

# Policy Manual pertaining to Articles 1-28

## Policy 1

The order of business shall be: (1/18/02)

- A. Opening Ceremonies
  - Invocation (Nonsectarian)
  - Pledge of Allegiance (The United States Pledge of Allegiance may be omitted at all WBCCI rallies, events, and functions held outside the United States.) (1/17/03)
- B. Roll Call
- C. Approval of Minutes
- D. Reports of Officers and Committees
- E. Special Orders
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournment

### Policy

- A. Blue Beret To act as a Features Editor of the "Blue Beret". To keep a library of feature articles ready for publication. To recruit assistants from the general membership to collect and submit articles. To research and write articles and to edit submitted articles when necessary. To act as a liaison between the WBCCI membership and the "Blue Beret" Editor and to work closely with the Editor at all times. To undertake a continuing study of the content and effectiveness of the "Blue Beret" as the official publication of WBCCI and to make recommendations to the Blue Beret editor based on these studies. (1/19/96)
- B. Budget ~~In cooperation~~ Working with the Treasurer of the WBCCI, prepare and present to the incoming Board of Trustees, at its first meeting each fiscal year, budgets for the general fund and each future International Rally for which a location has been announced. The general fund budget shall project the Club's income and expenditures for that fiscal year and shall provide for funding of all usual and special club activities with a balanced budget. It shall also allocate to each of the Standing Committees such funds, as the Budget Committee deems necessary after consultation with the chair of the committee, for the efficient operation of each committee's program. Each International Rally budget shall show for each line of the original budget, any revisions to the budget, and the amount expended to the date. The budgets are to be based upon information provided by the Executive and Standing Committees, Region Presidents, Rally site manager and the Administrator/Manager concerning fiscal implications for the year. (1/23/10)

- C. Caravan To foster a continuing interest in National, Region, Unit and Intra-club Caravans; to administer and approve National, Region and Intra-club caravan programs; to develop and maintain the Caravan Handbook of the International Club; to establish and conduct an annual training program for Caravan Leaders and Caravan participants such training to be offered at the International Rally; to manage and disburse the budget funds of the Caravan Standing Committee in accord with International Policy; to assign the dates and times for caravan arrivals at International Rallies; to coordinate the itineraries of National Caravans with the dates and locations of National and Special Event rallies thus affording participants in National Caravans the opportunity to attend and support such rallies; to coordinate the National and International Caravan program of the International Club ~~with the Caravan Program of Airstream, Inc. (for overseas caravans of the International Club, see paragraph K) (1/17/97) \*~~

- ~~D. Community Service 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 Unit, Region, Special Event, National and State Rallies and other functions of WBCCI. (1/15/99)~~

- E. Constitution and Bylaws To conduct a continuing review and study of the International Club Constitution and Bylaws and to recommend amendments deemed desirable or necessary; to conduct a continuing review and study of the Constitution and Bylaws of all Units and of all International Board of Trustees authorized Intra-clubs, to insure they contain the minimum requirements to meet their charter by the International Club. and if ~~any be found to be deficient or in violation of the Constitution and Bylaws of the International Club to report such deficiency or violation, if not corrected, with recommendations to the Executive Committee of the International Club~~; to report such deficiencies to the group with recommendations for correction; to receive and review proposals for amendments to the International Constitution and to provide a written report to ~~Headquarters containing the recommendations of the Standing Committee~~ the Executive Board and membership with regard to such proposed amendments within 60 days of receipt. (1/19/96)

- F. Electronic Communications To develop, provide and maintain the WBCCI web site, an advanced community forum for present and potential club members. Provide support to individual club, Unit and Region members and other committees' effort to exploit the many features available both on and off the Internet. ~~Through these combined efforts, the electronic medium can be used to increase the club's presence and relevance to present and potential club members. (7/5/10)~~

- ~~G. Ethics and Grievance To investigate and assess all grievance complaints made by members and others and to make recommendations thereon to the Executive Committee and to the Board of Trustees, to advise and assist units in handling grievance complaints at the unit level.~~

H. Family/Youth To develop an effective continuing program and structure to encourage Family/Youth participation in Unit, Region and International Rally and Caravan functions; to ensure that regular Family/Youth columns appear in the BLUE BERET and in Region and Unit bulletins; to provide liaison with other Standing and Special Committees and to consider and develop ways and means of implementing new Family/Youth programs. (6/21/85)

I. Historical To develop a continuing history of the Club, which includes written and pictorial material, especially original actions of and within the Club; and when authorized by the Board of Trustees or by the Executive Committee to do so, publish accounts of the history of the Club. (6/19/81)

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J. International Rally To provide a vision and outline for the international rally to be submitted to the individual or company responsible for arranging for the site and its facilities. To oversee the work of the individual or company responsible for arranging for the site and facilities. ~~plan and execute the current International Rally.~~

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K. International Rally Site To seek sites for International Rallies and to investigate the suitability of all such sites so found; to formulate the basic requirements for an International Rally site in the geographical area and to make those requirements known to the Chambers of Commerce and other like bodies; to select a site for each International Rally at least one year in advance and officially announce its location one or more years in advance. (2/18/84)

The Chairman of the International Rally Site Committee ~~and/or persons~~ investigating a site for a future International Rally should complete a report to be filed as a permanent record at the International Office. This report should contain as many pertinent facts as possible so as to aid and assist in future investigation. And decision making of the executive Board as to the site(6/18/82)

~~L. International Relations To promote goodwill and understanding among the peoples of the world by person-to-person contact through caravanning; to establish communication with other caravan clubs throughout the world in order to promote and facilitate the interchange of experience, knowledge, and ideas; to invite members of foreign caravan clubs to participate in WBCCI Caravans and to assist foreign Caravan Clubs in organizing and conducting caravan tours of North America; with the approval of the Executive Committee, to invite specific representatives of foreign caravan clubs to attend the WBCCI International Rally. Overseas caravans conducted under the auspices of this Committee shall be covered by liability insurance acceptable to the Executive Committee from funds provided by the participants in the caravan, if necessary, to protect WBCCI and its officers, as well as caravan leaders and staff. Financial Management of overseas caravans; Policy, Page 48.~~

Comment [1]:

Tom Smithson 1/2/11 9:17 PM  
These functions should fall under Caravans as a subcommittee.

M. ~~Legislative~~ To study, advise and recommend recreational vehicle legislation in the interest of the International Club and its members; to recommend opposition to all legislation which is discriminatory and injurious to the interest of the International Club and its members; to encourage governmental and private agencies to provide more and better facilities for recreational vehicles; to disseminate to members and to units, information concerning activities of a governmental nature pertaining to the ownership and operation of a recreational vehicle. (1/19/96)

**Comment [2]:**

Tom Smithson 1/2/11 9:17 PM  
These activities are better handled Regionally

N. ~~Lifetime Membership Fund~~ To administer the Lifetime Membership Fund; to meet at least once per year at the call of the Chairman of the Standing Committee; to review on an annual basis the financial status and the viability of the Lifetime Membership Fund and make recommendations to the Board of Trustees for adjustments to the one time fee for Lifetime International Dues or for the discontinuance of the Lifetime Membership program. (1/19/96)

**Comment [3]:**

Tom Smithson 1/2/11 9:17 PM  
These duties are better left to the treasurer who has the responsibilities of the funds of the club.

O. Marketing To identify ways to positively promote WBCCI with an emphasis on increasing new membership and revenue generation. To continually propose a strategic plan of action to accomplish those goals, present a proposed annual budget, implement plans, if approved and report progress to the IBT. To encourage and train members, Units and Regions to incorporate and implement marketing strategies into their operations. (7/5/10)

P. Membership To develop and implement a membership program that:

- a. Encourages present members to retain their membership
- b. Encourages non-member owners of recreational vehicles manufactured by Airstream Inc. to become members. (1/19/96)
- c. Includes providing a published manual/pamphlet in which a suggested program for membership retention and recruitment is set forth and to distribute copies thereof to all International, Region and Unit officers; and
- d. Offers inspiration encouragement and assistance to the membership committees of the Units.

Q. National/Special Event Rallies To promote, coordinate and develop greater interest and participation in National and Special Event Rallies; to receive and review the reports required from Units or Regions upon the completion of a National or Special Event Rally; to receive and review applications from Units or Regions wishing to conduct a new or first time National or Special Event Rally and from Units or Regions wishing to reactivate a discontinued National or Special Event Rally; to make recommendations to the Executive Board with regard to each of such rallies; to work with the Caravan Committee to coordinate, if possible, National and Special Event rallies with National Caravans; to prepare reports from the Financial

Reports received from the sponsors of each National and Special Event Rally, and present such reports to the International Board of Trustees at the Annual and Mid-Winter meeting of said Board. (1/19/96)

~~R. Planning Guides & Merit Award To initiate and maintain a program to assist Units and Regions in the planning and setting of annual goals: to gather and share information on successful activities and to recognize excellence in Unit and Region operations. (7/5/07)~~

**Comment [4]:**

Tom Smithson 1/2/11 9:17 PM  
These activities are better presented within the context of the International Rally manual.

~~S. Public Relations To develop and maintain a continuing program of Public Relations between WBCCI and communities holding or exposed to WBCCI Rallies, Caravans and other Club activities. Further develop literature and films, which will acquaint the public with the Creed of our Club and otherwise continually to promote goodwill and understanding and to enhance the image of the Wally Byam Airstream Caravan Club International. (6/21/76)~~

**Comment [5]:**

Tom Smithson 1/2/11 9:17 PM  
These interests are better served by the Marketing Committee and staff.

~~T. Rally Promotions Responsibilities include promoting the site and the surrounding territory to our members and promoting the entertainment as planned. The Chairman should work with the City Convention and Visitors Bureau as well as International Headquarters. (1/19/96)~~

~~U. RV Parks To initiate and maintain a program with available RV Parks that affords WBCCI members discounts for overnight parking. The chairman shall insure that all parks are contacted each year in order to insure the park's continued participation. The chairman shall work with the Headquarters Staff to insure publication of the RV Parks list each year in the annual directory, and the distribution of the specially designed RV Parks decal. (6/22/98)~~

**Comment [6]:**

Tom Smithson 1/2/11 9:17 PM  
This responsibility is again a Marketing responsibility.

~~V. Safety To distribute information to all club members using the *Blue Beret* and electronic mediums to help them become safer travelers. To encourage Region safety advisors, promote safety seminars and to research safety concerns of the membership. (7/5/10)~~

**Comment [7]:**

Tom Smithson 1/2/11 9:17 PM  
This should be under the Blue Beret committee and the Int. Rally Manual

## Policy 2

### Policy

Membership for voting purposes - International dues shall not be transferred from one unit to another during the current dues paying year, except as follows: (1/17/92)

**Comment [8]:**

Tom Smithson 1/2/11 9:22 PM  
This section makes no sense it talks about rights and dues as if they are the same thing

A. The membership rights of original signers of a request for a provisional charter shall be transferred to the new unit. (1/17/92)

B. In the case of the dissolution of a unit, membership rights shall be transferred to a unit of the member's choice.

In case of co-ownership of a recreational vehicle manufactured by Airstream, Inc. only those co-owners each paying International and Unit/MAL dues shall have all

the rights and privileges of an International Club member. A co-owner is defined as one of two WBCCI members that own a single Airstream Recreational Vehicle. Existing co-owners with more than two memberships on June 25, 2005, are not subject to this provision as long as they maintain continuous membership in WBCCI. (1/13/06)

**Policy**     ~~International Dues - International dues are established by the Board of Trustees upon an annual budget review, are payable in US currency only and members will be notified of the amount prior to July 1 each year through a notice published in the BLUE BERET. (1/29/93)~~

~~A.     International dues of all Members shall be \$65.00 per calendar year (US funds). (1/23/10)~~

~~B.     International dues of new Regular Members joining between January 1 and June 30 shall be \$65.00 (US Funds) for the remainder of that current calendar year. (1/23/10)~~

~~C.     International dues for new regular members joining between July 1 and December 31 shall be \$65.00 (US Funds) for the remainder of that calendar year and the following calendar year. (1/23/10)~~

~~D.     Members at Large will pay an additional surcharge (as set by the IBT) with there International dues payment.~~

~~D.     International dues for Members at Large shall be \$65.00 (US funds) plus the established surcharge (as set by the International Board of Trustees) per calendar year. (1/23/10)~~

~~E.     International dues for new Members at Large joining between January 1 and June 30 shall be \$65.00 (US funds) plus the established surcharge (as set by the International Board of Trustees) for the remainder of that calendar year. (1/23/10)~~

~~F.     International dues for new Members at Large joining between July 1 and December 31 shall be \$65.00 (US funds) plus the established surcharge (as set by the International Board of Trustees) for the remainder of the calendar year and the following calendar year. (1/23/10)~~

International Dues - International dues and Members at Large will pay an additional surcharge as established by the Board of Trustees upon an annual budget review, are payable in US currency only and members will be notified of the amount prior to July 1 each year through a notice published in the BLUE BERET. (1/29/93)

A.     International dues of all Members shall be \$65.00 per calendar year (US funds). (1/23/10)

B.     Members at Large will pay an additional surcharge of \$25 per calendar year.

## Policy

~~Lifetime Membership Members may purchase a Lifetime Membership by paying the established one time fee for lifetime International dues to International Headquarters. (1/19/96)~~

### Conditions for Lifetime Membership

1. An applicant for Lifetime Membership shall meet the applicable requirements for membership in the International Club. (1/19/96)
2. A Lifetime Member who fails to maintain the applicable requirements for membership in the International Club, specifically use and/or ownership of a recreational vehicle manufactured by Airstream Inc. or who purchases and uses a non Airstream recreational vehicle, shall be transferred to the inactive membership roll. Such a Lifetime Member, upon the correction of the cause or causes for such transfer, shall be reinstated to active membership as a Lifetime Member of the International Club. (1/19/96)
3. ~~The benefits of a Lifetime Membership shall apply only to the individual member or to each person in a couple named in the original application as recorded at International Headquarters. (6/26/06)~~
4. The age for establishing the one time fee for International dues shall be determined by the age of each individual as of December 31 of the year in which the application is made. Proof of the ages of the member couple or individual in the form of photocopies of birth certificates or driver's licenses shall be forwarded with the completed application form. Upon approval, a Lifetime Membership shall become effective on January 1 in the year following such approval. (6/26/06)
5. The Lifetime Membership fee, or any portion thereof, shall not be refunded to a Lifetime Member upon the termination of membership of such member in the International Club. (1/19/96)
6. Once an age is determined, then Appendix #1 is used to determine the life expectancy of a single member or a member couple on the Lifetime Membership Application. With the life expectancy determined, the one-time fee is then identified in the table on page 4 of Appendix #1 and that amount submitted with the Lifetime Membership Application. (6/26/06)

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### To Apply for Lifetime Membership

~~**Regular Members:** Complete the LIFETIME MEMBERSHIP APPLICATION FORM in triplicate; retain one copy for your records, forward one copy to your Unit Treasurer, forward one copy to International Headquarters with a check in the amount of the one time fee for International dues made payable to Wally Byam Caravan Club International, Inc. and the photocopies of the proof of age documents. (1/19/96)~~

~~**Members at Large:** Complete the LIFETIME MEMBERSHIP APPLICATION FORM in duplicate; retain one copy for your records and forward one copy to International Headquarters with a check in the amount of the one time fee for International dues made payable to Wally Byam Caravan Club International, Inc.~~

and the photocopies of the proof of age documents. (1/19/96)

## Policy 3

### DEFINITIONS OF MEMBER

#### Policy

1. Regular Member - An adult who owns a hard sided recreational vehicle manufactured by Airstream, Inc. and who has submitted a written application for membership and ~~such adult~~ pays International and Unit dues to a Unit of the International Club. Regular members who have sold their recreational vehicle manufactured by Airstream, Inc. may, ~~upon request~~, retain their membership as Regular Members in a Unit and the International Club pursuant to the provisions of Sec. 2 ARTICLE VI of the International Constitution. Such Regular Members shall possess all the rights and privileges of the International Club, including full voting rights in all elections and on all ~~motions~~ brought to the membership. (6/30/06)
2. Affiliate Member - A Regular member in good standing in one Unit and who applies to and is accepted as a member by another Unit and such member pays only Unit dues to said Unit. (1/17/97)
3. Lifetime Member - A Regular member or a Member at Large who has purchased a Lifetime membership by paying the established one-time fee for Lifetime International dues. (7/5/96)
- 4.\* Member at Large - An adult who owns a hard sided recreational vehicle manufactured by Airstream, Inc. and ~~such adult~~ has submitted a written application for membership as a Member at Large to International Headquarters and upon payment of International dues and the established surcharge shall be a Member at Large in the International Club. (6/30/06)
- ~~5. Former Members - Former members, no longer living the RV lifestyle, may subscribe to unit newsletters (at the unit's option) but shall not be considered WBCCI members and shall not be listed among other members in the unit directory. Former members may be listed in a separate section of the unit directory dedicated to "Former Members". (1/17/03)~~

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#### Policy

#### Membership Stars

1. Red Plastic stars (2") depicting total years of membership in the International Club are hereby adopted as an official recognition of each five years of membership. (1/19/96)

- ~~2. The stars will be issued by Headquarters after verification from membership records. The burden of proof of prior membership is on the member in case of reinstatement following a lapse of membership. (7/5/85)~~
3. Display of stars shall be aside the International Club decal on the front and rear of the recreational vehicle. (1/19/96)

## Policy 4

### Policy

- A. Names of Units All names will be geographical in nature and will represent a geographical area other than a state or province. The official name of the Unit must also include the name of the State or Province in which most of its members retain residence, but no Unit shall be assigned any exclusive territory. (1/19/07)

The Board of Trustees may, upon written request, authorize names for new Units and names for Units that have merged or consolidated or the renaming of existing Units. (1/19/96)

- B. Unit Officers No member, except a member of a Provisional Unit, shall be elected or appointed as an officer of a unit unless such member pays International dues through said unit. (1/29/83)

- C. Complaints Each unit should appoint a Complaint ~~Ethics and Grievance~~ Committee for the investigation of complaints against members. The committee members, before commencing an investigation of a complaint, must read WBCCI Bylaws Article V "~~DISCIPLINARY~~ **COMPLAINT PROCEDURES**". ~~In addition the unit President and the committee members should follow the checklist contained in the WBCCI Blue Book Appendix #11.~~ In the case of the expulsion of a member, International dues will not be refunded. ~~only on the recommendation of the International President.~~

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- ~~D. Legislation All Units should appoint an active Legislative Chairman to work with all the Local, State and Provincial authorities on legislation concerning the ownership and operation of recreational vehicles. The Unit should advise the Region President and Region Legislative Chairman of any activities of a governmental nature that may require the assistance of the International Legislative Chairman. (1/19/96)~~

- E. New Units Members wishing to organize a new Unit should request assistance from the Region President or from Headquarters. Such request received at Headquarters will be referred to the Region President who shall, upon determining there is a need for a new Unit within the Region, notify Headquarters and Headquarters shall forward the necessary instructions and materials to the members wishing to form the new Unit. Upon receipt of a Provisional Charter from the President of the Region, the Provisional Unit may collect Unit and International dues in the same manner as chartered

Units pending the issuance of a Unit Charter by the International Board of Trustees. (1/19/96)

When the Provisional Unit has fulfilled the requirements as set forth in Article XI of the International Constitution (sufficient members and appointed officers), an application for a Unit Charter shall be made in writing to the International Board of Trustees through the President of the Region. (1/19/96)

- F. Unit Elections Units shall hold an election of officers annually. New officers shall take office any time after their election but not later than December 31. (6/19/79)

## Policy 5

### Policy

1. Special Board of Trustees Meetings - When the President deems it necessary to call a special meeting of the Board of Trustees ~~that requires the physical presence of the members~~; he shall have authority to authorize the International Headquarters office to pay all the expenses of the Board members, other than meals, on behalf of the Club. Those on expense accounts and Airstream employees are not included. These expenses are to cover transportation, room and parking costs if traveling with an RV. \*
2. Term of Office - The term of the members of the International Board of Trustees shall be extended so that each retiring member shall be an exofficio member of the Board of Trustees for the purpose of completing the pending rally following installation of the next succeeding Board of Trustees and terminating one (1) week following installation. (7/5/65)
3. The minutes of the Board of Trustees Meetings will be **distributed** to all Board Members, Standing Committee Chairman, 1st and 2nd Region Vice Presidents, and International Past Presidents receiving the Blue Book inserts within thirty (30) ~~sixty (60)~~ days except ~~the minutes held in June from the meeting~~ at the start of ~~before~~ the International Rally. ~~These~~ will be distributed within ten (10) days. In addition all correspondence normally distributed to Region Presidents will ~~also~~ be forwarded to the 1st and 2nd Region Vice Presidents. All nominees and announced candidates for the International Board of Trustees will be placed on the distribution list for all correspondence and minutes.
4. All retiring board members of the International Board of Trustees shall be provided with a copy of the minutes of the meeting held prior to their retirement. (7/5/75)
5. The minutes of the Board of Trustees meetings shall show the number of votes FOR, the number of votes AGAINST, and the number of ABSTAINERS for any motion. On any motion where a Roll Call vote is taken, the minutes will show the names of those members voting in favor of the motion; the names voting against the motion; and those abstaining from

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voting. Roll call voting by the IBT members shall be in a random order sequence.

## Policy 6

### Comment [9]:

Tom Smithson 6/6/11 3:48 PM  
This is unnecessary as RONR covers what the minutes will contain. Article XVII of the revised Constitution establishes RONR as our parliamentary Authority.

### Policy

- A. Regional Expenses (See Policy pages, 35.2 and 36).
- B. Region officers' flags and Region President's parade flagpole will be passed on with normal succession of office. When replacements are necessary, expenditure will be charged to the Region Officer expense account
- C. Each Region President will be presented a Past President flag, ~~a Regional Past President's Pin, a service award consisting of a base mounted miniature Airstream with two miniature National\* Flags~~ and appropriate Identification Badges at the close of the International Rally. The cost of the foregoing items will be charged to the General Fund of the International Club. (1/19/96)
- D. Guidelines for Qualifications and Requirements of the Region President's Position.
  - 1. Candidate for the office of Region President must possess:
    - a. A true and aggressive belief in the WBCCI concepts and practices.
    - b. An ability to travel, meet people openly and communicate easily.
    - c. ~~A broad knowledge of, and experience in, WBCCI unit operations.~~
    - d. A good working knowledge of the WBCCI organization and documents.
    - e. A clear understanding of parliamentary procedure and general club management.
  - 2. They must be capable of performing and willing to undertake and carry out the following duties:
    - a. Promote a full program of Unit 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 Unit visit. He should make every effort to insure that the official Wally Byam Caravan Club Blue Book is available, current and understood by appropriate personnel.~~

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- c. Support Unit activities through visits, letters, bulletins, phone calls, etc., and encourage visiting between Units. They must be an ambassador of good will and promoter of good fellowship. ~~They must promote harmony within any Unit 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~~ Provide accurate and timely communications ~~chain,~~ explaining interests, needs and actions of constituent Units or members to the International officers, committees, and others, and vice versa. Such communications shall be done on a regular basis, not less than quarterly.
- 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.~~
- g. Assists Unit officers and members ~~delegates~~ to understand items to be considered at the delegates' meeting.
- h. Supervise the planning and operation of Regional rallies and caravans, and the organization of New Units within the Region.
- i. Attend the National Rallies held in their Region and assist as requested.
- j. Conduct Regional Board meetings, appoint committees and conduct other necessary regional business, maintaining proper records of regional affairs. The Regional Vice Presidents shall be informed of relevant matters and shall assist 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 Units and the Regional 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 meetings and prepare for and participate in the deliberations of the Board.

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n. Foster, through constituent Units, 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.

## Policy 7

### Policy

### CLUB PUBLICATIONS

A. Annual Membership Directory This Official Club Publication is published in January of each calendar year. (1/20/95)

1. The Annual Membership Directory will list the names, addresses and Emails of members and spouses excluding titles or ranks, whose International dues have been received at International Headquarters on or before November 30 in the year preceding.
2. ~~Special titles or ranks (i.e. Dr., Col., etc.) shall not be included in the listing in the Annual Membership Directory. (1/20/95)~~
4. Special designations for the listing of Lifetime Members and Members at Large shall be indicated ~~included~~ in the Annual Membership Directory. (7/5/95)
5. Except as authorized by the Executive Committee, the Annual Membership Directory of the International Club or the Membership Directories or Rosters of Units shall only be available to members in good standing. ~~not be made available to any individual who is not a member or to organizations not a part of the International Club.~~

B. Blue Beret

1. The Blue Beret, the official publication of the club, is published monthly except July. The special January issue is the Annual Membership Directory. (1/21/91)

3. A maximum of 400 column inches of publicity for the upcoming International Rally will be allowed not including registration coupons, in issues selected by the Rally Committee. (1/21/91)
4. No material, articles or coupons for Unit activities will be permitted. Coupons for International, National, Region and Special Event Rallies and Overseas Caravans may be printed. Coupons will be printed in only three issues as designated by the requestor, the coupon for the International Rally may be printed in a maximum of six issues. (7/5/82)

**Comment [10]:**

Tom Smithson 1/2/11 9:40 PM  
Articles submitted by Units to the Blue Beret committee should be considered

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5. Each region is allowed 60 column inches per year to promote region rallies, caravans and multi-unit rallies as well as other news, specifically about the region,. Further Regions will be permitted an additional 11 column inches for each caravan conducted. Articles will be permitted for multi-unit rallies provided the Region Executive Committee has approved the rally and authorized the charge of space required against the region space allowance. All region news submitted for publication must be accompanied by the written authorization of the Region President or his/her designate. State rallies within the borders of a region shall be exempt from the region space allocation. (1/21/00)
6. Each Region President shall appoint a person as a Contributing Editor who will submit copy to the BLUE BERET Editor, and the BLUE BERET Chairman shall be informed of the name of each Region Contributing Editor by August 1 of each calendar year. (7/5/86)
7. WBCCI Intra-clubs will be allowed 20 column inches per year to promote club activities and provide pertinent Intra-club information to its members. All articles submitted for publication must be accompanied by written authorization of the Intra-club President. (1/21/00)
8. WBCCI State, Commonwealth, Provincial, Special Events and National Rallies will be permitted 14 column inches per year, excluding coupons, within the Blue Beret for promotional purposed. State Rally publicity shall be coordinated with the Region President and/or Contributing Editor within whose Region the rally shall occur. Such rally articles submitted for publication shall be accompanied by the written authorization of the Region President or his/her designate. (1/21/00)

B. **Web Site**

**Comment [11]:**  
Bob 1/2/11 9:40 PM  
Needs more work

1. The WBCCI website will have a section detailing all National, Canadian State, and Special Events Rallies as well as National and International Caravans. This site will also include any necessary contact information and coupons for application to these events.
2. The web site will maintain an archive of past issues of the Blue Beret in PDF format for access by the membership. Such copies of the Blue Beret will have the new member information redacted.

**Policy**

C.

**DISTRIBUTION**

1. Members in good standing in the International Club shall receive, each calendar year, one ANNUAL MEMBERSHIP DIRECTORY and one each of the ten issues of the BLUE BERET. (1/20/95)

2. Airstream, Inc. is furnished a supply of ANNUAL MEMBERSHIP DIRECTORIES and issues of the BLUE BERET for public relations and business purposes for use and distribution by Airstream, Inc. Supply needs are reviewed and re-established annually with Airstream, Inc., by the Editor with final approval by the Executive Committee. (1/20/95)
4. First Class handling and postage for the BLUE BERET and the ANNUAL MEMBERSHIP DIRECTORY are available by prepaying the prevailing rate to Headquarters. Prevailing rate to be established annually by the Editor to recover costs.
5. Members with a mailing address outside the United States and Canada will be assessed an annual fee for postage and handling. Fee to be established by the WBCCI Editor to recover costs. (7/5/93)
6. Subscriptions to the BLUE BERET (magazine only) including second or first class mailing at prevailing rates are available to members and interested public alike at the prevailing subscription rate.
7. Courtesy copies of the Blue Beret may be mailed to individuals or businesses for public relations or business purposes. Individuals or businesses may be placed on the courtesy mailing list by notifying WBCCI Headquarters in writing and shall include justification for the request. Cost of the courtesy mailing list will be borne by the appropriate General Fund accounts. (1/29/93)

## Policy 8

### Policy

#### Financial Management

1. All monies collected by the Wally Byam Caravan Club International, Inc. will be deposited in a checking account in the name of "Wally Byam Caravan Club International, Inc. General Fund" at a FDIC bank designated by the Board of Trustees.
2. Identified Funds: The Treasurer shall establish identified funds within the accounting system as follows:
  - a. International Rally Fund that shall accumulate the net proceeds of each International Rally. Purpose of this fund is to track net income or deficit realized by this activity. The principal fund amount plus any accrued interest shall be shown on the monthly financial statement. Withdrawals from this fund must be approved by the Executive Committee; withdrawals in excess of \$10,000 must be approved by the International Board of Trustees. (1/18/02)
  - b. Caravan Fund that shall be initially established at \$1,500.00; accumulate residue funds from National Caravans remaining after

refunds to the nearest whole dollar have been made to caravan participants plus administrative cancellation charges to a maximum fund amount of \$5,000.00 after which excess funds shall accrue to the General Fund. Charges and deposits to this fund shall be authorized by the Caravan Committee Chairman. Authorized charges include: Advance monies for scouting and reservation expenses, to be repaid from Caravan Kitty; and expenses incurred by leaders in scouting and aborted caravans. The principal fund amount with accrued interest shall be shown on the monthly financial statement. (6/21/86)

c. Lifetime Membership Fund

1. The Lifetime Membership Fund shall be deposited in FDIC bank accounts or invested in one or more eligible securities pursuant to paragraph 4 below with maturities which, in such manner as in the judgment of the International Treasurer shall best meet projected annual payments to the WBCCI General Fund.

(6/28/10)

2. The Lifetime Membership Fund shall provide that in case of the dissolution of the International Club or the transfer of the control of the International Club from the Board of Trustees or the discontinuance of the Lifetime Membership program, the funds remaining in said Lifetime Fund shall be returned, on a prorated basis, to the then Lifetime Members in good standing in the International Club, except recipients of Life Member Awards, as awarded by the Board of Trustees pursuant to the provisions of Article IV, Section 4, of the International Bylaws, shall not be entitled to share in the distribution of the balance of funds. Any portion of remaining fund balances, as determined by audit to be attributable to such Life Member Awards, shall be returned to the General Fund of the International Club. (1/15/99)

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**Comment [12]:**

Tom Smithson 1/2/11 9:49 PM  
This part presents a problem in that a members is profiting by their membership by the club paying for their Life time membership. I see a problem with the IRS Has this ever been cleared with legal counsel?

d. Common Cents for Kids Fund

1. The Common Cents for Kids Fund shall accumulate residual contributions from the Youth Charity Projects for any excess over \$6,000 collected in a given year. This fund shall serve as a reservoir from which to access funds for years in which youth collections do not reach the \$6,000 limit. Interest from this fund shall accrue to this fund. Withdrawals from this fund shall be authorized by the Family and Youth Standing Committee Chairman and two members of the committee present. (7/5/02)

e. International Rally Equipment Fund

1. The International Rally Equipment Fund shall provide funds for maintenance and/or replacement of major rally equipment. Excess rally funds from future rallies may be transferred into this fund as it is expended, but the fund total shall never exceed \$20,000. Withdrawals from this fund require Executive

Committee approval. Interest from this fund shall accrue to the fund. (1/18/02)

3. The International Treasurer is authorized to designate Headquarters employees to sign checks on his behalf. All checks to be issued require the signatures of two designated Headquarters' employees. (7/5/93)
4. The International Treasurer, ~~with the approval of the President,~~ is authorized to invest monies of the Club in interest bearing accounts and/or certificates issued by any national bank, state bank, trust company, savings bank or savings and loan association, chartered under the laws of the United States of America, or any state in the US whose deposits are insured by the Federal Deposit Insurance Corporation, or by the Federal Savings and Loan Insurance Corporation. The total amount of funds on deposit in any one financial institution shall not exceed the insured amount. He is also authorized to purchase Treasury Bills, Treasury Notes or Treasury Bonds issued and guaranteed by the US Government.
5. A monthly financial statement (balance sheet) and annual financial statement (balance sheet) and an operating income and expense statement, which shall include an accounting of International Officers, Region Officers, and Standing and Special Committees' expenses shall be sent by Headquarters each month to members of the IBT, plus Region Vice Presidents who request them in writing. (1/30/88)
6. Annual Financial Statements The International Treasurer shall, annually following the end of the WBCCI fiscal year, direct that Annual Financial Statements be prepared in accordance with generally accepted accounting principles; such financial statements to include a balance sheet, an income statement, and reconciliation of fund equity. Such financial statements shall be distributed to members of the IBT and to ~~Region vice presidents, no later than October 1<sup>st</sup> December 1<sup>st</sup>;~~ and shall be reviewed at the Mid-Winter International Board of Trustees Meeting. A physical inventory of all properties and supplies shall be conducted annually (as soon as possible after the new officers are installed), and made available for review at the Mid-Winter International Board Meeting. (1/23/10)
7. Fiscal Year The fiscal year for the Wally Byam Caravan Club International, Inc. shall be from July 1 through June 30.
8. Gifts and Bequests The Administrator/Manager, with the advice of the President and/or Treasurer is authorized to accept: a. Cash Donations, b. Property donations, (having an identifiable need and use by WBCCI), c. Bequests from a member's estate. Property Donations, when approved and accepted, become fully owned by WBCCI and are to be placed on the property inventory at fair market value. The donor shall be issued a receipt upon request. Cash donations or bequests, when approved and accepted, are to be deposited in the general fund of WBCCI unless the donor specifies

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that the donation be deposited in a specific fund or applied to a specific IBT approved project/program. All voluntary donations, once approved and accepted, pass from control of the donor to control of the IBT under WBCCI's Constitution, Bylaws and Policies. No special acknowledgments of permanent public memorials shall be established. Donor's name only (no amount, value of description) may be listed one time only in the Blue Beret. All money donations will be included in the Treasures monthly and annual report. (7/5/93)

9. Liability Insurance The Administrator/Manager is authorized to obtain a comprehensive General Liability Insurance Policy to cover all the Club's functions in the United States and Canada and to pay premiums from Account #560. No claim shall be filed on behalf of any claimant until all requirements for such a claim are met. (7/5/93)
10. Insurance Coverage 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 Units members; and Unit, 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. (1/21/91)

Foreign Liability Insurance WBCCI shall secure a foreign liability insurance policy to cover specific club functions and activities while in a foreign country upon the approval of the Executive Committee and the WBCCI insurance company. The requester shall pay the insurance cost. Headquarters shall provide guidelines for approval and payment of the insurance fee. (6/25/03)

Insurance Certificates If the owner of the property you plan to use for a Rally or Caravan asks for a certificate of insurance, the following procedures shall be followed by all Units: (1/21/91)

- A. Send a written request for an insurance certificate to: Wally Byam Caravan Club, P.O. Box 612, Jackson Center, OH 45334, at least four (4) weeks prior to your event. Telephone request should only be used in an emergency. (1/21/91)
- B. Advise Headquarters as to the following: (1/21/91)
  1. Exact name of property to be used for Club event; for example, Carson Co. Fairgrounds or Billingsley's Ranch.
  2. Location of Property. Also list dates involved.
  3. Name and address of person, company, or interest to whom certificate should be issued.

- C. Indicate any special conditions, such as limits of liability requested, or whether certificate should be mailed to anyone other than as named in item 2.c. above. (1/21/91)

~~REMEMBER — A WBCCI Rally or Caravan is automatically covered and the only time you must make the above request is when the owner of the property insists on a certificate of insurance.~~

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Insurance Claim In order to file a claim under the Wally Byam Caravan Club International Liability Insurance Policy, you must: (1/21/91)

- A. Mail a written statement of the accident, including all details (especially dates, times, locations) to WBCCI Headquarters, P.O. Box 612, Jackson Center, OH 45334. (7/5/93)
- B. Include all bills of which you are making claim.
- C. Include one eyewitness account of the event, if available. The eyewitness account must include the eyewitness' name, address and telephone number and be signed by the eyewitness.
- D. When all of the above is received by WBCCI Headquarters, the claim shall be forwarded to the WBCCI Insurance Carrier who shall determine if the claim meets the guidelines of the liability policy.
- E. No claim shall be forwarded until all the necessary paperwork is received by WBCCI Headquarters. It is entirely the responsibility of the claimant to provide Headquarters with the necessary information.

11. BLUE BERET Budgeting and Accounting shall be established to: (1/21/91)

- A. Provide for production costs of Club related copy for a predetermined number of annual pages from general funds.
- B. Provide for production costs of advertising copy for a predetermined number of annual pages required to meet anticipated budgeted advertising income.
- C. Enable production of additional pages of Club copy based upon net profits from advertising.

12. Any WBCCI entity, which employs the International Club tax Identification number to conduct its financial affairs shall file the

appropriate financial data with the Headquarters office in accordance with guidelines and procedures established by the International Treasurer and Administrator/Manager. Guidelines and procedures shall be in accordance with current tax and fiscal practices. Each entity shall make payment to the International Headquarters for the amount of tax generated as determined by the Treasurer and Administrator/Manager. (7/5/93)

13. For the information of WBCCI members and others, all cash and non-cash gifts to the host community shall be documented as to source and to ~~who~~ contributed. This documentation shall be acknowledged with pride and appreciation by the IBT at its July meeting. Officers and Standing Committee Chairmen responsible for gifts to the community shall provide the necessary documentation to the Treasurer, who will prepare the acknowledging motion. (7/5/01)

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## Policy

### Financial Disbursements

1. Reimbursement for travel by the most suitable and direct route is authorized for attendance at official WBCCI and Airstream activities, except caravans and IBT meetings just preceding and immediately following the International Rallies. Allowable expenses include the following and are to be supported with receipts, except mileage. Mileage up to the mileage rate allowed by the U.S. Federal Government's Internal Revenue Service, for business travel, on May 1 each year as recommended by the Budget Committee, at their annual meeting, in the next fiscal year's budget to the International Executive Committee and approved by the International Board of Trustee (IBT) when traveling by trailer or motorhome, road and bridge tolls, overnight parking fees, secretarial and administrative fees, rally fees (excluding the International Rally), travel by common carrier, personal or rental car, motel/hotel at destination for officials only. Fees for events and meals that are an essential part of the specific rally may be included in the claimed Rally Fees.

If the official elects to bring his/her spouse to authorized meetings and travels by common carrier, the official will be responsible for the spouse's expenses. Other expenses necessary for good management procedures may be allowable when properly supported. Reimbursement in excess of budgeted amounts may be considered when IBT approved and supported by justifications and receipts and approved by the International President. The budgeted allowance covering enroute overnight expenses shall be an average of \$20.00 per night and the amount of reimbursement shall be the receipted expense amount or an average of \$20.00, whichever is the lesser amount for each three hundred miles traveled. (6/28/10)

2. Should a Region President deem it necessary for his/her region to be represented at a rally within his/her region and no region officer is available to attend the rally, the Region President may designate a qualified member of WBCCI to attend as the region representative. The designee may be reimbursed in accordance with Policy, Article XVI, Financial Disbursements, paragraph 1. The amount reimbursed

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to the designee may be charged against a region officer's budgeted expenses. (1/19/01)

3. International Officers (President, 1st, and 2nd, Vice Presidents, Secretary and Treasurer)  
and Immediate Past President, shall be reimbursed for attendance at official WBCCI activities and Airstream activities where deemed necessary by the International President. No more than one (1) member of the Executive Committee may be reimbursed for travel to the same rally unless his or her attendance is specifically requested by the President of WBCCI. Region Officers (President, 1st and 2nd Vice Presidents) shall be reimbursed only for attendance at official WBCCI activities, except Region Rallies and Region Board Meetings, within their Region, or at Airstream activities when requested by the International President, with the exception of the International Board of Trustees meetings as set forth in paragraph 1 above. (1/23/10)
  - a. International President \$8,625.00 plus one-way travel expenses to Board of Trustee meetings, other than those above, based on a budget submitted to the Treasurer prior to July 1, for approval of the Executive Committee on or before July 5. Claims shall be submitted directly to Headquarters. (1/23/10)
  - b. International First Vice-President \$5,250.00 plus one-way travel expenses to Board of Trustee meetings, other than those above, based on a budget submitted to the Treasurer prior to July 1, for approval of the Executive Committee on or before July 5. Claims shall be submitted directly to Headquarters. (1/23/10)
  - c. International Second Vice-President \$5,025.00 plus one-way travel expenses to Board of Trustee meetings, other than those above, based on a budget submitted to the Treasurer prior to July 1, for approval of the Executive Committee on or before July 5. Claims shall be submitted directly to Headquarters. (1/23/10)
  - d. International Third Vice President \$4,875.00 plus one-way travel expenses to Board of Trustee meetings other than those above, based on a budget submitted to the Treasurer prior to July 1, for approval of the Executive Committee on or before July 5. Claims shall be submitted directly to Headquarters. (1/23/10)
  - e. International Recording Secretary \$2,665.00 plus one-way travel expenses to and from Board of Trustees meeting, other than those above, based on a budget submitted to the Treasurer prior to July 1, for approval at the Executive Committee Meeting on or before July 5. Claims shall be submitted directly to Headquarters. (1/23/10)
  - f. International Treasurer \$2,660.00 plus one-way travel expenses to and from Board of Trustees meeting, other than those above, based on a budget submitted to the Treasurer prior to July 1, for approval at the

Executive Committee Meeting on or before July 5. Claims shall be submitted directly to Headquarters. (1/23/10)

- g. Immediate Past President \$300.00 plus one-way travel expenses to and from Board of Trustees meeting, other than those above, based on a budget submitted to the Treasurer prior to July 1, for approval at the Executive Committee Meeting on or before July 5. Claims shall be submitted directly to Headquarters. (1/23/10)
- h. Region President For the year 2010-2011, \$1,178.00. In addition, Regional Presidents shall receive reimbursement for traveling expenses on a variable allotment of \$30.00 for each Unit in the Region and for traveling expenses to and from the IBT meeting, other than those above, on the basis of a submitted budget to the Treasurer prior to July 1 for approval at the Executive Committee meeting on or before July 5. Claims shall be submitted directly to Headquarters. (7/5/10)
- i. Region Vice Presidents For the year 2010-2011, \$612.00. Region Vice Presidents shall receive reimbursement for traveling expenses on a variable allotment of \$15.00 for each unit in the Region. Reimbursable travel by a Region Vice President requires the prior written approval of the Region President. Cross funding within a region is authorized with full approval of the region officers concerned. In the event a region officer does not utilize his budgeted funds by the end of the fiscal year and the officers concerned are unable to agree on cross funding, the whole or a portion thereof may be allocated to the other Officers in that Region by application to Headquarters. Claims shall be submitted through the Region President. (7/5/10)
- j. Standing and Special Committee Chairmen Travel expenses shall be paid when specifically approved as a budget item that has been submitted to the Treasurer prior to July 1 for approval at the Executive Committee meeting on or before July 5. Claims shall be submitted directly to Headquarters. (7/5/79)

**Comment [13]:**

Tom Smithson 1/2/11 9:49 PM  
This needs more explanation  
and justification.

- k. Office Personnel
  - a. All reasonable expense of WBCCI office personnel who travel at the request of the President shall be reimbursed from budgeted funds as follows:
    - 1. General Funds up to \$2,500.00 as approved by the President when on general club business.
    - 2. International Rally Fund as authorized when on International Rally business; and

3. International Board Travel Funds when on IBT business, including travel to and from the IBT meetings just preceding and following the International Rally.
- b. Deferred compensation as a salary option is not available to any new employee of WBCCI hired after June 21, 1985.

m. Procedures

- a. All expense claims may be submitted monthly (see Appendix #3) and shall be submitted at least quarterly for payment, except that claims for the final quarter shall be submitted prior to July 1 and International Board of Trustees Meeting travel expense shall be submitted at the end of the month in which incurred.
- b. All expense claims shall be accompanied by receipts, or their equivalent, to cover all expenses claimed except mileage.
- c. The remaining funds shall be withdrawn as necessary for general expense of operating said club including:
  1. Telephone Credit Cards. Telephone credit cards shall be issued to the President, 1st Vice President, 2nd Vice President, 3rd Vice President, Administrator/Manager, chairman of the Nominating Committee, Recording Secretary and Treasurer.
  2. Supplies such as berets, flags, pennants, decals and trophies for resale to members, units and regions.
  3. The President is authorized to approve the refund of dues paid between July 1 and November 15 when requested by a unit for a member, due to health or death. Requests made by December 31 shall receive a full refund of all the dues paid. Requests made by June 30 shall receive a refund of one-half the dues paid and requests made after June 30 shall receive no refund. There shall be no refund of the one-time fee for lifetime International dues or any portion thereof.
  5. The President is authorized to approve payment from the General Fund of expenditures incurred during the International Rally for the, the Delegates meeting, and International Board of Trustee's Meetings.
- e. Once each year the Executive Committee shall instruct the Administrator/Manager to transfer from the Life Time Membership Fund to the General Fund an amount equal to the number of active lifetime members times the annual dues at the time of enrollment. (1/15/99)

f. ~~All savings account depositories should be in amounts sufficient so as to be protected under the FDIC or FSLIC acts.~~

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g. The checking account funds shall be kept within the requirements of the semi-monthly disbursements. Any surplus over this requirement shall be deposited into an interest bearing savings account.

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h. CLUB EMPLOYEES

1. Headquarters

- a. An Administrator/Manager with an initial salary as determined by the IBT. (7/5/93)
- b. Other Headquarters Personnel with salary considerations in accordance with WBCCI Personnel Manual adopted by the IBT February 11, 1986.
- c. Employee Retirement Plan (1/17/92)
  - I. Under the terms of section 408 (k) of the Internal Revenue code and the instructions of IRS Form 5305-SEP which is entitled Simplified Employee Pension-Individual Retirement Accounts Contribution Agreement, WBCCI shall provide for discretionary contributions in each calendar year to the individual retirement accounts or individual annuities (IRAs) of all eligible employees who are at least 21 years old and worked at least 3 of the immediately preceding 5 years.
  - II. Amount of above contributions shall be 5 percent (.05) of each employee's total compensation.
  - III. All eligible employees shall be required to participate in the SEP-IRA arrangement as a condition of employment.

2. Personnel Actions:

- a. Personnel actions affecting Headquarters personnel other than the Administrator/Manager shall be in accordance with the WBCCI Personnel Manual. (7/5/93)
- b. Payroll and employee benefit procedures shall be in accordance with those instituted and maintained by the

Administrator/Manager. Such procedures are subject to approval by the Executive Committee. (7/5/93)

## Policy

### Rallies

1. Unit Rallies Planned and conducted by a Unit for the benefit and enjoyment of Unit members and guests and financed by Rally fees. (1/21/94)
2. State, Provincial, Commonwealth, Multi-Unit Rallies Planned and sponsored by one or more Units within a State, Commonwealth or Province and such rallies are primarily for the benefit and enjoyment of the members of all Units in the State, Commonwealth or Province. Such rallies shall be self supporting and financed by rally fees. The sponsoring Unit(s) shall retain any surplus and be responsible for any deficit accruing from such a rally. (1/19/07)
3. Region Rallies Planned by the Region Officers and conducted with the assistance of Units within the Region. Region rallies should be self-supporting and financed by the rally fees. The hosting entity, upon completion of a Region rally, shall forward a written financial report of the rally to the Region Board. In Regions where a Unit or Units assume full responsibility for the financial arrangements of a Region rally and retain any surplus accruing from such a rally, the Unit or Units shall also be responsible for any deficit accruing from such a rally. (1/21/94)
4. National Rallies Planned, sponsored and conducted by one or more Units or a Region and held in conjunction with, and in the vicinity of, a well-known annual celebration or event that is of national interest. The sponsors of an established National Rally shall comply with the requirements as set forth on Page 1 and Page 2 of Appendix #10 of the International Club Blue Book. (7/5/04)

The sponsor(s) of a proposed first time or new National Rally and the sponsor(s) proposing to reactivate a discontinued National Rally shall forward to International Club Headquarters, for the attention of the National/Special Event Rally Standing Committee, a completed RALLY REPORT/APPLICATION form with a request that the proposed National Rally be authorized by the International Executive Committee. (1/19/96)

Upon the completion of a National Rally, the sponsor(s) shall forward a written financial report, using Appendix #10, to the International Club Headquarters for record purposes and for the use of the National/ Special Event Rally Standing Committee in providing a financial report to the IBT.

5. Special Event Rallies Planned, sponsored and conducted by one or more Units and held in the vicinity of, and in conjunction with, an annual or periodic National, State, Provincial, County, Parish, City or Town celebration or festival event. The sponsor(s) of an established Special Event Rally shall comply with the requirements as set forth ~~on Page 1 and Page 2 of~~ in Appendix #10 of the International Blue Book. (7/5/04)

The sponsor(s) of a proposed first time or new Special Event Rally or the sponsor(s) proposing to reactivate a discontinued Special Event Rally shall forward to the International Club Headquarters, for the attention of the National/Special Event Rally Standing Committee, a completed RALLY REPORT/APPLICATION form with a request the proposed Special Event Rally be authorized by the International Executive Committee. (1/19/96)

Upon the completion of a Special Event Rally, the sponsor(s) shall forward a written financial report using Appendix #10 to the International Club Headquarters for record purposes and for the use of the National/Special Event Rally Standing Committee in providing a financial report of the Special Event Rally to each member of the International Board of Trustees. (1/19/96)

6. Pre-Rallies planned, sponsored and conducted by a Unit or Units and held in the vicinity of, and just prior to the start of an International Rally or Region Rally. Financial assistance for any aspect of a Pre-Rally shall not be available from WBCCI general funds or International Rally funds. The Unit or Units sponsoring a Pre-Rally shall assume full responsibility for the financial arrangements of such a rally, retaining any surplus and also responsible for any deficit accruing from the Pre-Rally. At the completion of a Pre-Rally, a written financial report of the rally shall be forwarded to the Officers of the sponsoring Unit or Units. (6/21/93)

7. International Rallies Planned and supervised by the International Rally Committee for the benefit and enjoyment of all members of the International Club and are held ~~from early June to August 15 of any~~ calendar year. (1/19/96)

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- b. Planning and supervision The planning and the supervision of the annual International Rally shall be the responsibility of the International Rally Committee consisting of the President, who shall be the Chairman, and the 1st Vice President, 2nd Vice President, ~~3rd Vice President~~, Recording Secretary, and Treasurer. This committee will work with an event planning manager or company who will be responsible for all negotiations for facilities and services for any International rally In the event of a change in the Presidency, the International Rally Committee shall select a Rally Master to continue the plans for the next International Rally; said Rally Master shall work closely with, and be subordinate to, the Rally Committee. (1/21/00)

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- c. Income from International Rally Fees (See Art. XVI of Bylaws, Page 31.1) when any member, committee member or officer collects funds for or on behalf of the WBCCI, such funds shall be turned in for deposit in the proper account of the WBCCI.
    - d. Publicity All publicity and news releases regarding International and National Rallies shall originate from the respective Publicity Chairmen

after approval of the respective Rally Committees. Publicity kits to be made available and distributed to all units. (1/21/81)

- e. Vendors and Distributors Vendors may apply to participate at an international rally. Only those approved by the person or company responsible for the rally facilities arrangements ~~Rally Committee~~ may participate. The person or company responsible for the rally arrangements may also solicit participation of vendors. Those accepting such solicitations may participate in the International Rally. Only with the written permission of the person or company responsible for the rally arrangements may a person or an organization distribute advertising, free goods, articles or items at the rally site and its facilities. The Chamber of Commerce or the hosting organization of the city at which the International Rally is to be held shall be notified in writing of this policy. (1/29/93)
- f. Hiring Members No WBCCI member may be reimbursed for use and display of his talents and equipment at or during an International Rally. (1/24/87)
- g. Committee Chairmen Are not to make any financial commitments without clearance from the officer who is in charge of said committee and the WBCCI Treasurer. (1/24/87)
- h. Donations and Collections (Such as church receipts) shall be distributed by decision of a committee of three (3) made up of the Chairman of the Committee, the officer in charge of the activity and the International President. (1/24/87)
- i. Airstream, Inc. The International Rally Committee may contract with Airstream, Inc., to display and sell new fully self contained and hard sided recreational vehicles manufactured by Airstream, Inc. and for an Airstream, Inc. store with parts and accessories all for the benefit of rally attendees. (1/19/96)
- j. Tow Vehicles and Towing Equipment The event manager or company hired to manage the facilities and services of the International Rally. ~~International rally committee~~ may, in writing, invite tow vehicle manufacturers or their designated agent or dealers to display new tow vehicles at the International Rally. The selling of tow vehicles at the rally shall be determined by the International Rally Committee. The event manager or company responsible for managing the facilities and services. ~~Rally Committee~~ may contract with manufacturers or vendors of towing equipment and related accessories for display and selling at the International Rally. (1/29/83)
- l. Animals: All members with animals shall be allowed to park in general population as determined by their parking date and area as indicated. If feasible, the International Rally Committee shall designate an area for animals and members can volunteer to be parked in this area at the direction of the Parking Chairman. (1/19/07)

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- m. Generator Row Generators, being noisy, are parked in a special area for the convenience of other members. (1/24/87)
- n. Lifetime Member Rally Fee Discount: Lifetime Members pre-registering for International Rallies shall be entitled to a \$15 discount on the published rally fee. (1/29/93)
- p. Parking and Seating Early parking dates are authorized at International Rallies for current Region Officers, Region 2nd Vice Presidents elect, post rally caravan leaders, Past International Officers, Past Region Presidents, Past Executive Secretaries, Past Trustees and the surviving spouses of said Officers. The early parking dates, as established by the International Rally Committee, will be assigned at the time of pre-registration. Any member participating in early parking will pay the per diem parking rate for the time they are in attendance before the start of the International Rally.
- q. Contracts The Rally Committee or its event manager is authorized to engage the services of an attorney in the area of the rally site to review and advise on contracts for local facilities, services and material required for the rally. (1/24/87)

~~r. Protocol Books The International Rally Protocol Book shall be provided to each member of the Board of Trustees, Administrator/Manager, each International Standing and Special Committee Chairman, the Parliamentarian, all past International Presidents, Region 1st Vice Presidents, Region 2<sup>nd</sup> Vice Presidents, and the following International Rally Committee Chairmen: Installation of Officers, Lunch and Dinner, Opening and Closing, Rally Appointment Secretary, Photographer and Usherette. It shall contain a listing of the dates, times and places of social and official events, plus a roster of persons who should be in attendance at each function. It shall also include the mode of dress appropriate for the occasion. The Protocol Book should be distributed on or before February 15th. (6/23/01)~~

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- s. Utilities Except as authorized by the International Rally Committee, only fully self contained and Airstream recreational vehicles may be connected to the utilities provided at an International Rally. The only exception to this will be vendor vehicles, which may utilize the facilities at the member per diem rate. (1/19/96)

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- 8. National Recognition At all WBCCI activities where members of countries with chartered units are in attendance, recognition be given in all respects, in so far as possible, such as: national anthems, depictions and any other means of national significance. The only exception is the single

performance of the national anthem of a country on its founding holiday. The order of playing of national anthems shall be with the host country national anthem played last in accordance with international protocol. (7/5/07)

## Policy

### Caravans

1. National Caravans Expenses incurred by members incident to scouting prospective National Caravans which do not materialize, and expenses incurred by a leader of a caravan which has operated at a deficit, shall be paid from funds budgeted to the Caravan Committee. No such funds shall be paid for such purposes unless such activity was previously authorized by the chairman of the Caravan Committee. See Caravan Handbook.

Caravan Arrivals Caravan leaders terminating at an International Rally shall obtain an expected arrival date and time from the International Caravan Chairman. The Caravan Chairman shall send a listing of all scheduled arrivals to the Parking, Traffic Control Chairman, ~~and the International Third Vice President~~ not less than 30 days prior to arrival dates. (6/24/87)

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All National, Regional, and Intra-club Caravans must be approved by the Caravan Standing Committee Chairman. (1/17/97)

Unit Caravans that are approved by a Unit following its authorized procedures and documented in writing are fully sanctioned WBCCI Caravans. (6/26/08)

Caravans into Mexico and Central America – WBCCI sanctioned Intra-clubs, Unit, Region or National Caravans are authorized to enter and travel in Mexico and Central America only if WBCCI Foreign Liability Insurance covers them. The process to obtain the insurance must be initiated at least 6 months in advance of the start of the Caravan. For details refer to: Bylaws and Policy, Financial Management, ~~page 35 item #10~~ Foreign Liability Insurance. (6/25/03)

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National, Regional, and Unit Caravans, which meet the CRITERIA hereunder, shall be listed in the annual membership directory and the caravan number assigned by the Caravan Committee Chairman shall follow each Caravanner's name in the directory. (1/20/90)

#### CRITERIA:

- a. Duration of 10 or more nights not including nights spent at organized rallies.
- b. Park in five or more cities or geographic locations, not including organized rallies.
- c. Number 10 or more trailers, motorhomes, including the leader.
- d. Use the kitty fee method for handling financial matters.

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- e. Adhere to provisions in the current Club Caravan Handbook.

Non WBCCI member Airstream owners may apply to participate in a numbered Caravan.

There will be a non-refundable surcharge at the time of application equal to International dues and the established surcharge for MAL. The appropriate portion of the surcharge shall be immediately applied to a Member at Large membership in WBCCI. (1/14/05)

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Caravan Leader Pennant A leader of an approved caravan may fly the board approved Caravan Leader Pennant (24" hoist by 36" fly, 12" between points) from the date of approval of the caravan until its termination at which time it is to be returned to the respective board or organization. (1/29/93)

2. Crime Coverage Insurance for Overseas Caravans The International Headquarters Office shall provide crime coverage insurance for all overseas personnel involved in funds management and control in an amount sufficient to cover anticipated total caravan funds. The cost is to be equally divided among the caravan participants. (1/19/01)

3. Overseas Caravan Financial Management - The Chairman of the ~~International Relations~~ Caravan Committee, or his Appointee, is authorized to invest monies of the Caravan Fee in interest-bearing accounts, and/or certificates issued by any National Bank, State Bank, Trust Company, Savings Bank, or Savings and Loan Associations, chartered under the laws of the United States of America, or any state in the United States whose deposits are insured by the Federal Deposit Insurance Corporation or by the Federal Savings and Loan Insurance Corporation. The total amount of funds on deposit in any one financial institution shall not exceed the insured amount. He is also authorized to purchase Treasury Bills, Treasury Notes, or Treasury Bonds issued and guaranteed by the United States Government. (7/5/91)

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- A. A quantity discount or savings may be generated by a volume purchase, on items such as trailers, tow vehicles, vans transportation tickets, and overnight accommodations. The leader(s) of an Overseas Caravan shall not profit personally from leading a caravan above the normal expenses, discounts and free passes, as outlined in Chapter 17 of the Club Caravan Handbook. (1/24/87)

The chairman of the ~~International Relations~~ Caravan Committee is directed by the Executive Committee to see that any quantity discount, savings interest earnings or surplus to be returned to the participants of the caravan. Any normal caravan operating deficit shall be the responsibility of the caravan participants by assessment of an additional kitty fee. (1/24/87)

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B. Immediately upon closing of each overseas caravan financial records, a complete financial accounting shall be submitted to the International Headquarters Office. International Headquarters shall:

1. Submit one copy to the Chairman of the ~~International Relations~~ Caravan Committee.

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2. Provide copies of the financial accounting to the Executive Committee upon request.

3. Have the financial records of all Overseas Caravans reviewed by the Treasurer or his designee ~~audited by an independent accounting firm. The cost to be equally divided among the caravan participants. (1/24/87)~~

Comment [14]:

Tom Smithson 6/7/11 9:30 PM  
Has this ever been done?  
What is the cost? This could be a real surprise to the Caravaners when they get a bill for the audit.

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4. Overseas Caravan Identification Overseas caravans that do not use Airstream RV's shall preserve their identity as an activity of WBCCI through the use of transparent plastic window signs. Caravan leaders shall purchase the required quantity of signs from Headquarters prior to leaving the United States with cost of same being a caravan expense. (1/30/88)

5. Only WBCCI Overseas Caravans and Airstream's Overseas RV Camping Caravans may be publicized/advertised in the BLUE BERET. To clarify this policy, the following definitions are given by way of explanation. (1/21/94)

a. "WBCCI Overseas Caravans" are those organized and operated under the direction of the Caravan committee. The Caravan Committee shall appoint the leader and recommend the caravan to the Executive Committee of WBCCI for their formal approval. (1/21/94)

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b. "Airstream's Overseas RV Camping Caravans" are those organized and operated by their contracted overseas caravan director who is supervised by the President of Airstream or his designee. (1/21/94)

c. "Publicized/advertised in the BLUE BERET" means WBCCI approved caravan information, descriptions and/or coupons that are accepted for publishing in editorial or advertising columns of the BLUE BERET at BLUR BERET advertising rates.

~~Airstream's Overseas RV Camping Caravan publicity shall be accepted at regular BLUE BERET advertising rates. (1/21/94)~~

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~~d. Publicity or advertisements for overseas or International Caravans other than those approved by WBCCI and~~

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~~Airstream cannot and shall not be accepted for publication in the BLUE BERET. (1/21/94)~~

- ~~e. Applications for overseas caravans shall be made on the coupon published in the "Blue Beret" or photocopy of same. The applications shall be received by the caravan leader on a first come, first served system, followed by the same method for determining standby status. (1/19/96)~~

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## INTRA-CLUBS

### Policy

1. Intra-clubs that serve a useful purpose to members within the International Club may be authorized by the International Board of Trustees. Membership in an authorized Intra-club shall be restricted to members in good standing in the International Club. (1/17/97)
2. Intra-clubs authorized by the International Board of Trustees shall prepare a Constitution and Bylaws and any amendments thereto. Such Constitution and Bylaws shall meet the same conditions and requirements as a Units governance documents. ~~not be in conflict with or inconsistent with the Constitution, Bylaws or Policy of the International Club. Intra club Constitution and Bylaws shall include, but not be limited to: (A) Name, (B) Object, (C) Membership requirements, (D) Officers and their election, (E) Meetings, (F) Dissolution clause in accordance with State, Provincial, and Federal laws, (G) Amendment procedures, (H) Parliamentary authority. (1/19/07)~~
3. Intra-clubs shall provide an annual written "State of the Intra-club" report to the International Board of Trustees at the last IBT meeting of each fiscal year ~~(June at the International Rally).~~ The annual report shall include: a summary of Intra-club activities, membership strength, financial report and a general statement as to the "health" of the Intra-club. (1/16/04)
4. Intra-clubs shall provide International Headquarters, on or before November 15, a written list of the Intra-club's elected or appointed officers for publication in the Annual Membership Directory of the International Club. Intra-club articles or notices of interest to the membership of the International Club may be published in the Blue Beret. (1/17/97)
5. Intra-clubs presently authorized: (1/16/09)
  - a. Amateur Radio
  - b. CB Radio
  - c. Charter Members (original)
  - d. Classic Airstream
  - e. Free Wheelers
  - f. Vintage Airstream (25 years or older)
6. ~~Intra club flags, decals, patches, pennants and plaques shall be approved by the International Board of Trustees.~~
  - a. ~~Approved Intra club pennants: (1/16/09)~~
  - b. ~~Amateur Radio Vintage Airstream (6/21/97)~~

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\_\_\_\_\_ CB Radio \_\_\_\_\_  
 \_\_\_\_\_ b. ~~Approved Intra club decals: (1/16/09)~~  
 \_\_\_\_\_ Amateur Radio  
 \_\_\_\_\_ Vintage Airstream  
 \_\_\_\_\_ CB Radio \_\_\_\_\_  
 \_\_\_\_\_ Classic Airstream (6/25/03)  
 \_\_\_\_\_ Free Wheelers

▲ \_\_\_\_\_ c. ~~Approved Intra club flags:~~  
 ▲ \_\_\_\_\_ ~~Classic Airstream (6/25/03)~~

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## Policy

### PAST INTERNATIONAL PRESIDENTS COUNCIL

1. All Past International Presidents are members of the Past International Presidents Council and may make recommendations, in writing, on policies and procedures to the International Board of Trustees through the Council Chairman. Information sent to International Board of Trustee members may be sent to Past International Presidents who, annually, submit a written request to Headquarters. (6/21/93)

## Policy

### STANDARD ITEMS

#### WBCCI Blue Books - Authorized Distribution

1. WBCCI Blue Book ~~is available on line for all officers and members of WBCCI. shall be furnished to the following and each outgoing Officer/Chairman shall pass it on to their successor. (1/21/94)~~

▲ \_\_\_\_\_ Unit Presidents  
 ▲ \_\_\_\_\_ International Officers  
 \_\_\_\_\_ Region Officers  
 \_\_\_\_\_ International Parliamentarian  
 \_\_\_\_\_ Selected Standing Committee Chairman (by the President)  
 \_\_\_\_\_ Constitution and Bylaws Committee Members  
 \_\_\_\_\_ Past International Presidents

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- ▲ \_\_\_\_\_ 2. ~~Any member may purchase a Blue Book, with inserts, at the current price, at the time of ordering from Headquarters Office and receive amendments thereto, providing payment for printing and postage is paid upon receipt. The WBCCI Blue Book will also be published in its entirety on the WBCCI web site in a downloadable format.~~

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Identification (I.D.) Badges - The official badge and titles authorized are shown in Appendix #2.

- ▲ ~~1. Board of Trustees Official I.D. badges bearing the words "Board of Trustees" shall be worn by all members of that body so designated by the Constitution. This badge insert is to be worn only while serving as a member of the Board of Trustees. (7/5/84)~~

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2. International Officers - Official I.D. badges bearing the words "International Officer" shall be worn by all International Officers and spouses or significant other so designated by the Constitution.
3. International - Official I.D. badges bearing the word "International" shall be worn by spouses of the Parliamentarian, Chairman of all Standing Committees, Past International Officers, International Office Administrator/Manager, Past Executive Secretaries and Past Trustees and their spouses. (7/5/93)

4. ~~I. D. Badge Color Coding~~ Color coded I.D. badges are authorized for wear as follows:

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a. ~~Royal Blue and Gold with Gold Inserts~~ International Presidents and Past Presidents and spouses of each. The spouse of each may use the title "First Lady".

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Comment [15]:

Tom Smithson 6/8/11 7:55 PM  
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b. ~~Royal Blue with White Inserts~~ Present and Past International 1st, 2nd, and 3rd Vice Presidents, Administrator/Managers, Recording Secretaries, Treasurers, Parliamentarians, Executive Secretaries, the Honorary Corresponding Secretary and the spouse of each. No other titles are authorized for wear with this badge.

c. ~~Green with White Inserts~~ Present and Past Airstream executives who have served or are now serving on the Board of Trustees and the spouse of each. Titles currently authorized for wear in this badge are Trustee and Past Trustee.

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d. ~~Red and Silver with White Inserts~~ Present and Past Region Presidents and their spouses.

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e. ~~Red with White Inserts~~ Region Vice Presidents and their spouses.

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f. ~~Coral with White Inserts~~ To be worn by all International Standing Committee Chairmen and spouses of each.

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g. ~~Milk White with Light Blue Inserts~~ Present and Past Unit Presidents and the spouse of each. The spouse may wear the title First Lady or Past First Lady, whichever is appropriate, and none other in this badge. This is to provide Past Unit Presidents and spouses, who have moved.

International dues paying membership from the unit in which they served as President to another unit, an opportunity to display this honor. A milk white badge #2, as described in current Policy Appendix #2 under Present or Past Unit Officer, may be worn with this difference: The Unit slot shall have a white insert reflecting the unit to which the person now pays his International dues; the title slot shall contain a light blue insert and shall reflect on two lines "Past President - \_\_\_\_\_ Unit" or "Past

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First Lady - \_\_\_\_\_ Unit" or "Past First Mate", as appropriate. The name slot shall be a white insert. (6/19/81)

~~When the unit in which a person served as President is renamed or combined with another unit, the Past President and spouse of the original unit(s) may use a blue insert in the unit name slot with the new unit name and continue to use a blue insert in the name slot. (7/5/89)~~

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~~h. Clear with Light Green Inserts - Caravan Leaders, Assistant Caravan Leaders and spouses. This badge to be worn by Caravan Leaders, Assistant Caravan Leaders and spouses of numbered National, Region and Overseas Caravans from the date of approval of the caravan and thereafter with the annual review and approval of the Caravan Standing Committee Chairman. The badge shall be issued by the Caravan Standing Committee Chairman in accordance with the above. (6/26/04)~~

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~~i. Clear with White Inserts - To be worn by all ~~other~~ Club members.~~

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~~j. Clear with Red Inserts - May be worn by members of the Region President's Staff and spouses appointed by the Region President for the period of that Region President's term of office. (6/23/95)~~

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## PLAQUE PROGRAM

### Policy

1. Approved Suppliers.
  - a. Canton Graphic Arts Services, Inc.  
800 Cleveland Avenue South  
Canton, Oh 44702  
Phone (330) 456-9868
  - b. Cramer Craphics  
412 W. 96th Terrace  
Kansas City, MO 64114  
Phone (816)-943-1312  
[www.metalimagecreations.com](http://www.metalimagecreations.com) (1/17/03)

## FLAGS AND PENNANTS

- Policy** 1. The official flags and the approved pennants of the Wally Byam Caravan Club International, Inc. is as follows: (1/17/97)

### Official Flags (1/16/04)

International Officers (President, Vice Presidents, Recording Secretary, Treasurer)  
International Past President  
International Past Vice President  
International Past Recording Secretary  
International Past Treasurer  
International Past Executive Secretary  
Region Officers (President, Vice Presidents)  
Region Past Presidents  
Region Past Vice Presidents  
Unit Officers (President, Vice Presidents, Secretaries, Treasurer, Director/Trustee, Newsletter Editor)  
Unit Past Officers  
WBCCI (General Membership)  
Classic Airstream Club (6/26/06)

### Approved Pennants (1/17/97)

Amateur Radio Intra-club  
Caravan Leader  
CB Radio Intra-club  
Free Wheelers Intra-club  
Past Presidents  
WBCCI Computer Intra-club  
Vintage Airstream Club (6/21/97)  
WBCCI

2. Only official national flags of North American nations with units and members residing in those nations, plus state and provincial flags; and the official flags of the WBCCI and approved unit and Intra-club flags and pennants shall be flown or displayed at official events and functions of the WBCCI.

However, overseas WBCCI and ICA (International Caravanning Association) member-guest may fly the national flag of their nation to the right (as viewed from the front of their RV) of appropriate North American flag(s), which must also be flown. (6/27/05)

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3. Members who have been elected to an office in the International Club or an Intra-club shall, upon retirement or resignation from such office, be eligible to fly and display an official approved Past Officer's flag. ~~The requirement of having to be elected to an office in order to be eligible to display and fly a Past Officer flag shall not be applicable to a member who held the office of International Executive Secretary, or who held the office of International Recording Secretary, prior to July 5, 1985.~~ A Unit Officer who has served as a Unit President for more than one term may be issued a <sup>4</sup> "Blue Star" ~~issued by HQ WBCCI~~ in lieu of an additional Past Presidents Flag. This "Blue Star" is to be sewn on the outer white stripe, centered. Subsequent Blue Stars shall be sewn above and below the original Star. In those cases where the spouse has served as the President of a Unit, additional "Blue Stars" may be added. ~~The size of the "Blue Star" shall be four inches in size and shall be~~ (6/26/06)

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- ~~4. Past and present International Officers, past and present Region Officers, past and present Unit Officers and past and present Intra-club Officers may display National, State or Provincial flags and approved flags as depicted in Appendix #12. The WBCCI (General Membership) flag may be flown by all members, but in order after State or Provincial flags and before all other Club authorized flags and pennants. The precedence, or sequence of the flying of flags, as listed in Appendix #12, pages 8 through 10, as Flag No. 1 through as many as 5. (6/26/06)~~

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5. A flag designed by a Unit or an Intra-club shall be of dimensions not to exceed thirty six (36) inches (hoist) by sixty (60) inches (fly). A pennant designed by a Unit or an Intra-club shall be of dimensions not to exceed twenty four (24) inches (hoist) by thirty six (36) inches (fly). All such flags shall carry the name of the unit or Intra-club and the name of the or "WBCCI". All such flags and pennants, except those in use prior to January 17, 1997, require the approval of the International Board of Trustees. (7/5/01)

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6. Flag Protocol see **United States Flag Manual**  
<http://militarysalute.proboards.com/index.cgi?board=flag&action=display&thread=737>

- ~~a. National flags may be displayed outdoors from sunrise to sunset on buildings, on recreational vehicles and on stationary flagpoles. Flags may be displayed at night providing the National flag is illuminated. (1/17/97)~~

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- ~~c. National flags should not be displayed outdoors in inclement weather unless said flags are of all weather material. (6/27/05)~~

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~~d. When two or more national flags are to be flown or displayed together, such flags should be of approximately the same dimensions and flown or displayed at the same height on separate staffs. (1/17/97)~~

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~~e. International flag protocol requires that the host country's flag be flown in the host country's position of honor. When in another country, the national flag of your country should not be the only national flag you fly or display. When you do not have the national flag of the country you are visiting, do not fly or display the national flag of your country. In the latter circumstances, you may fly or display the flag of your state or province and your flag of office, if any, or an approved Unit or Intra club flag. (6/27/05)~~

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~~f. International flag protocol requires that the host country's flag be flown in the host country's position of honor. When in the United States and the only national flag to be flown or displayed is the flag of said country, the position of honor is the center staff and said staff is higher than the other staffs, which may be flying or displaying state and officer flags. (see Appendix #12) However, when one or more national flags of other countries are to be flown or displayed with the national flag of the United States, the position of honor for the latter national flag is on the left as viewed by persons facing the flags. When one or more national flags are to be flown or displayed with the national flag of the United States, all such flags should be of approximately the same size and each on a separate staff and all flown or displayed at the same height. (see Appendix #12) (6/27/05)~~

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~~When in Canada and only two flags are to be flown or displayed, e.g. the national flag of Canada and the national flag of another country, or a provincial flag or a flag of office, the position of honor of the national flag of Canada is on the left as viewed by persons facing the flags. (see Appendix #12) When three flags are to be flown or displayed the position of honor for the national flag of Canada is the center staff and when more than three flags are to be flown or displayed the position of honor for the national flag of Canada is the left staff. When two or more flags are to be flown or displayed each flag is to be on a separate staff and all flown or displayed at the same height. (see Appendix #12) (1/17/97)~~

~~g. As long as there exists no Mexican Unit of WBCCI, all references to Mexican flags shall be ignored at all events in the USA and Canada. However, all events taking place (including caravans) in Mexico require that the following paragraph be followed: 6/27/05)~~

~~It is noted that an elected International Officer and Region Officer (whose Region has Club authorized Units in different countries), is a representative of those members and Units, and therefore the national flags of the countries represented should be honored equally during formal opening and closing ceremonies and while on display during the Club authorized activity that so apply. The United States Pledge of~~

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~~Allegiance may be omitted at all Club authorized activities held outside the United States. (1/14/05)~~

~~h. For the display of flags on a recreational vehicle, see Appendix #12. (1/17/97)~~

~~i. For the display of flags in an auditorium, a hall, a classroom or a church, see Appendix #12. (1/17/97)~~

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## MEMBERSHIP NUMBERS

### Policy

~~1. The Club shall not exchange membership numbers for any reason except as outlined below.~~

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#### Comment [16]:

Tom Smithson 1/2/11 9:49 PM  
The game of changing numbers is a very elitist practice which further separated the membership from the elected officers. When you join the Airstream club you are issued a number and that should remain as your number unless changed because of one of the exception noted in this section.

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3. New Club members will be furnished their first set of numbers and decals at no charge to them. Thereafter, replacement numbers and decals will be charged to the member and they will be sold only in complete sets. (3/3/83)

4. Members owning two or more recreational Airstream vehicles shall display the same membership number on each recreational vehicle. Members who are the co-owners of an Airstream recreational vehicle shall use and display the same membership number. (1/19/96)

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~~5. Membership numbers are issued to individual club members only. They are not issued to units or companies.~~

~~6. Membership number and decals shall be mailed direct from Club Headquarters to the new and current club members.~~

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7. Membership numbers that become inactive, through member resignation, or dues delinquency shall remain in an inactive status and be unavailable for reassignment for a minimum of one (1) year. (6/18/82)

8. In the case of a prospective member who has purchased a recreational vehicle manufactured by Airstream, Inc. from a member of the International Club and the member, who was the former owner, does not own or contemplate future ownership of such a recreational vehicle nor the retention of the assigned International Club Membership Number, the purchaser may obtain the membership number of the former owner. A purchaser who desires to be assigned the membership number of a former owner of such recreational vehicle must obtain a written release of the membership number from the former owner. The written release must be included with a completed application for membership and forwarded to International Headquarters. The membership number of the former owner shall only be assigned upon receipt of the written release and the completed application for membership.

~~9. Membership numbers, may be exchanged upon written request to Headquarters on the CHANGE OF MEMBERSHIP NUMBER REQUEST FORM contained in Appendix 9, and the payment of a \$25.00 administrative fee. In the event that duplicate requests for a specific number are received at Headquarters, the request with the earliest postmark shall be honored. New numbers for one Airstream recreational vehicle, shall be furnished, and the new membership number shall be noted in the next issue of the ANNUAL MEMBERSHIP DIRECTORY. If the request is not received prior to November 30, the new number shall not appear in the ANNUAL MEMBERSHIP DIRECTORY until the following year. The old membership number shall be immediately available for reissue. EFFECTIVE SEPTEMBER 1, 1992.~~

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10. The membership number assigned to a WBCCI member remains the member's number as long as qualifications of membership in the club are maintained. (6/22/96)

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If, at any time, the Recreational Vehicle is disposed of, the numbers should be removed.

### OFFICERS FLAGS

#### Policy

1. International Officers', and Trustee flags shall be passed on with the normal succession of office. When replacements are necessary, expenditure shall be charged to the individual officer's expense account #600 and to the club's operating budget #535 for the Trustee.
2. Each Past International President shall be presented a **Past** President flag and appropriate Identification Badges at the close of the International Rally. This expense is to be charged to the club's Operating Budget Account #535.
3. Each retiring International Officer, Recording Secretary and Treasurer shall be presented with the appropriate Past International Officer Flag and Identification Badges at the close of the International Rally. This expense is also to be charged to the General Fund.

#### Comment [17]:

Tom Smithson 1/2/11 9:49 PM  
The issuance of Past Presidents Pins seems an unneeded expense as the badge clearly states the relationship of the wearer to the club.

## Policy 9

#### Policy

Timeline for the Handling of Proposed Amendments to the International Constitution submitted in accordance with Constitution Article XVI. [Sec. 2](#)  
(6/22/92)

Any amendment to the International Constitution proposed in accordance with Constitution ARTICLE XVI, which is to be presented to the Delegates at a Delegates Meeting, must arrive at Headquarters by March 1 for processing in accordance with the following timeline to be sent to all Units by April 1 (90 days prior to the Delegates Meeting), as required by Constitution ARTICLE XVI, [Sec 2](#).

