GREATER HOUSTON AIRSTREAM CLUB #155
POLICIES

ARTICLE I
PURPOSE AND DEFINITION

Sec. 1 The purpose of these guidelines is to document policies and procedures for ready references and guidance in conducting the business of the Greater Houston Airstream Club (Club) by Club Officers.

Sec. 2 Policy shall be adopted by a majority vote of the Executive Board at any official Executive Board Meeting. Policy may be changed by a majority vote of the membership present at any official Club Business Meeting.

Sec. 3 Policy shall remain in effect until it is changed by the provisions of Article I, Sec. 2 of Club Policies.

ARTICLE II
RALLY FEES

Sec. 1 The basic rally fee per person shall be determined by the number of meals provided by the host at a rate of up to $6.00 for a dinner, $4.00 for a breakfast, $3.00 for a continental breakfast, and $3.00 for a pot luck dinner plus site charges, extra dining and activities (like ice cream social, S'mores by the fire, etc.), and the cost of catered meals. Children under 6 are free. Children between 6-12 years of age are half rate.

Sec. 2 Drop-ins participating in any rally meal shall pay the amount specified in Section 1 for the meals they eat.

Sec. 3 Rally hosts are encouraged to budget within their rally fee income amount when planning their rallies. Rally income may be calculated by multiplying the number of attendees (reservations) by the individual rally fee. If extra monies, beyond the rally fee income amount, are required to conduct a special rally, the hosts may request a specific additional budget amount for that rally from the Club President.

Sec. 4 Advanced deposits for site reservations fees, catered dinners or other Club functions may be required from time to time. Notification of the deposit requirements and cut-off date(s) will typically appear in the Club newsletter. Individual Club Members shall be responsible for handling their reservations in a manner that does not place the Club at risk of losing Club funds. Cancellation of reservations by members should be made at least (5) days in advance or as soon as possible depending on circumstances. In the event of a cancellation or no-show by a Member who previously made a reservation for a Club function, a refund can be made to the Member from Club only if the stated requirements above have been met and Club is not penalized by the campground or caterer.

ARTICLE III
RALLY SCHEDULE

Sec. 1 Club shall have a minimum of eight (8) rallies per year, unless the Executive Board agrees to reduce the minimum.

Sec. 2 Rallies are scheduled by the President. Additional rallies may be scheduled as unofficial rallies by membership choice or at the discretion of the President.

Sec. 3 Club shall hold one Annual Luncheon meeting per year. The Luncheon meeting shall not count as a rally.

ARTICLE IV
RALLY ACTIVITY REPORTING

Sec. 1 Rally hosts shall report upcoming rally events to the Newsletter Editor no later than five (5) days following the most recent previous rally. The following minimum information should be included:

A Location of upcoming rally
B Telephone number of the RV park
C Address and/or directions to the RV park
D Names of Hosts and Co-hosts
E Activity schedule
F A "respond no later than" date
G Reservation instructions

ARTICLE V
CLUB CARAVANS

Sec. 1 Club Caravans shall be approved by the Club Executive Board and the approval should be noted in the board minutes. This approval allows the leaders to be protected on the Wally Byam Caravan Club International, Inc. (WBCCI) liability insurance policy. Club Caravans that meet the requirements of the WBCCI Caravans listed in Section 3, may also apply for an WBCCI National Caravan numbers.

Sec. 2 Club Caravans may be proposed by any club member. There are no minimum requirements for caravan length, the number of stops or the number of participants. Proposals should include:

1. The Caravan Itinerary
2. Maximum number of participants
3. The names of the co-leaders. For longer caravans with durations of 1 month or longer require at least 1 set of co-leaders
4. Caravans that use a kitty fee should follow the audit requirements contained in the ACI caravan guidelines

Sec. 3 Club Caravans, which meet the CRITERIA given below, may be listed in the WBCCI annual membership directory and the caravan number assigned by the WBCCI Caravan Committee Chair shall follow each Caravanner's name in the directory.

CRITERIA:

1. Duration of 6 or more nights not including nights spent at organized rallies.
2. Park in 3 or more cities or geographic locations, not including organized rallies.
3. Number 7 or more trailers and/or motorhomes, including the leader.
4. Use the kitty fee method for handling financial matters.
5. Adhere to provisions in the current Club Caravan Handbook, the Bylaws and established Policy and Financial Management practices of the WBCCI.

ARTICLE VI
WBCCI BADGES

Sec. 1 New member badges shall be a Wally Byam Caravan Club International, Inc. (WBCCI) administrative cost. Club pins shall be a Club expense and be presented to the new member by the President or the President's appointed representative at the first available opportunity.

Sec. 2 Incoming officers' badges shall be exchanged for new badges at no cost to the individual officers. However, incoming officers may retain their old official badges provided they pay for the new badges from personal funds.

Sec. 3 In the event of loss or damage to any members badge, the member shall purchase a new replacement badge from WBCCI headquarters with their own funds.

ARTICLE VII
ADVERTISING

Limited paid advertising, for presentation in the Club Newsletter may be accepted from time to time by the Executive Board.

ARTICLE VIII
FINANCIAL RESPONSIBILITY

The President, as principal officer, shall have final accountability for disbursement of Club funds, excluding rally fees and catered meal fees which shall be collected by the Rally Hosts and submitted to the Club Treasurer for final disbursement.

These Club Policies were revised on Dec 6, 2025, by a majority vote of the Club regular members present and submitted ballots of regular members not present at the Annual Business Meeting held at Brazos Bend State Park, Johnson Creek RV Park in Needville, TX.