
5. The Region Treasurer shall make a summary financial report at the annual meeting of the Region Board of Trustees. Copies of this report will be provided to each Board member and to those in the audience. In addition, a copy of this report shall be posted on the Region Rally Bulletin Board.
6. The Region Treasurer shall assist the Executive Council in developing and maintaining a Long-Range Budget Plan for the next 6 Years.
7. At the end of the Region Treasurer's term of office (two years), the books shall be audited by an individual or committee appointed by the incoming Region President. The Treasurer shall deliver all monies, books and records, and property of the Region promptly to the incoming Treasurer. (6-29-02)

#### **The Region Treasurer and Region Funds**

- 1- The Region Treasurer shall disburse Region funds at the direction of the Region President within the limits established by the approved bi-annual budget, which will cover the two-year



term of the Region 9 President.

- 2- There shall be no Region dues. The principal source of Region funds is derived from the surplus remaining from the Region Rally after all rally expenses have been paid.
- 3- Cross funding by the Treasurer within the budget is permitted to a limit not to exceed 1% of the line item in the approved bi-annual budget.
- 4- The Executive Council will not transfer Funds/Expenses, which are not budgeted, without prior approval.
- 5- All transactions must be completed within the two years for which the approved bi-annual budget applies. The fiscal year for all WBCCI business is August 1 through July 31 and for Region 9 is July 1 through June 30.
- 6- The Treasurer is authorized, with prior approval of the Region Executive Council and the Region Board of Trustees, to invest monies in interest bearing accounts and/or certificates of deposit issued by any FDIC or FSLIC approved National or State bank, Trust Co. Savings Bank chartered under laws of the United States of America and insured by the FDIC or FSLIC.
- 7- Region Treasury Funds: The Region Treasurer shall establish three identified funds within the Region 9 Treasury. These funds are identifiable in that they will contain separate monies previously designated for different purposes as herein described.
  - a. General Fund: Monies dispersed from this fund will be designated to defray the costs accrued in the process of producing the annual Region rallies. Also, to pay the routine expenses, which develop in the process of running Region business within the limits, described and established in the approved bi-annual budget. Overages are not to exceed 1% of the line item in the approved bi-annual budget without prior approval of the Region Executive Council. Region income, including investment interest, will accrue in this fund contingent upon policies as expressed in the WBCCI Bylaws. Disbursements to Region Officers are prohibited without prior approval by action of the Region Executive Council.
  - b. Contingency Fund: This Fund is funded by each identified Region Rally or Caravan and maintained to provide a source of funds that may be required to fund a cancelled or unplanned low attendance at a Region sponsored Rally or Caravan. Funds earned in excess of this fund's limit are to be transferred to the General Fund, annually, prior to the end of the fiscal year. This fund is normally capitalized annually in a certificate, that will mature on the appropriate Rally/Caravan date, to a limit of the following: (4-8-03)

Region Rally	\$15,000.00
Maturity Date about April 1	
Region Special Event Rally	\$1,500.00
Maturity Date about March 1	
<u>Region Caravan</u>	<u>\$1,000.00</u>
Maturity Date, Start of the caravan	
TOTAL	\$17,500.00

- c. Investment Fund: This fund is for investment to specific future uses after prior approval by the Region Executive Council and the Region Board of Trustees. One of the purposes of this fund is to provide funds for any "up front" requirements to promote future Region rallies. Any "up front" expenditures from this account are normally returned when the event they provided for is completed.
- 8- The Region Treasurer shall assist in developing an annual and bi-annual Region 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. Local club President's Appreciation meal at the International Rally.
  - d. Region Breakfast tickets for sitting members of the International Board.
  - e. End of term gifts for the retiring Region President and Spouse.
- 9- 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: Travel expenses associated with the preparations for a Region activity are permitted with in 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. Travel expenses to and from the actual Region activity are a personal expense and are not reimbursable from Region Funds. (4-8-03)
- a. Travel expense or rally fees when visiting local clubs or doing installations.
  - b. Region or International regulation dress (clothing allowance).
  - c. Personal Get well or condolence and other cards sent to members. (Cards sent on behalf of the Region are exempt.)
  - d. Officer's business cards.

### **Region Recording Secretary**

1. The Region Recording Secretary shall be appointed by the Region President and shall serve for a term of two years concurrent with the Region President's term. The Region Recording Secretary shall not be entitled to vote on the Region Board or the Region Executive Council.
2. The Region Recording Secretary shall record the attendance of Region Officers and local club Presidents (or their substitutes) at the annual meeting of the Region Board of Trustees and any Executive Council Meetings. The presiding officer shall be informed if a quorum is present.
3. The Region Recording Secretary shall record and preserve minutes of all official meetings of the Region Board of Trustees and the Executive Council. A narrative account shall be prepared of all the significant actions at the Region Board of Trustees Meetings and the Region Executive Council Meetings. Copies of these minutes shall be maintained in the Region Files and distributed to each Region Board Member and Region Committee Chairman within ten (10) Days.

### **Region Blue Beret Contributing Editor**

1. The Region President will appoint one person as Contributing Editor to serve for a term of two years concurrent with the Region President's term. This Editor shall submit Region news copy

to the Blue Beret Editor on a timely basis. The name of the Contributing Editor will be submitted to the Blue Beret Chairman by August 1 of each calendar year.

2. The Contributing Editor works with the Editor of the Blue Beret, in preparing material related to the Region, which may be of interest to all readers of the Blue Beret. The Contributing Editor also assists in providing information on Region activities. The types and quantity of information submitted to the Blue Beret are governed by the publication regulations of the Blue Beret both printed and digital.

### **Region Caravan Chair**

1. Foster an interest in National, Region, Local club and Intra-Club Caravans; to administer the Region caravan program.
2. Support and assist in the training program for Caravan Leaders and Caravan participants.
3. Assign the dates and times for caravan arrivals at Region Rallies.
4. Coordinate the itineraries of Region and Local club Caravans with the dates and locations of National and Special Event rallies thus affording participants in Region and Local club Caravans the opportunity to attend and support such rallies.
5. Coordinate the Region Caravan program with the National Caravan Program of the International Club.
6. Make recommendations to the Executive Board with regard to each Region and Local club Caravan; to prepare reports from the Financial Reports received from the sponsors of each of these caravans and present such reports at the Annual Board meeting.

### **Region Community Services Chair**

Develop a continuing service program to benefit the host community at the annual International Rally, and develop a Community Service database of ideas that can be utilized by local club, Region, Special Event, and State Rallies.

### **Region Equipment Chair**

1. This responsibility may be performed/assigned to the Region Treasurer or a separate individual reporting to the Treasurer.
2. The Equipment Chairman will maintain a current inventory of all the Region's equipment. The inventory will provide each item's purchase date, cost, accumulated depreciation, current worth, current location, and who has current custody.
3. An Inventory Report will be provided to the Region Treasurer who will include it as part of the Region's Financial Report.

### **Region Family/Youth Chair**

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 Region and Local club bulletins.
3. Provide liaison with other Standing and Special Committees.
4. Consider and develop ways and means of implementing new Family/Youth programs.

**Region Historian/Marketing Chair**

The Region President may appoint the Region Historian/Marketing Chair for a term of two years concurrent with the Region President's term. The Region Historian/Marketing Chair may maintain a record of Region activities and statistics, recognize Region Events (rallies, caravans, etc.), contributions of Region personnel and may prepare articles for the local club newsletters or for the Blue Beret. The Historian/Marketing Chair may keep a file of news releases, articles, photos, etc. of historical interest to Region Members by utilizing various social media platforms.

**Region Membership Chair**

The Region Membership Chair shall develop and implement a membership program that includes a program for membership retention. In addition, the Membership Chair will collaborate with International and Local Clubs as required for new and expanded programs. Of particular importance is the role the Membership Chair assumes for the Region 9 Information Table at the International Rallies and the coordination with local club membership chairs across the Region 9 so that Region 9 membership information is available to Airstream purchasers at RV Expo shows aligned with Airstream products.

**Region Nominating Committee Chair**

1. In even years when Region Officers are elected and installed, the Region President shall select a Region Nominating Committee Chair plus two additional members from the Region (traditionally the Chair has been the immediate Past Region President and the two members that have been appointed by the current Region Vice Presidents). This committee with the help of the local club Officers shall identify and consider all interested and qualified candidates on the basis of qualifications without regard to the geographic area or local club of the candidate. The Nominating Committee shall nominate one candidate for each Elected Region Office and submit a written report, including resumes of all candidates considered, to the Region Executive Council.
2. A summary of the Region 9 Officer Nominations and Elections in accordance with the WBCCI Bylaws shall occur on or before the following dates

<b>Odd Year</b>	<b>Even Year</b>
	Aug 1 New Region Officers take office and attend the IBT meeting.
	Sept 1 Region Executive Council appoints a three member Nominating Committee

<b>Odd Year cont.</b>	<b>Even Year cont.</b>
July 1 Nominating Committee issues report to Region Executive Council	
September 1 Region President distributes copies of report to local club Presidents	
December 21 Local club Presidents receive voting instruction from their local club	
	January 31 Region President mails ballot to local club Presidents
	January to March Local club Presidents cast local club vote on candidates
	Region Secretary counts votes in the presence of at least one incumbent elected Region Officer no later than the first day of the Region Rally (results to be announced at the Region Rally Board Meeting). The candidate for each office receiving a plurality of the votes cast shall be declared elected. In the event a tie vote occurs, the Region President shall break the tie by casting a vote.
	May 5 Region president certifies election and notifies candidate, local clubs and WBCCI Headquarters
	June to July New Region 1 <sup>st</sup> VP and 2 <sup>nd</sup> VP are installed during the Region breakfast or luncheon at the International Rally

**Region Parliamentarian Chair**

The Region President may appoint the Region Parliamentarian for a term of two years concurrent with the Region President's term. The Parliamentarian functions as a consultant and advisor to the Region President or other presiding officer on questions of parliamentary procedure. The Parliamentarian should be familiar with the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED, the manual of Parliamentary Law adopted by the International Club. The Parliamentarian, when requested by the presiding officer, may answer questions of parliamentary procedure.

**Region Website Chair**

1. The Region Website Chair shall develop and maintain the Web page highlighting the Officers and events within the Region. This person should possess knowledge of the workings of the

World Wide Web and the process of transferring files to and from the local web server and of the Airstream Club International (ACI) website. This person would need skills in the use of web editing and file transfer protocol software (FTP).

2. The Region Website Chair—would work closely with the Region President to publish information on the Region 9 Website and ACI website, of interest to WBCCI members.

#### **Section 4, Local Club Presidents of Region 9**

1. Local club presidents shall forward copies of the completed New Officer Reporting Form and their Rally Activities Schedule to the Region 9 President and Region Vice-Presidents by November 15 of each year. Although not the responsibility of the Region, the Region President should follow up to see that the local clubs submit their reports on time so these materials can be published on the ACI website and in the International Cub Membership Directory for the upcoming year.
2. Local club presidents are encouraged to send a copy of their local club newsletters to each Region Officer, Region 9 local club President, WBCCI International Officers and WBCCI Headquarters Office in order to communicate the activities of their local club to all interested parties. As a courtesy, copies may be sent to the Past Region Officers, if desired.
3. Region 9 furnishes WBCCI pins for the outgoing local club President and First Lady or First Mate of each local club. The installing officer usually makes the presentation of these pins.

Region 9 Policies, Procedures and Guidelines approved by the Region 9 Board on May 4, 2024.