

**Region 10**  
**Policies, Procedures and Guidelines**  
*Adopted on 11.04.2024*

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**DRAFT - REGION 10 POLICY - Updated 8.19.2024**  
**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.**  
**AIRSTREAM CLUB INTERNATIONAL**

**ARTICLE I**  
**PURPOSE AND DEFINITIONS**

This Policy document provides the operational procedures of Region 10 of the Wally Byam Caravan Club, International, Inc. (WBCCI) and Airstream Club International, Inc., both hereafter are referenced as ACI. ACI 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 Region 10. This policy shall not conflict with the Constitution, Bylaws and Policies of the International Club. In case of conflict, the latter shall prevail. Region 10 adheres to the ACI bylaws. The geographic areas of Region 10 include the states and provinces of Alaska, Alberta, British Columbia, Idaho, Montana, Northwest Territories, Oregon, Saskatchewan, Yukon Territory and Washington.

**ARTICLE II**  
**OBJECTIVES**

The overall objective of Region 10 is the same as specified in the [ACI Constitution](#) and the [ACI Code of Ethics](#). Further, the Region 10 organization exists primarily to serve and benefit the Local Clubs by the promotion of cooperation, transparent communications, good relations, programs, and activities within the Region. The Region leadership shall represent the decisions, concerns, and the membership of these Local Clubs in matters before the International Board of Trustees. The purpose is to provide guidance to current, incoming, and future leadership of the Region and to the general membership.

**ARTICLE III**  
**LIABILITY**

ACI maintains a comprehensive general liability insurance policy to cover club functions and activities in the United States and Canada. The policy is provided to protect all Club, Region, International Officers, Caravan Leaders, members while engaged in official authorized business for ACI and the facilities being used or leased for official functions. It covers claims which may be brought against members because of accidents due to their negligence or assumed negligence.

**ARTICLE IV**  
**GRIEVANCE PROCEDURES**

Complaints filed from within Region 10, whether filed by a Member or a Club Officer, shall be handled in accordance with the ACI Bylaws, Article V, Disciplinary Procedures.

## **ARTICLE V**

### **ELECTION AND DUTIES OF ELECTED OFFICERS**

#### **Section 1 - Composition and Meetings**

The Region 10 Executive Committee is comprised of four elected members: President, First Vice President and Second Vice President and the Immediate Past President, providing he/she is not serving in another elected ACI office.

1. The Region 10 Board is the administrative body of the Region and shall consist of the Executive Committee and the Local Club Presidents.
2. The Region President, with the consensus of the Executive Committee, shall appoint a Treasurer and Secretary, both non-voting, for the President's term.
3. The Region President will act as Chairperson who will vote only to break a tie. All members of the Board, except the Chairperson, are entitled to one vote. The Region President and Vice President(s) shall serve a two (2) year term or until he/she resigns or is removed from office with cause.
4. The Region Board will meet monthly in virtual meetings, and at least once annually in person, usually at the Region 10 Rally. In years in which there is no Regional rally, the annual business meeting shall be held virtually. Should any Club President not be able to attend any Board meeting, they may designate one of their Club Officers to the Region Secretary to represent them. A quorum will be a majority of the total voting members of the Region 10 Board and shall include the presiding officer.
5. All items to be presented at the Region 10 Board Meeting should be furnished to the members of the board at least seven (7) days prior to the meeting for timely dissemination.
6. The rules as contained in the current edition of Robert's Rules of Order shall be followed in Board meetings.

#### **Section 2 - Election of Officers**

The positions of Region President, First Vice President, and Second Vice President, as members of the Region Executive Committee, will be filled by election using the following process. Off cycle vacancies shall proceed in a timely manner and follow the same procedure.

1. A Region Nominating Committee will be formed under the direction of the Region President who will name a Committee chair. 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 then interview all candidates and recommend nominees for the positions of President, First Vice President, and Second Vice President. The Nominating Committee report will then be sent to the Region 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 and endeavor to diversify within Region 10 with regard to geography and Club membership or affiliation of the candidate. All deliberations are considered as private and held only within this committee.
3. Not later than January 31 of the election year (odd numbered year) the official ballot will be sent to the Voting Board Members of Region 10. The ballot shall contain the name(s) 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 Voting Board Member will be entitled to cast one vote. All ballots will be received by the Region Secretary prior to March 1.
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. The Region President shall certify the names of the newly elected officers to ACI Headquarters not later than May 5. Same applies to off cycle vacancies.
7. The term of office of all Region Officers shall commence upon August 1.

### **Section 3 Officer Job Descriptions**

1. The President is the “Chief Executive Officer” of the Region and shall serve as the Chairperson of the Board, and as the Region’s representative on the ACI Board of Trustees (IBT). The President shall be charged with:
  - a. day-to-day administration of Region 10 affairs
  - b. coordinating the Region Rally
  - c. new officer training, ongoing mentoring of First and Second Vice Presidents
  - d. club visitations/installations
  - e. attend all International functions and National, State ,Provincial, and Special Event activities held within the Region, insofar as possible
  - f. organizing a Region gathering (breakfast, lunch, or dinner) for Region members at the annual International Rally
  - g. provide ACI with a list of names and email addresses of new Officers and Committee Chairs
  - h. maintain an inventory of supplies to be passed on to the next Region President
2. The President must serve over half the term (twelve months) to become a Past President. 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 First Vice President, filling a mid-term vacancy, may stand for election the following term.
3. The First Vice President shall
  - a. be aware of all duties and responsibilities of the President should it be necessary to assume the position
  - b. attend all appropriate meetings within the Region and, insofar as possible, meetings of the IBT
  - c. assist the President in the affairs of the Region
  - d. assume the office of the President In the event of death, resignation or removal of office of the President
  - e. develop plans for his/her forthcoming term as Region President
4. The Second Vice President shall
  - a. be aware of all the duties of the First Vice President
  - b. attend all appropriate meetings within the Region and, insofar as possible, meetings of the IBT
  - c. assist the President and First Vice President in the affairs of the Region

## **ARTICLE VI APPOINTED POSITIONS**

### **Section 1 - Composition**

The Region President shall promptly appoint officers and chairs of the Region to serve concurrent with the President's term of office. Appointees must be Regular Members of Clubs within the Region and are non-voting members. In addition to the positions of Secretary and Treasurer, the Region President, with the consensus of the Executive Committee, shall appoint the required positions of Webmaster and Blue Beret Contributing Editor, for the term of his/her presidency. Other roles, filled as needed by the President, may include and are not limited to:

- Caravan Chair
- Community Services Chair
- Parliamentarian
- Ethics and Grievance Committee Chair
- Equipment Chair
- Family/Youth Chair
- Historian
- Legislative Chair
- Membership Chair
- Rally Coordinator
- Safety Chair
- Nominating Committee Chair
- Officer Training Chair

### **Section - 2 Job Descriptions**

1. Region Secretary shall
  - a. record the attendance at Region 10 Board meetings
  - b. determine if a quorum is present
  - c. record the minutes of those meetings which will be preserved with a narrative account prepared of all significant actions
  - d. maintain copies of the minutes with distribution made to each Board member within ten (10) days
2. Region Treasurer shall
  - a. maintain the financial records of the Region, file all Federal and/or State tax forms, provide a yearly income statement in a timely manner
  - b. receive all monies and deposit them in a timely manner, in the bank previously approved by the Executive Committee
  - c. submit a full written report of finances to the Region Board at each meeting and before retirement from office
  - d. have the financial records reviewed by an individual or committee selected by the incoming Executive Committee
  - e. deliver all financial information of the Region promptly to the incoming Treasurer
3. Webmaster shall
  - a. develop and operate a Region 10 website dedicated to the activities of the Region and the Clubs of Region 10 with links to ACI, Airstream Inc. and other websites of interest

to our members

- b. Publish the latest version of the Region 10 Policy document
  - c. Maintain the Region 10 calendar of important dates
4. *Blue Beret* Contributing Editor shall
  - a. provide data and information for publication in the ACI publication, the *Blue Beret*
  - b. further coordinate material for publication in the annual Caravan and Rally Schedule in the February *Blue Beret* of Region and State Caravans and Rallies

## **ARTICLE VII FINANCES**

1. The Fiscal year for Region 10 will be consistent with ACI International Headquarters.
2. The Region 10 Finances shall be administrated by the appointed Region Treasurer under the guidance of the Executive Committee. The Treasurer will make a report at the annual meeting of the Region Board and 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 presented at the Region board meeting agreed upon by the Executive Committee.
3. The Treasurer will be prepared for a financial review conducted by an individual or committee selected by the Executive Committee. A financial review shall be prepared at the end of each term, if the Treasurer leaves office for any reason, or at the discretion of the Executive Committee.
4. The Board will make decisions on the use of surplus funds. Some considerations may include supporting the annual cost to operate the Region, charitable donations, or investments.
5. The Region Treasurer and the incoming Executive Committee shall develop an annual budget.
6. The Region shall not pay for travel expenses. Reimbursement for travel of Region Officers is made by ACI for attendance at some official ACI activities. Reimbursements are made in accordance with ACI Policy 16.6.1.

## **ARTICLE VIII CLUB PRESIDENTS**

The final effectiveness and success of all programs within Region 10 rests with the Club Presidents. No program can be better or more productive than the Club President inspiring outreach within their Club. All Club Presidents shall attend all Region Board meetings or assign a representative in their place.

To meet this level of effectiveness and success within the Clubs, Club Presidents, and their Officers, are encouraged to:

- a. take advantage of Club Officer and Club Committee Chairman training
- b. follow the procedures as delineated in the ACI Blue Book
- c. exchange newsletters with other Region 10 Clubs
- d. be open to sharing new ideas and best practices

- e. utilize all resources available including Region 10 Officers and ACI staff
- f. represent the published ACI Code of Ethics and Mission Statement
- g. share copies of your Club newsletter with the Region 10 Officers, and exchange newsletters with other Region 10 Clubs

## **ARTICLE IX REGION RALLY AND CARAVANS**

### **Section 1 – Region Rally**

1. At least one Region rally will be held every other year at the prerogative of the Region Board. The Region 10 President and First Vice President shall set the time and the place of the next Region Rally with the approval of the Board. Planning and execution of the Region rallies will be shared by the Region President, Executive Committee, and all Local Clubs and its volunteers. Every Local Club is expected to participate.
2. The Region Rally is normally 4-5 days in duration, starting and ending at the discretion of the Region 10 President and First Vice President. The rally location should attempt to represent the geographic diversity of the Region.
3. The Region President and First Vice President with the help of the Executive Committee shall 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 be self-sustaining. This shall include all major functions such as:
    - Site Layout
    - Parking
    - Registration
    - Rally handbook, Programs, seminars, evening entertainment, workshops, games
    - Meals
    - Vendors and Airstream displays
4. The Rally may also include the following:
  - a. Entertainment
  - b. Rally Ribbons, Program Books, Rally Memorabilia
  - c. Rally Promotion
  - d. Auction
  - e. Door prizes
  - f. Stage and Table Decorations
  - g. Optional activities as suited to the location, e.g. tours
5. Promotion and publicity for the Region Rally will be published in the Blue Beret, on the Region website, social media, emails, and newsletters.
6. The Region President, First Vice President and each Local Club will develop a committee of volunteers to aid in the execution of rally duties.

7. The Region 10 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 submitted monthly to the Region 10 Board.
8. A final, end of rally report shall be made after all accounts for the Region rally are closed. 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 Treasurer's Records.
9. Rally Fees and Cancellations:
  - a. The Rally Fee criteria shall be the same for all attendees.
  - b. Any expenses incurred by the Region that are not recoverable, will not be refunded, unless the space is filled from the waitlist. To not jeopardize the ACI Club's non-profit status with the IRS, no profit shall be realized in the collection of cancellation fees.

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

Additional rallies, such as National Event Rallies, may be sponsored by the Region and will operate under the supervision of the Region Board and are subject to the Region 10 Policies. They are subject to guidelines as outlined in the National Event Rally Handbook.

## **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, approved by the Board. The Region Caravan Chair will report to the Board for approval of caravans.
2. In the caravan planning process, a caravan budget and "kitty fee" are to be established to cover caravan costs. The Region Treasurer will provide disbursements for reservations and other costs as approved by the Board.
3. The Region Caravan Chair provides training and guidance based on the National Caravan Handbook to the Caravan Leader.
4. The Caravan Leader develops a Drivers manual, which shows the routing, stops, attractions and becomes the Caravanners guide.
5. Surplus of monies remaining after all caravan costs are paid, are refunded on a proportional basis to members of the caravan. A similar agreement applies to a caravan deficit.
6. Cancellations are subject to the rules of the campgrounds and policies are clearly explained in the registration forms. A cancellation is only refunded to a caravanner if there is no cost to the Caravan.

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

The Region President (or designated Officer or member if the President cannot attend) will represent the Region at the ACI International Rally. The Region President will coordinate either a meal or social event for all Region members during the annual ACI International Rally. The purpose of this meeting is to provide opportunities for furthering communications, fellowship, and closer ties among the clubs of Region 10; to allow members an opportunity to become better acquainted with International and Region officers.



**ARTICLE X**  
**AMENDMENTS AND DISTRIBUTION**

Amendments to the Region 10 policy document are approved by a majority of the Region 10 Board and will be published on the Region 10 website. Adherence and enforcement of the provisions of the ACI Constitution, Bylaws, Policy and Region 10 Policy are essential to proper Region and Club operations and administrative procedures.

These policies, as last amended, were adopted by the Region 10 Board on:

Date Accepted: November 4, 2024

This document is to be reviewed every five years