ARTICLE I
PARLIAMENTARY AUTHORITY

Sec. 1 Bylaws The rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern the international club in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the international club. (1/21/94)

Policy 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

ARTICLE II
CORRESPONDENCE

Sec. 1 Bylaws All international club correspondence shall be addressed to:

Wally Byam Caravan Club International, Inc.
P.O. Box 612
Jackson Center, OH 45334 USA

ARTICLE III
COMMITTEES

Sec. 1 Bylaws The Standing Committees shall be: (6/27/13)

A. Blue Beret
B. Budget
C. Caravan
D. Community Service
E. Constitution and Bylaws
F. Electronic Communications
G. Ethics and Grievance
H. Family and Youth
I. Historical
J. International Rally
K. Intl. Rally Site
L. International Relations
M. Legislative
N. Lifetime Membership Fund
O. Marketing
P. Membership
Q. National/Special Event Rallies
R. Planning Guides & Merit Award
S. Public Relations
T. Rally Promotions
U. Technical

Sec. 2 Bylaws All members of standing committees shall be approved by the Executive Committee. No program will be undertaken by such committee unless approved by the Executive Committee and funding for such program included in the annual budget. (7/5/93)

Sec. 3 Bylaws All standing committees shall consist of a chairman and as many members as the President shall deem necessary. The Chairman of each Committee shall be appointed by the President. The President shall fill by appointment, any vacancy occurring by reason of death or resignation. (6/22/92)

Sec. 4 Bylaws The members of the International Rally Committee shall be the President, the 1st Vice President, the 2nd Vice President, the 3rd Vice President, the Recording Secretary and the Treasurer. (6/22/92)

Sec. 5 Bylaws The members of the International Rally Site Committee shall be the President, the 1st Vice President, the 2nd Vice President and the 3rd Vice President. (6/22/92)

Sec. 6 Bylaws The members of the Lifetime Membership Fund Standing Committee shall be the International 3rd Vice President elected in the odd-numbered year who shall serve as committee chairman; one even numbered Region President; and one odd numbered Region President. The term of office for any member shall be two years, and a member shall not be eligible to serve more than one two year term. Costs of administration are to be charged against the lifetime membership fund with approval of the board of trustees. (1/19/96)

Sec. 7 Bylaws All standing committee chairmen shall file a half-yearly report to Headquarters for presentation to the IBT. The deadline shall be no later than December 1 and May 1 of each year. (7/5/93)

Sec. 8 Bylaws Special committees may be appointed by the President for the purpose of carrying out projects not within the purview of a standing committee.

Sec. 9 Bylaws The President shall appoint a Parliamentarian who shall serve as the principal advisor and consultant to the President on all matters of parliamentary procedure. The Parliamentarian shall attend all delegates meetings; all board of trustees meetings, and upon request of the President, the Executive Committee meetings. (1/19/96)

STANDING COMMITTEES - GENERAL DUTIES

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 based on these studies. (1/19/96)

B. Budget In cooperation 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. It shall also allocate to each of the Standing Committees such funds, as the Budget Committee deems necessary 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 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; 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 Caravan program of the International Club with the Caravan Program of Airstream, Inc. (for overseas caravans of the International Club, see paragraph L) (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, 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 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 with regard to such proposed amendments. (1/19/96)

F. Electronic Communications To develop, provide and maintain 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)

J . International Rally To plan and execute the current International Rally.

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 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. (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.

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)

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)

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 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)

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 Caravan Club International. (6/21/76)

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. Technical To distribute technical information to all club members using the *Blue Beret* and electronic medium to help them maintain their Airstreams. To provide information to club members through seminars at the International Convention/Rally and any Regional rallies where it would be practical. An appointed WBCCI Safety Officer position will report to this committee chairman. (7/5/12)

ARTICLE IV
MEMBERSHIP AND MEMBERSHIP PRIVILEGES

Sec. 1 Bylaws Membership in the international club, and in any unit thereof, is restricted to adults who qualify in accordance with the requirements of Article VI of the International Constitution. (7/6/92)

Sec. 2 Bylaws An owner and each co-owner of a recreational vehicle manufactured by Airstream, Inc., upon becoming a regular member in a unit of the international club, shall be deemed to possess one vote per membership. An affiliate member shall possess all the rights and privileges of a regular member of the unit, except the following: (1/17/97))

A. The right to hold office in the unit; (1/21/94)

B. The right to vote in the selection or election of unit, region or international officers;

C. The right to vote on any amendment to the international or the unit constitution; (1/21/94)

D. The right to vote on the dissolution of the unit, consolidation of the unit with another unit, or the merger of the unit with another unit. (6/23/01)

Sec. 3 Bylaws To be eligible to serve as an elected officer of an Intra-club, a unit, a region, or international club a person must be a regular member of the international club. (1/17/97)

Sec. 4 Bylaws The Board of Trustees shall have authority to award a lifetime membership to a Past President of the international club and said award shall be deemed to include the spouse of such Past President. When such a lifetime membership is awarded, the one time fee, based on the average of the ages of the awardee and spouse in the year of the award in accordance with the established schedule of fees for lifetime international dues shall be transferred from the general fund of the international club to the lifetime membership fund. (1/17/97)

Sec. 5 Bylaws Members may purchase a lifetime membership by paying the one time fee for lifetime international dues. Such lifetime membership shall apply only to the one or two members named in the original application as recorded at International Headquarters and shall remain valid provided the member or members named therein remain eligible for membership in the international club. Subsequent failure to meet all membership requirements, including, in the case of a regular member, the annual payment of unit dues to a unit and, in the case of a member at large, the annual payment of the established surcharge to International Headquarters, will cause a lifetime member to be delinquent. Delinquent lifetime members shall be transferred to the inactive roll and shall forfeit all rights and privileges of

membership in the international club. Delinquent lifetime members shall, upon the correction of any membership deficiency, be returned to the active roll with all the rights and privileges of membership in the international club. (1/17/97)

Sec. 6 Bylaws No unit shall establish, fix or observe a limit as to the number of its members.

Sec. 7 Bylaws A unit shall not establish within the unit a class of membership that is not as defined or as listed in the International Constitution, Bylaws or Policy. (1/20/95)

Sec. 8 Bylaws A unit member may invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the unit. A unit member will not invite the same non-Airstream RV owner(s) to more than one buddy rally per year. (1/17/03)

Sec. 9 Bylaws Except as authorized by section 12 of this article, only members of the international club traveling in a recreational vehicle manufactured by Airstream, Inc. and their guests, and visitors especially authorized by the Executive Committee of the international club, may be admitted to an Intra-club, a unit, a region, or a national caravan or to an Intra-club, a unit, a region, a special events, a national, or an international rally. However, members of the international club may attend an Intra-club, a unit, a state, a region, a special event, a national, or an international rally without their recreational vehicle manufactured by Airstream, Inc. When it is inconvenient or impossible for them to travel in said recreational vehicle, provided such members do not attend (for the purpose of this section *attend* is defined as "to be present at any rally activity") in any other make of recreational vehicle. The requirements of this section shall not be applicable to members of the international club traveling outside the North American continent in caravans organized under the sponsorship of the international relations standing committee. (1/18/02)

Sec.10 Bylaws Except as authorized by section 12 of this article, a recreational vehicle, that is not manufactured by Airstream, Inc., shall not be admitted to an Intra-club, a unit, a region or national caravan or to an Intra-club, a unit, a state, a region, a special event, a national, or an international rally, except a semi or fully self contained motorized recreational vehicle being used to tow a recreational vehicle manufactured by Airstream, Inc. may be admitted to an Intra-club, a unit, a region or a national caravan or to an Intra-club, a unit, a state, a region, a special event, a national, or an international rally provided such motorized vehicle is used solely for transportation purposes at a caravan or rally parking site. (1/17/03)

Sec.11 Bylaws

A. Membership dues of regular members in the international club and in any unit or chartered body thereof shall be paid through a unit whose treasurer shall then forward international dues to International Headquarters as received or monthly. (7/5/96)

B. Renewal dues of regular members and the renewal dues and the established surcharge of members at large shall be paid after July 1 for the subsequent calendar year. When dues are not received at International Headquarters by November 30, a member may not be listed in the directory for the following year. (7/5/96)

C. Membership of regular members in the international club, and in any unit or chartered body thereof, shall be terminated on December 31 if dues are not paid and receipted by the unit treasurer on or before December 31. Any membership so terminated may be reinstated anytime within the succeeding 12 months by payment of unit and international dues to a unit for the current year anytime between January 1 and June 30, and/or for the current year and the subsequent year if payment made on or after July 1 of the current year. (7/5/96)

D. Membership of a member at large in the international club shall be terminated on December 31 if international dues and the established surcharge are not received at International Headquarters on or before December 31. The membership of a member at large so terminated may be reinstated any time within the succeeding twelve months by the payment of international dues and the established surcharge for the current year any time between January 1 and June 30 and/or for the current year and the subsequent year if payment is made on or after July 1 of the current year. (7/5/95)

E. New members are adults who qualify for membership in the international club pursuant to the provisions of Article VI of the international constitution and such adults have not been members of the international club in the twelve (12) months immediately prior to the date of application for membership. (1/17/97)

Policy

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

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 Regular 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. 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)

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 including, in the case of a Regular Member, the failure to pay annual Unit dues to a Unit, and in the case of a Member at Large, the failure to pay the annual established surcharge to International Headquarters, 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)

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)

Sec.12 Bylaws

A. A unit, once each calendar year, may host a rally or caravan or combination thereof with a recreation vehicle club not chartered by the Wally Byam Caravan Club International, Inc., and it may conduct, twice each calendar year, (but not more than 50% of the rallies and caravans conducted by that unit in any calendar year) a buddy rally or a buddy caravan or combination thereof to which each member of the unit may invite not more than one non-member recreation vehicle family. (7/5/02)

The non-member RV family to be invited is intended to be one, which is a prospective member, and one which does not own an Airstream. The family is invited to the buddy rally or caravan to introduce them to the WBCCI "Way of Life" and the unit members in the hope they might decide to purchase an Airstream and join the club. A buddy rally is not intended to be used by current or past WBCCI members to attend a WBCCI rally in their non-Airstream vehicles. (7/5/02)

B. The sponsor or sponsors of a national, a special event, a region, a state, commonwealth or multi unit rally may invite non-member owners of recreational vehicles manufactured by Airstream, Inc. to attend such rallies. The sponsors of such rallies may receive assistance, as may be established by the International Executive Committee. (1/17/97)

C. The International Executive Committee may authorize members of overseas caravan clubs, traveling in recreational vehicles not manufactured by Airstream, Inc. To, upon the payment of the required caravan fees, participate in a national caravan of the international club with all the rights and privileges of members of the international club participating in such a national caravan. (1/17/97)

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 questions. (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)

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)

ARTICLE V
DISCIPLINARY PROCEDURES

Sec. 1 Bylaws A member may resign at any time upon written notice to Headquarters provided that such member be in good standing and that there are not then pending against him any charges of the nature elsewhere set forth in this article. (7/5/93)

Sec. 2 Bylaws

A. Any member (hereinafter referred to as the complainant), may file in the office of the President of the WBCCI a complaint against any member (hereinafter referred to as the accused member), alleging that the accused member has violated the WBCCI Constitution, Bylaws, Policy or Code of Ethics, or, that he is guilty of any misconduct at any international, national or region activity or function. The Executive Board of any unit or the Executive Committee of the WBCCI, likewise, may file such a complaint. See Appendix 11 for Disciplinary Procedure Checklist. (1/23/10)

B. A complaint so filed, shall be in writing and shall state the date and place of the alleged violation or misconduct and the facts upon which such complaint is based. The complaint must be filed with the President not later than 60 days after the occurrence of the event, which is the basis of the complaint. The complaint shall set forth the provisions of the WBCCI Constitution, Bylaws, Policy or Code of Ethics violated or set forth with particularity the misconduct at any International, National or Region activity or function by the accused member. The complaint must be signed and dated by the complainant including membership number. (7/5/10)

C. Upon receipt of any such complaint so filed, the President shall refer the same to the Ethics and Grievance Committee of the WBCCI, and inform the President of the Region in which the accused resides, that a grievance has been filed, whereupon it shall be the duty of the committee chairman to mail a copy of such complaint to the accused member and to notify him that any defense which he may wish to assert in his behalf may be asserted in form of a written answer, and that he may demand a hearing before such committee. Any such answer or demand shall be filed or made in writing with or to the Chairman of the Ethics and Grievance Committee not later than thirty (30) days following receipt of such notice sent by certified mail, return receipt requested, restricted delivery to addressee only. (1/23/10)

D. The committee shall upon receipt of the complaint treat the matter confidentially and shall make findings of fact based upon the complaint, answer (if any be filed) and upon facts developed as a result of any investigation, which it may deem necessary, and such findings with the committee's recommendation shall be filed with the Executive Committee of the WBCCI. (1/23/10)

E. In the event that the accused member demands a hearing, it shall be the duty of the Ethics and Grievance Committee Chairman to fix a date and place for such hearing and to notify by mail the accused member and the complainant of such date and place. The date of such hearing shall be not less than thirty (30) days from the date upon which said notice shall have been sent by certified mail, return receipt requested, restricted delivery to addressee only. (1/23/10)

F. At such hearing all relevant testimony, documents or other evidence shall be admitted and considered by the committee. Upon conclusion of the hearing, the committee shall make findings of fact based upon the above. The committee's findings, together with their recommendation shall be reduced to writing and filed with the Executive Committee. (1/23/10)

G. The committee's recommendation may be 1) that the complaint be dismissed, 2) that such member(s) be placed on probation for a stated period of time, 3) that such member(s) be suspended from membership for a period of time, or 4) that such member(s) be expelled from membership in WBCCI. (1/23/10)

H. The Executive Committee promptly shall review the findings and the recommendation of the Ethics and Grievance Committee, and by resolution, shall affirm, overrule or modify the said recommendation. It shall be the duty of the Executive Committee to send by certified mail, return receipt requested, restricted delivery to addressee only a copy of its resolution to the accused member. (1/23/10)

Sec. 3 Bylaws

A. Any member (the complainant) may file a complaint at the unit level against any member (the accused member), alleging that such member has violated the Constitution, Bylaws, Policy or Code of Ethics, or that he has violated the Constitution or Bylaws of a unit, or that such member is guilty of any misconduct at any international, national, region or unit activity or function. The Executive Board of any unit likewise may file such complaint. Any complaint filed pursuant to the provisions of this section and of section #2 shall be filed within thirty (30) days after the event upon which the complaint is based occurred.

B. Any such complaint shall be filed with the President of the unit with which the accused member is affiliated and shall be in form and content similar to that required by section 2 hereof and shall be processed by the unit with which it is filed in the same manner as set forth in said section, but adapted for use at the unit level. See appendix #11.

Sec. 4 Bylaws

A. Any member who has been expelled or suspended from membership in the international club or in a unit thereof as provided in section 2 or in section 3 of this article may, at any time within thirty (30) days following such expulsion or suspension, file a written notice of appeal with the WBCCI Board of Trustees. Such notice shall state with particularity the errors relied upon for reversal of the decision on such expulsion or suspension and may contain a demand for a hearing.

B. Upon receipt of a notice of appeal, it shall be the duty of the President of the WBCCI to appoint a hearing board composed of three members of the board of trustees, one of whom he shall name chairman.

C. The hearing board so appointed, in any case on which a hearing has not been demanded, shall mail to the complainant a copy of the said notice of appeal advising that he may file with it, at any time within fifteen (15) days, any written record of the proceedings against the accused member and any other written documents which he wishes the hearing board to consider. Upon the expiration of such fifteen (15) day period, the hearing board shall proceed to render a final judgment based upon the written record as presented to it. Such judgment shall be in writing and shall be in the form of a resolution.

D. In any case in which a hearing has been demanded, the hearing board shall schedule a date and place for such hearing and the accused member and the complainant shall be given at least thirty (30) days prior written notice of the date and place of such hearing and they shall be notified that they may present a relevant argument as to errors relied upon for reversal of the original decision including relevant documents to support the accused members position. (1/23/10)

E. At any such hearing, equal time shall be accorded the accused member and the complainant and each shall be entitled to question the other and his witnesses.

F. Upon conclusion of any such hearing, the hearing board, by resolution, shall render a judgment in writing based upon the written record and argument made to it at such hearing. Such judgment may affirm, overrule or modify any judgment previously taken on the complaint and any such judgment so rendered shall be final and conclusive. (1/23/10)

G. Any member expelled or suspended as provided in section 2 and 3 hereof who fails to file an appeal within the time herein stated, shall be deemed expelled or suspended, as the case may be, when such time shall have expired.

Sec. 5 Bylaws The suspension or expulsion of any member as provided in this article shall be deemed to include the spouse or significant other of any such member so suspended or expelled. Where suspension or expulsion occurs at the Unit level, this penalty extends to Member-at-Large and International Membership. (1/23/10)

Sec. 6 Bylaws

A. Any member expelled pursuant to the provisions of this Article V, thereafter shall not be eligible for membership in the international club, nor of any unit thereof, (except for the reinstatement pursuant to in Subsection B). It shall be the duty of the International Secretary or Unit Secretary to notify the Corporate Manager of the name of any member expelled pursuant to the provisions of this article. Upon receipt of such notice and upon the expiration of any appeal, the Corporate Manager thereupon shall notify the secretaries of all units of the name and address of the person so expelled. (1/23/10)

B. Expelled members may at any time after two years following expulsion, file in the office of the Executive Committee of the WBCCI a written petition for reinstatement. Request for reinstatement shall be per membership. The Executive Committee, upon the receipt of any such petition and after conducting such inquiries and investigation, as it deems necessary, shall grant or deny the same. (1/23/10)

Sec. 7 Bylaws

A. Any investigation conducted by the Ethics and Grievance Committee prior to a probable cause recommendation shall be confidential. The allegations in the grievance complaint and any information supplied to or received from the Ethics & Grievance Committee (E & G) shall not be disclosed to any third party by anyone except as part of the investigation process by the E & G Committee. (1/23/10)

B. Any information supplied to or received from the E & G Committee shall not be disclosed to third party by the complainant, the accused member or those contracted to obtain information. A violation of this provision by the complainant or the accused may be the subject of further disciplinary action. (1/23/10)

C. Upon conclusion of all the steps of the grievance process including appeal and hearing, the Executive Committee may report to the assembly a final decision of action and at such time confidentiality of the record is terminated. (1/23/10)

Sec. 8 Bylaws

A. As used in this Article V, "probation" means a member shall be monitored for a set length of time for behavior that was deemed in violation of the WBCCI Constitution, Bylaws, Code of Ethics and/or Policy. The purpose is to allow the member another opportunity to display behavior in compliance with the WBCCI Constitution, Bylaws, Code of Ethics and Policy. Should the member fail to complete the probation period to the satisfaction of the Executive Committee the member may be suspended or expelled as a condition of probation. (1/23/10)

B. As used in this Article V, "suspended" means a member shall not be permitted to participate in any WBCCI activities or hold an office for a set length of time at the Unit, Region and International level including all rallies and caravans. The member shall not pay dues during suspension from membership. If the member violates the terms of suspension, then the member may be expelled by action of the Executive Committee. At the satisfactory conclusion of the suspension time the member may be reinstated to full membership privileges but shall not be restored to the office from which he was removed, if any. (1/23/10)

C. As used in this Article V, "expelled" means a member is removed from membership of WBCCI involuntarily and any office held shall be terminated upon expulsion. An expelled member shall not be eligible for a period of two years for reinstatement upon written application as provided in Section 6, subsection B hereof. (1/23/10)

ARTICLE VI
CLUB ORGANIZATION

Sec. 1 Bylaws Units may incorporate under the non-profit laws of their respective states and provinces provided that the corporate powers thus acquired do not conflict with the corporate powers granted by the state of Ohio to the Wally Byam Caravan Club International. If so incorporated, such units may acquire and hold property, both personal and real, individually or in conjunction with other units, and may improve and develop the same for the use and benefit of their members. Such incorporated units, as well as any other units, may engage in any activities they deem necessary for the benefit and pleasure of their members. (1/19/07)

Sec. 2 Bylaws In order for a Unit to continue to be chartered and supervised by the International Club and to maintain the International Club's tax exempt status, every five (5) years all units and intraclubs shall prepare a Constitution and Bylaws (incorporated units may use their incorporation documents as the unit constitution) and any amendments thereto; and shall deliver four copies of each or one (1) copy (by electronic mail) to the International office for review by the Constitution and Bylaws Committee. Such Constitution and such Bylaws shall not be in conflict with, or be inconsistent with the Constitution, Bylaws or Policy of the International club. Such Constitution and Bylaws shall include but not limited to, provisions for: (a) election of officers, (b) regular meetings and quorum of each, (c) a method of selecting a delegate and an alternate to the WBCCI delegates meetings, (d) a dissolution clause in compliance with federal, state, and provincial laws, (e) a method of amendment. (7/5/13)

Sec. 3 Bylaws The international club shall provide a unit model Constitution and Bylaws in the appendix to the Blue Book for the use of the units that is compatible with the constitution, bylaws and policy of the international club.

Sec. 4 Bylaws Mail, electronic mail, or facsimile balloting procedures are authorized for all votes to be taken by units provided the unit Constitution or Bylaws permits such a ballot procedure. If a unit elects to use these procedures, it must take steps to ensure the accuracy and validity of the vote. Votes allowed in this manner should also be received at the unit no later than two (2) days before the regular or special meeting at which a vote is to be taken. These votes must be kept confidential until voting at a meeting has taken place. (6/26/09)

Sec. 5 Bylaws Members and proposed members wishing to form a Unit of the International Club outside of the countries of Canada and the United States shall adhere to the following additional guidelines: (7/5/13)

A. All communications, to and from the International Club, its headquarters, officers and committees shall be in the English language.

B. Initial requests for the formation of this category of units shall be made directly to WBCCI International Headquarters, and the WBCCI Executive Committee has the authority to grant such provisional charters. The Granting of actual charters will continue to be the authority of the IBT. Thereafter, coordination to/from these units will be the responsibility of the Standing Committee Chairman for International Relations, and these Units will be provided with that contact information.

C. Each Unit or the combined units in any one country, shall furnish a minimum liability policy in the amount of one million dollars ($1,000,000 in US currency and continue to keep current) naming the WBCCI as the insured before any charter can be given and retained. All international WBCCI dues paid shall be in US funds.

D. These Units will be considered as an official part of the WBCCI Club, subject to all appropriate rules and regulations as determined by the IBT. Members will be considered as regular members of the WBCCI and enjoy the privileges of membership, but likewise be governed by the regulations of the Club including their own WBCCI approved unit constitution and bylaws.

E. If requested by any one of these units, the IBT may authorize special considerations to that unit and/or its members in such matters as travel in Canada and/or the United States, etc., which may differ from rules governing units/members residing within the North American continent as appropriate. An additional postal charge will be added to individual dues unless the Unit chooses to opt out of mailings.

F. Every member is encouraged to fly the flag of their nation and those of WBCCI, and observe international flag protocol if traveling in other nations.

Policy

A. Names of Units Names may be geographical in nature and represent a geographical area and/or be the name of the State or Province in which most of its members retain residence, but no Unit shall be assigned any exclusive territory. (7/5/13)

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. Ethics and Grievance Each unit should appoint an 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 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 be refunded only on the recommendation of the International President.

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)

ARTICLE VII
MERGER, CONSOLIDATION OR DISSOLUTION OF UNITS

Sec. 1 Bylaws In the case of a unit that is unable to obtain officers as required by the unit Constitution and/or Bylaws, or is unable to enlist ten (10) members in order to retain the unit charter as required by Article XI, Section 3 of the International Constitution, such unit may merge with another unit, consolidate with one or more units, or the unit may dissolve. In all cases units shall comply with the requirements as listed hereunder. (1/19/07)

Sec. 2 Bylaws In the case of a merger of two units, one of the units will continue as a unit of the international club and the other unit will lose its independent identity and cease to exist as a unit of the international club. (1/20/95)

A. A unit into which another unit wishes to merge shall send, by first class mail, a copy of the proposal to accept the merger to all members paying international dues through the unit at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. A copy of the notice of the proposal shall also be sent to the President of the region and to international Headquarters. The copy of the proposal to Headquarters shall also include the unit charter, an inventory listing of the property, bank accounts and other assets owned by the unit including international club property such as blue books. (1/20/95)

B. A unit that proposes relinquishing its independent identity by merging with another unit shall send, by first class mail, a notice of the proposal to merge to all members paying international dues through the unit at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. A copy of the notice of the proposal shall also be sent to the President of the region and to International Headquarters. The copy to Headquarters shall also include the unit charter, an inventory listing of the property, bank accounts and other assets owned by the unit including international club property such as blue books. The property, funds and other assets of the unit shall be held in trust by the international club and the International President shall appoint a trustee to act on behalf of the international club. Pending the completion of the merger, the disbursement or disposal of the property, funds or assets of the unit shall be in a manner as determined and as prescribed by the trustee. (1/20/95)

C. Each unit proposal shall be adopted by a two-thirds vote of the international dues paying members of each unit present and voting at the unit business meeting or the special meeting as listed in the prior notice to members of the unit. Copies of the minutes of the meetings of each unit shall be sent to the President of the region and to International Headquarters. The appointed trustee, upon determining the requirements for a merger have been met, shall return the property, funds and assets held in trust and the unit charters to the unit retaining its identity as a unit of the international club. The charter of the defunct unit shall be kept, for historical purposes, by the unit retaining its identity. (1/20/95)

Sec. 3 Bylaws In the case of the consolidation of two or more units, each unit will discontinue its independent existence as a unit of the international club and a new unit shall be formed which shall include the international dues paying members of the units that have consolidated and the newly formed unit shall assume the assets and liabilities of each of the units that have consolidated to form the new unit. (1/20/95)

A. Each unit wishing to consolidate shall send, by first class mail, a notice of the proposal to consolidate to all members paying international dues through the unit at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. Each unit shall send a copy of the notice of the proposal to the President of the Region and to International Headquarters. The copy of the proposal from each unit to Headquarters shall include the unit charter and an inventory listing of the property, bank accounts and other assets owned by the unit including international club property such as blue books. The property, funds and other assets of each unit shall be held in trust by the international club and the International President shall appoint a trustee to act on behalf of the international club. Pending the completion of the consolidation of the units, the disbursement or disposal of the property, funds or assets of each unit shall be in a manner as determined and as prescribed by the trustee. (1/20/95)

B. The adoption of the proposal to consolidate shall be by a two-thirds vote of the international dues paying members of each unit present and voting at the unit business meeting or the special unit business meeting listed in the notice of the proposal to consolidate. Each unit shall send a copy of the minutes of the meeting at which the proposal was adopted to the President of the region and to International Headquarters. (1/20/95)

C. The newly formed unit shall submit, through the President of the region in which the unit will function, an application in writing to the International Board of Trustees for the granting of a unit charter. The President of the region may issue a provisional charter to the new unit and such unit may elect officers, collect unit and international dues and engage in usual unit activities, but until issued a permanent unit charter such unit shall not be entitled to vote or otherwise participate in the annual delegates meeting. (1/20/95)

D. Upon the granting of a permanent charter to the new unit, the property, funds and assets of each unit being held in trust shall be assigned to the new unit and the charters of the units that have consolidated shall be returned to the new unit to be kept for historical purposes. (1/20/95)

Sec. 4 Bylaws In the case of the dissolution of a unit, the members paying international dues to such unit may become members of another unit of each individual members' choice, and a unit upon dissolution shall cease to be a unit of the international club. None of the funds or property of the unit shall inure to the benefit of any member. (1/20/95)

A. A unit wishing to dissolve shall send, by first class mail, a notice of the proposal for the dissolution of the unit to all members paying international dues through the unit at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. A copy of the proposal for dissolution shall be sent to the President of the Region and to International Headquarters. The copy to Headquarters shall also include the unit charter and an inventory listing of the property, bank accounts and other assets owned by the unit including international club property such as blue books. The property, funds and assets of the unit shall be held in trust by the international club and the International President shall appoint a trustee to act on behalf of the international club pending dissolution of the unit. (1/20/95)

B. A proposal for the dissolution of a unit shall be adopted by a two-thirds vote of the international dues paying members of the unit present and voting at the business meeting or the special meeting called for that purpose as listed in the prior notice of the proposal for the dissolution of the unit. A copy of the minutes of the meeting at which the proposal was adopted shall be sent to the President of the Region and to International Headquarters. Upon a determination that the requirements for the dissolution of the unit have been met, the appointed trustee shall assign the property, funds and assets of the dissolved unit as permitted or required by federal, state, and provincial laws governing non-profit organizations. (1/19/07)

Sec. 5 Bylaws A unit incorporated in a state or province may merge with another unit or it may consolidate with other units or an incorporated unit may dissolve. In all cases a unit incorporated in a state or province shall comply with the requirements as listed hereunder. (1/20/95)

A. When an incorporated unit wishes to merge with another unit or to consolidate with other units, an attorney shall be retained by the incorporated unit for the preparation of the proper documents and to advise of all the steps necessary to meet the legal requirements of the state or province in which the unit is incorporated. Unincorporated units wishing to merge or to consolidate with an incorporated unit shall comply with the requirements of sec. 2 or sec. 3 of this article as applicable. The incorporated unit shall notify International Headquarters of any proposal to merge with another unit or to consolidate with other units. (1/20/95)

Sec. 6 Bylaws An incorporated unit proposing the dissolution of the unit shall ensure a trustee is appointed in accordance with the legal requirements of the state or province in which the unit is incorporated and an attorney shall be retained to draw up the required documents and to advise the unit of the procedures to be followed to complete the dissolution of the unit. The unit shall notify International Headquarters of the proposal for the dissolution of the unit. None of the funds or property of the unit shall inure to the benefit of any member and the unit charter and all international club property shall be returned to International Headquarters. (1/20/95)

ARTICLE VIII
BOARD OF TRUSTEES

Sec. 1 Bylaws Major policy changes adopted by the board of trustees shall be communicated in writing to all Unit Presidents who shall so inform their members. (7/5/00)

Sec. 2 Bylaws The policy file shall be maintained by Headquarters and may be amended by a majority vote of the IBT present and voting at a regular or special meeting called for that purpose. (7/5/93)

Sec. 3 Bylaws There shall be a preparatory seminar before each of the three Board of Trustees meetings. (1/20/90)

Sec. 4 Bylaws In order to facilitate early distribution of the meeting agenda for the advance notice to the board members, all agenda items should be submitted to Headquarters by December 1 for the mid-winter board meeting, May 1 for the June IBT meeting and to the Headquarters Liaison office at the rally site by June 30 for the IBT meeting following the international rally. Only amendments to policy and routine matters shall be permitted from the floor. (ref. Article XVIII, Sec. 1, Page 58) (7/5/00)

Sec. 5 Bylaws A mail ballot of the members of the IBT may be authorized by the Executive Committee for matters considered urgent between meetings of the IBT and a record of the contents of such ballot and the results of such shall be recorded in the minutes at the next board meeting. (7/5/96)

Sec. 6 Bylaws In case urgent action requires approval of the IBT, the President may obtain this approval from individual members of the IBT by telephone, fax, or e-mail. Actions taken under this approval shall be ratified by the IBT at its next meeting and recorded in the minutes thereof. (7/5/00)

Policy

1. Special Board of Trustees Meetings - When the President deems it necessary to call a special meeting of the Board of Trustees; 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 sixty (60) days except the minutes held in June before the International Rally 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 the above 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 voting. Roll call voting by the IBT members shall be in a random order sequence.

ARTICLE IX
REGIONS

Sec. 1 Bylaws The Regions of the club and their geographic boundaries shall be as follows:
(For a list of units within a Region, See Appendix #8).

Region 1	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut In The United States; New Brunswick, Nova Scotia, Newfoundland, Prince Edward Island, and Quebec In Canada. (1/7/89)
Region 2	New York, New Jersey, Pennsylvania, Maryland, Delaware, Washington DC, and Ontario.
Region 3	Virginia, North Carolina, South Carolina, Georgia and Florida (Except That Portion Lying In The Central Time Zone)
Region 4	Michigan, Ohio and West Virginia.
Region 5	Illinois, Indiana and Kentucky
Region 6	Tennessee, Alabama, Mississippi, Arkansas, Louisiana, and That Portion of Florida Lying In The Central Time Zone.
Region 7	Wisconsin, Minnesota, North Dakota, South Dakota and Manitoba.
Region 8	Iowa, Missouri, Nebraska and Kansas.
Region 9	Oklahoma and Texas Except That Portion Of Texas Lying Within The Mountain Time Zone. (6/19/81)
Region 10	Montana, Idaho, Washington, Oregon, Alaska, British Columbia, Alberta, Saskatchewan, The Yukon Territory and the Northwest Territory of Canada. (1/16/09)
Region 11	Wyoming, Colorado, Utah, New Mexico, Arizona, Mexico and That Portion Of Texas Lying Within The Mountain Time Zone. (6/19/81)
Region 12	California and Nevada

Sec. 2 Bylaws The administrative body of each region shall be a region board which shall be composed of its President, 1st Vice President and 2nd Vice President as region officers and the Presidents of all units within such region. The President may also appoint the Immediate Region's Past President, providing he/she is not serving in another elected WBCCI office. (1/28/11)

A. Each region shall elect as its officers, a President, a 1st Vice President and a 2nd Vice President, and such officers shall constitute and be the Executive Committee of the Region board. The President shall appoint one person from the region as the region secretary, and may appoint one person from the region as the region treasurer to administer any region funds. The President may also appoint the Region's Immediate Past President, providing he/she is not serving in another elected WBCCI office, as a member of the Region's Executive Committee. The term of office shall be two years and service of a partial term greater than one-half of such term shall be deemed as service of a full term in that office by the retiring officer. An officer may not serve consecutive terms, except when any elected officer cannot or does not choose to continue in office, the advancing officer shall complete the predecessor's term of office and have the option to run for one additional term in that office. Even-numbered regions shall elect their officers in odd-numbered years and odd-numbered regions shall elect their officers in even-numbered years. (7/5/11)

1. The treasurer shall maintain the financial records of the region, shall receive all monies and promptly deposit them in the bank previously approved by the Executive Board; shall submit a full written report of finances to the Executive Board at each meeting and before retirement from office, shall have the books and accounts audited by an individual or committee selected by the incoming President. The treasurer shall deliver all books, monies and property of the region promptly to the incoming treasurer. (1/20/95)

B. In the year in which region officers are elected and installed, the region shall select a nominating committee consisting of at least three members from the region. This committee, with the help of unit officers, shall identify and consider all interested and qualified candidates for each position. The committee shall consider each candidate on the basis of qualifications without regard to the geographic area or unit of the candidate. It shall be the duty of the nominating committee to nominate one candidate for each region office and to submit a written report, including resumes of all candidates considered, to the region Executive Committee not later than July 1 of the ensuing year. The Region President will distribute the report to all Unit Presidents in the region within 60 days. (6/23/95)

1. Not later than January 31 of the year in which the election is to occur, the Region President shall mail to each Unit President within the region the official ballot which shall contain the name for each position as listed in the Nominating Committee report. The official ballot, which also contains space for write-in candidates, shall be returned by the date as stated in paragraph 2 below. (1/21/94)

   (for official ballot see page 9 of appendix 9.)

2. Each Unit President shall be entitled to cast one vote, based on unit instructions, for one candidate for each office for which a vacancy will occur and all votes shall be cast by use of the official ballot. All ballots shall be mailed to the region secretary prior to April 25. Ballots postmarked after that date will not be counted. All ballots shall be counted by the region secretary in the presence of at least one incumbent region officer(s). The candidate for each office receiving a plurality of the votes cast shall be declared elected. In the event a tie vote occurs, the Region President shall break such by casting a vote.

3. The results of the election shall be announced promptly and prior to May 5. The Region President shall certify the names of the newly elected officers to Headquarters. (7/5/93)

C. The term of office of all region officers shall commence upon the installation of the officers of the international club at the international rally next following their election. All region officers shall be a member of one of the units within such officers region and shall pay international dues through that unit. Region officers shall not hold any other office in the international club except as hereinafter provided, or as approved by the International Board of Trustees. However, a Unit President who becomes a region officer may complete his/her term as President. (6/23/01)

D. In the event of the death or resignation of the President or the death, advancement or resignation of a Vice President or an officer's inability to fulfill the duties of office, the next ranking Vice President shall advance thereto. When a vacancy occurs, other than by reason of expiration of the term of office of Second Vice President, the Region President shall notify each Unit President of the vacancy and request each one's assistance in identifying interested and qualified candidates. The office of Second Vice President shall be filled by a majority vote of the region board from nominees submitted by the Region Executive Committee. To allow sufficient time for Unit Presidents to contact their members such office of Second Vice President will not be filled in less than sixty (60) days from notification to Unit Presidents of such vacancy. (1/20/95)

Sec. 3 Bylaws There shall be no region dues.

Sec. 4 Bylaws For the purpose of providing a means of geographic representation of the International Board of Trustees, Region Presidents shall, by virtue of their office, become members of the International Board of Trustees.

Sec. 5 Bylaws Region Presidents or any officer designated by them shall visit all units within their respective regions at least once each year. They shall consult with, assist, and advise the officers in their duties. Regions may hold board meetings, rallies, conduct caravans and engage in such other activities as deemed in the best interest of the region and its units, provided such activities are not in conflict with the International Constitution, Bylaws, Rules and Regulations.

Sec. 6 Bylaws In the event a Unit President is unable to attend a meeting of the region board, the next ranking officer may attend in the place and stead of the absent Unit President. (1/20/95)

REGION

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 shall be presented a Past President flag and 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 shall be charged to the General Fund of the International Club. (1/26/13)

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. He 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.

c. Support Unit activities through visits, letters, bulletins, phone calls, etc., and encourage visiting between Units. He must be an ambassador of good will and a promoter of good fellowship. He 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 communication chain, explaining interests, needs and actions of constituent Units or members to the International officers, committees, and others, and vice versa.

f. Assume, in a true sense, the "Trustee" responsibility for the concepts, policies, activities and management of the Club as a whole, striving to influence its progress and improvement.

g. Assists Unit officers and 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 his Region and assist as requested.

j. Conduct Regional Board meetings, appoint committees and conduct other necessary regional business, maintaining proper records of regional affairs. Keep the Regional Vice Presidents informed of relevant matters and request their assistance to a maximum extent possible. Full development of the potential of each Vice President is essential.

k. Coordinate with other Region Presidents and with International Committees as needed and, represent the 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 participate in the deliberations of the Board. He must study the Committee Reports and the minutes of previous meetings and otherwise prepare himself to be an effective participant.

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.

o. As Past Region President he must continue to act as an ambassador for the WBCCI and assist the Units, current officers and committees as requested.

p. Enforce the International Constitution, bylaws, and Policy.

ARTICLE X
DUTIES OF RECORDING SECRETARY AND TREASURER

Sec. 1 Bylaws The Recording Secretary, in addition to duties listed in the Constitution, shall prepare a narrative account of all the significant actions at the board of trustees meetings, all of which shall be published in the Blue Beret. (6/21/84)

Sec. 2 Bylaws The Treasurer shall disburse funds as specified in financial management policy and within the annual budget as approved by the board of trustees. When the Treasurer considers it necessary, he may cross-fund within the budget to a limit of 2% of the annual budget. Funds, which are not budgeted, shall not be transferred to the budget or expended without the prior approval of the Board of Trustees. (1/17/92)

ARTICLE XI
DUTIES OF ADMINISTRATOR/MANAGER

Sec. 1 Bylaws Pursuant to the provisions of Article X, Section 4 of the International Constitution, the office administrator/general manager, under the authority of the board of trustees and the supervision of the International President, shall perform the duties listed in Appendix #4, Bylaws and Policy. (7/5/93)

Sec. 2 Bylaws The duties of this position shall be performed in accordance with the duties specified in the International Board of Trustees approved Appendices #4 and #5. Authority to permanently remove this employee rests solely with the International Board of Trustees. This does not preclude this employee's immediate supervisor, the International President, from taking disciplinary or suspension action without pay under the authority granted the International President pending International Board of Trustees resolution. (7/5/93)

Sec. 3 Bylaws The Executive Committee may, with the approval of the International Board of Trustees, confer the appropriate executive title on the employee responsible for the administration and general management of the international club. (7/5/93)

ARTICLE XII
OFFICIAL PUBLICATIONS

Sec. 1 Bylaws The Board of Trustees may publish or cause to be published certain documents, which shall be designated official publications of the international club. At present, the Blue Beret and annual membership directory are the official club publications. (1/20/95)

Sec. 2 Bylaws The control and sale of all advertising space shall be the responsibility of the editor operating under written procedures adopted by the Executive Committee. (7/5/93)

Sec. 3 Bylaws The Executive Committee shall specify the overall format and content of the *Blue Beret* and the Annual Membership Directory. (7/5/11)

Sec. 4 Bylaws Policy The Executive Committee shall formulate procedures pertaining to the allocation of space to each facet of the *Blue Beret*.

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 and addresses of members and spouses whose International dues have been received at International Headquarters on or before November 30 in the year preceding the publication of the Annual Membership Directory. (1/20/95)

2. Special titles or ranks (i.e. Dr., Col., etc.) shall not be included in the listing of members or spouses in the Annual Membership Directory. (1/20/95)

3. Co-owners shall each pay International dues in order to be listed separately in the Annual Membership Directory. (1/20/95)

4. Special designations for the listing of Lifetime Members and Members at Large shall be 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 not be made available to any individual who is not a member or to organizations not a part of the International Club in order to prevent the use of such Directories or Rosters for mailing lists and soliciting purposes. (1/19/96)

B. Blue Beret

1. The *Blue Beret*, the official publication of the club, is published monthly except January, July and December. The Annual Membership Directory will be published in January. (7/5/11)

2. A member who has been removed from the rolls on January 1 will receive the February issue of the Blue Beret, which will contain a reminder notice prepared by the Editor. (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 for International Post Rally Caravans, Region and Overseas Caravans may be printed. Coupons will be printed in only three issues as designated by the requestor, except the coupon for the International Rally may be printed in a maximum of six issues. (7/5/82)

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, deemed newsworthy to its members by the Region President. 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 one person as a Contributing Editor who shall submit news 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 shall be allowed 20 column inches per year to promote club activities and to 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 shall 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)

9. AIRSTREAM RV PARKS requiring 100% membership in WBCCI shall be allowed 65 words of free Classified Advertising in each issue of the *Blue Beret*. Such advertising submitted for publication shall be accompanied by the annual written authorization of the RV Park President or his/her designate. (6/26/06)

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 nine issues of the BLUE BERET. (7/5/11)

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)

3. The Annual Membership Directory, the computer generated membership roster, the membership rosters of Units and Regions of the International Club may, with the authorization of the Executive Committee, be made available to Corporate Sponsors of the International Club and to business organizations. Such Corporate Sponsors and business organizations shall be charged a fee for the authorized use of such directories and rosters. The fees to be charged shall be determined by the Administrator/Manager of the International Club and such fees shall be approved by the Executive Committee. (1/19/96)

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 with final approval by the Executive Committee. (1/20/95)

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)

ARTICLE XIII
USE OF CLUB NAME AND EMBLEM

Sec. 1 Bylaws The official emblem and insignia of the WBCCI is a blue disk with the words “Wally Byam Caravan Club International" inscribed around the outer edge and an image of the head and shoulders of Wally Byam superimposed on a world globe whose surface shows North and South America surrounded by a red compass disk. (1/21/91)

Sec. 2 Bylaws The official emblem and insignia for WBCCI lifetime members is a duplicate of the above described disk surrounded by a 1" gold strip imprinted in large black letters with the words "life" at the top center and "member" at the bottom center. (7/5/93)

Sec. 3 Bylaws A Blue Beret with its approved caravanner insignia of the style approved by the International Board of Trustees shall be the official headgear for formal or casual wear by any member in good standing. (1/21/91)

Sec. 4 Bylaws A dark blue baseball style cap with the approved WBCCI insignia as described in Section 1 of this article and of the style approved by the International Board of Trustees shall only be worn by a member of good standing for informal or casual wear. (1/16/04)

Sec. 5 Bylaws Each region and unit shall use the officially designated emblem and insignia as approved by the Board of Trustees of the international club. (1/21/91)

Sec. 6 Bylaws All regions and unit shall use the official uniform badge as approved by the Board of Trustees of the international club. (1/21/91)

Sec. 7 Bylaws The official Wally Byam Caravan Club International, inc. Blue Beret shall be worn without the addition of any insignia other than that approved by the Board of Trustees, which is the Wally Byam caravanner emblem presently used by the club.

A. Any member in good standing of the international club and their dependent children and such other children who may accompany them shall be entitled to wear the emblem and other insignia as may from time to time be adopted by the board of trustees. (7/5/06)

B. Neither the name, emblem, insignia nor the annual membership directory of the international club shall be used for any purpose other than that authorized by the board of trustees. (1/20/95)

C. All stationery and publications of the various regions and units shall use the name, emblem and insignia as prescribed by the board of trustees. (6/22/91)

Sec. 8 Bylaws An Intra-club or a unit or a region may use the emblem or the insignia of the international club provided the Intra-club, the unit or the region is in good standing in the international club. A person shall be entitled to wear the emblem or insignia of the international club provided such person is a member in good standing in the international club. A member, or an Intra-club, or a unit, or a region shall not design and use printed material, or a flag or pennant, or a decal or plaque or any other item or material using the name, emblem or insignia of the Wally Byam Caravan Club International, Inc. Without the prior written approval of the International Board of Trustees. Upon the resignation, or the suspension, or the expulsion of a member, such member shall be deemed to have forfeited all rights to use the name, emblem or insignia of the international club. Upon the suspension or the revocation of the charter of a unit or the suspension or revocation of the authorization of an Intra-club such a unit or Intra-club shall be deemed to have forfeited all rights to use the name, emblem or insignia of the international club. (1/17/97)

ARTICLE XIV
LIABILITY

Sec. 1 Bylaws Neither the club nor its officers shall be responsible for the loss of, or damage to, property; or for the injury to, or death of, a person on the premises of any club rally, or any other club function, this freedom from responsibility for the loss or damage to property shall apply regardless of whether such property shall be received by any member or officer, or left on the premises of said rally or other club function.

ARTICLE XV
PUBLIC RELATIONS

Sec. 1 Bylaws The International President, the Region Presidents and the Unit Presidents, or any members specially designated by any of them, may confer the title "Honorary Caravanner" upon any person not a member of the WBCCI.

The International President, or any person specially designated by him for that purpose, may confer the title "Honorary Member" upon any person not a member of WBCCI.

The titles, "Honorary Caravanner" and "Honorary Member" confer none of the privileges of membership other than the privilege of wearing the beret.

ARTICLE XVI
FINANCIAL MANAGEMENT

Sec. 1 Bylaws Conflict of Interest Policy: No transactions or arrangements will be entered into that would result in a violation of the Conflict of Interest Policy. All officers or directors/trustees are required to read and comply with policy (Appendix 16). (1/16/09)

Sec. 2 Bylaws Income from International Rally fees may be deposited in a checking account in the name of “Wally Byam Caravan Club International, Inc. Rally fund" at a reputable bank in the city closest to the International Rally site of that year. All indebtedness contracted in that area relative to the International Rally may be paid from this account. (7/5/10)

Sec. 3 Bylaws Advance funds for an international rally shall be created by the transfer of funds from the general fund of the international club as authorized by the International President. At the financial close of an international rally, the funds advanced shall be repaid to the general fund of the international club and any balance remaining in the funds of an international rally after the repayment of the advanced rally funds shall be transferred to the general fund of the international club. Any deficit to the fund of an international rally shall be paid from the general fund of the international club. (1/19/96)

Sec. 4 Bylaws The International Rally Committee may make a gift to the host community provided the prior approval of the Board of Trustees has been received at the June meeting held at the international rally site. This gift by the rally committee is in addition to the gifts made to various organizations and individuals in the host community from the religious service collections and other club groups such as the community service and family and youth standing committees. (see financial management policy 5, page 33 for documentation of gifts.) (7/5/01)

Sec. 5 Bylaws The International Rally Committee shall prepare and distribute a detailed report of the International Rally no later than December 1st following the International Rally. (1/23/10)

Sec. 6 Bylaws A motion presented to the IBT that may have cost implications, beyond the usual clerical expenses, shall be accompanied by a financial impact statement setting forth the estimated costs of implementing such motion. This should be an annual cost impact with a 5-year projection. (7/5/09)

Policy Financial Management

1. All monies collected by the Wally Byam Caravan Club International, Inc. shall be deposited in a checking account in the name of "Wally Byam Caravan Club International, Inc. General Fund" at a depository designated by the Board of Trustees. Deposits shall be made weekly unless the cash exceeds $100.00 or, in the judgment of the Administrator/Manager, the deposits should be made more frequently. Un-deposited checks should be stamped with the club endorsement "For Deposit Only". (7/5/93)

2. Identified Funds: The Treasurer shall establish identified funds within the accounting system as follows:

   a. International Rally Fund that will accumulate the net proceeds of each International Rally. Purpose of this fund is to track net income or deficit realized by this activity. Interest earned by this fund shall accrue to the Club's general fund. The principal fund amount 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 will 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. Interest earned by this fund shall accrue to the Club's general fund. The principal fund amount shall be shown on the monthly financial statement. (6/21/86)

c. Lifetime Membership Fund

1. The Lifetime Membership Fund shall be deposited in 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)

d. Common Cents for Kids Fund

1. The Common Cents for Kids Fund will accumulate residual contributions from the Youth Charity Projects for any excess over $6,000 collected in a given year. This fund will 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 will 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 general 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 Headquarter's 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 December 1st, 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 will 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 that the donation be deposited in the fund for club continuity 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 will be properly established. Donor's name only (no amount, value of description) may be listed one time only in the *Blue Beret*. The only exception will be the WBCCI Gifts and Legacy (GAL) Program. (1/28/11)

A. WBCCI Gifts and Legacy (GAL) Program
There are two ways to give to WBCCI:

1. A cash gift – the donor may designate someone to honor with this gift or make it in memory of someone and an acknowledgement will be sent upon request.

2. A gift through the donor's will or trust.

The donor's gift will be used in the WBCCI General Fund. Contributions to WBCCI are not tax-deductible. The GAL Program is effective beginning 1/1/2010. All donors will be recognized in the *Blue Beret*, gifts of $1,000 or more will be placed on the "Friends of WBCCI" wall at headquarters. Levels of giving will be designated as:

Wally's Gold	$25,000 or more
Shining Silver	$ 5,000 -- $24,999
Amazing Aluminum	$ 1,000 -- $ 4,999 (1/28/11)

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 will be filed on behalf of any claimant until all requirements 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; 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 will 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 will pay the insurance cost. Headquarters will 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 will 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.

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 will be forwarded to the WBCCI Insurance Carrier who will determine if the claim meets the guidelines of the liability policy.

E. No claim will 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 whom 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 shall prepare the acknowledging motion. (7/5/01)

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

3. International Officers (President, 1st, 2nd, and 3rd Vice Presidents, Secretary and Treasurer) and Immediate Past President, will be reimbursed based on the budget approved by the IBT for the fiscal year 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 their attendance is specifically requested by the President of WBCCI. Region Officers (President, 1st and 2nd Vice Presidents) will be reimbursed based on the budget approved by the IBT for the fiscal year 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. Travel expenses to and from the International Rally are not reimbursable for the International and Region Officers. (7/5/11)

   a. International President Reimbursement includes the budgeted amount 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 will be submitted directly to Headquarters. (7/5/11)

   b. International First Vice-President Reimbursement includes the budgeted amount 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 will be submitted directly to Headquarters. (7/5/11)

   c. International Second Vice-President Reimbursement includes the budgeted amount 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 will be submitted directly to Headquarters. (7/5/11)

   d. International Third Vice President Reimbursement includes the budgeted amount 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 will be submitted directly to Headquarters. (7/5/11)

   e. International Recording Secretary Reimbursement includes the budgeted amount 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 will be submitted directly to Headquarters. (7/5/11)

f. International Treasurer Reimbursement includes the budgeted amount 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 will be submitted directly to Headquarters. (7/5/11)

g. Immediate Past President Reimbursement includes the budgeted amount 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 will be submitted directly to Headquarters. (7/5/11)

h. Region President The total allowable travel reimbursement for each Region will be calculated using a base amount plus an amount per unit. Travel expenses to and from the Mid-Winter IBT meeting will be basis of a submitted budget to the Treasurer prior to July 1 for approval. Reimbursement cannot exceed the approved budgeted amount and claims will be submitted directly to Headquarters within 90 days of travel but no later than June 1 of each year. (7/5/11)

i. Region Vice Presidents Cross funding within a Region is authorized with full approval of the Region Officers concerned. (7/5/11)

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 will be submitted directly to Headquarters. (7/5/79)

k. Office Personnel

a. All reasonable expense of WBCCI office personnel who travel at the request of the President will 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. (7/5/85)

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. (6/21/85)

1. Procedures (6/27/12)

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. (3/3/83)

b. All expense claims will be accompanied by receipts, or their equivalent, to cover all expenses claimed except mileage.

c. The remaining funds shall be withdrawable as necessary for general expense of operating said club including:

1. Supplies such as berets, flags, pennants, decals and trophies for resale to members, units and regions. (1/31/85)

2. 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 will receive a full refund of all the dues paid. Requests made by June 30 will receive a refund of one-half the dues paid and requests made after June 30 will receive no refund. There will be no refund of the one-time fee for lifetime International dues or any portion thereof. (6/21/89)

3. WBCCI Headquarters shall have the authority, with the approval of the Legislative Committee, to expend annually a maximum of twenty-five (25) cents per member for the purpose of assisting our members with legislative problems. A quarterly report shall be made to the Executive Committee. (1/31/85)

4. The President is authorized to approve payment from the General Fund of expenditures incurred during the International Rally for the Annual Unit President's Appreciation Dinner, the Delegates meeting, and International Board of Trustee's Meetings. (1/31/85)

d. Funds in the Wally Byam Caravan Club International, Inc., checking account may only be withdrawn as authorized by the International Treasurer. Such withdrawals require the signatures of two designated Headquarter's employees. (7/5/93)

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.

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.

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 will 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 will be in accordance with the WBCCI Personnel Manual. (7/5/93)

   b. Payroll and employee benefit procedures will 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. Financial assistance for these rallies is not available from WBCCI general funds. 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. Financial assistance for a Region rally is not available from WBCCI general funds. 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 each member of the International Board of Trustees. (1/19/96)

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 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 in late June and early July of each calendar year. (1/19/96)

   a. The Rally Committee shall publish a detailed financial report of the International Rally at the second meeting of the Board of Trustees following the rally.

   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. 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)

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 Only vendors who have been contracted by the Rally Committee will be allowed selling privileges at the International Rally site and its facilities. Only with the written permission of the International President 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. (1/24/87)

h. Donations and Collections (Such as church receipts) will 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 International President 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 will be determined by the International Rally Committee. The 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)

k. Carriage Case Parking Special parking to be provided near the central area for members using wheel chairs and crutches. (1/24/87)

l. Animals: All members with animals will 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)

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 preregistering for International Rallies shall be entitled to a $5 discount on the published rally fee. (1/29/93)

o. Trailer Storage Expenses The cost of moving the Mail Trailer (Post Office), Rally Office Trailer, and the Property Trailers (semi-trailers) from one storage location to a new storage location, plus all other expenditures related thereto, will be charged to the WBCCI International Rally Fund of the International Rally for which they will be used. (1/24/87)

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 preregistration. Reserved seating at International Rallies, as established by the International Rally Committee, will be provided for current Region Officers, Region 2nd Vice Presidents elect, Past International Officers, Past Region Presidents, Past Executive Secretaries, Past Trustees or their surviving spouses. (7/5/93)

1. Contracts - The Rally Committee 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. (1/28/11)

2. Contracts for International Rallies shall be based on a reasonable fee for the facilities or a set fee multiplied by the number of units on site. (No minimums, no per day fee). This should be a realistic number of units estimated to be on site based on current trends and the number attending preceding years' rallies. In addition, no officer or employee of WBCCI shall contract for, or expend, more than $20,000 prior to January 1 of the year of the International Rally for rally expenses. This limit is to include moving cargo trailer(s), registration forms, contractual deposits (other than site deposits), promotional items and travel to future rally sites. Any expenses that would exceed this amount must be approved by the current Executive Committee. (1/28/11)

* q. Protocol Books The International Rally Protocol Book will 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 2nd Vice Presidents, International Teen Queen and the following International Rally Committee Chairmen: Installation of Officers, Lunch and Dinner, Opening and Closing, Rally Appointment Secretary, Photographer and Usherette. It will 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 will also include the mode of dress appropriate for the occasion. The Protocol Book should be distributed on or before February 15th. (6/23/01)

* r. Utilities Except as authorized by the International Rally Committee, only fully self contained and hard sided recreational vehicles manufactured by Airstream, Inc. may be connected to the utilities provided at an International Rally. (1/19/96)

* s. Teen Queen Contest

1. Teen Queen candidates should obtain contest entry forms from the sponsoring unit they wish to represent. In addition to sending the completed form to WBCCI Headquarters as directed, copies should also be sent to the sponsoring Unit President, Region President, and Teen Queen Chairman. Candidates should make every effort to attend and perform at a unit function before seeking a unit's support. (1/16/04)

2. Only one contestant from any one unit may compete at the International level. In the event of multiple applicants from such unit, a local elimination contest is to be arranged by the Unit President involved. Candidates are urged to file application well in advance of the May 1 International deadline to allow for this possibility. (7/5/91)

3. Contestant must be a teenager, 13 through 19 years, with amateur standing in her talent on the day of contests and she must be an unmarried (never married) daughter, granddaughter or legal ward of a member in good standing. The parent, grandparent or legal guardian of the participating girl must have paid their International dues through the Unit which the contestant will represent. A Teen Queen contestant must be in residence on the rally grounds in a fully self contained recreational vehicle manufactured by Airstream, Inc. with her parent, grandparent, or Unit acceptable legal guardian. (1/16/04)

4. Once chosen as International Teen Queen, she will not be eligible to participate again.

5. The Chart on page 46 indicates the bonds, trophies and other awards to be presented to the contestants. The bonds will be funded from both the WBCCI General Fund and the rally proceeds, all other awards will be funded from the applicable rally proceeds. (6/27/12)

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

Teen Queen Gifts

	Bonds	Trophies	Sash	Flowers
Teen Queen	$100	X	X	X
Top Talent	50		X	X
Miss Congeniality			X	

All other participants should receive rally promotional items.

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 will obtain an expected arrival date and time from the International Caravan Chairman. The Caravan Chairman will 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)

   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)

   National and Regional 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. (6/27/13)

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

   Unit Caravans, which meet the CRITERIA hereunder, shall be listed in the annual membership directory and the caravan number assigned by the Caravan Committee shall follow each Caravanner’s name in the directory. (6/27/13)

   CRITERIA: (6/27/13)
   a. Duration of 6 or more nights not including nights spent at organized rallies.
   b. Park in 3 or more cities or geographic locations, not including organized rallies.
   c. Number 7 or more trailers, motorhomes, including the leader.
   d. Use the kitty fee method for handling financial matters.
   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 will be immediately applied to a Member at Large membership in WBCCI. (1/14/05)

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 will 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 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)

   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 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)

   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 Committee.

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

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

4. Overseas Caravan Identification Overseas caravans that do not use Airstream RV's will preserve their identity as an activity of WBCCI through the use of transparent plastic window signs. Caravan leaders will 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 International Relations committee. The International Relations Committee will appoint the leader and recommend the caravan to the Executive Committee of WBCCI for their formal approval. (1/21/94)

   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 caravan information, descriptions and/or coupons that are accepted for publishing in editorial or advertising columns of the BLUE BERET.

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

   d. Publicity or advertisements for overseas or International Caravans other than those approved by WBCCI and Airstream cannot and shall not be accepted for publication in the BLUE BERET. (1/21/94)

   e. Applications for overseas caravans will be made on the coupon published in the "Blue Beret" or photocopy of same. The applications will 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)

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, and shall deliver four (4) copies of each to International Headquarters for review by the Constitution and Bylaws Standing Committee. Such Constitution and Bylaws shall 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: (6/27/13)
   a. Amateur Radio
   b. Classic Airstream
   c. Free Wheelers
   d. 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: (6/27/13)
      Amateur Radio
      Vintage Airstream (6/21/97)
      (24" hoist x 36" fly, 12" between points with approved Intra-club logo.)

   b. Approved Intra-club decals: (6/27/13)
      Amateur Radio
      Classic Airstream (6/25/03)
      Free Wheelers
      Vintage Airstream

   c. Approved Intra-club flags:
      Classic Airstream (6/25/03)
      (36" hoist x 60" fly between points with approved Intra-club logo.)

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 Books will 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

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. Failure to reimburse the Club for amendments shall forfeit further rights to revision service. (6/21/86)

   Application and Receipt Forms - Authorized, Accepted and Approved.

   Dues Notice Envelopes - Authorized and accepted.

   Identification (I.D.) Badges - The official badge and titles authorized are shown in Appendix #2. No other deviation will be recognized unless authorized by the Board of Trustees. Further, no items such as stickers, emblems, insignias or symbols, either permanent or temporary, should be affixed to the face of any WBCCI badge with the exception of the approved circular Life Member vinyl decal. Further detailed explanation of types of identification badges and authorized use is as follows: (1/19/07)

   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)

2. International Officers - Official I.D. badges bearing the words "International Officer" shall be worn by all International Officers so designated by the Constitution.

3. International - Official I.D. badges bearing the word "International" shall be worn by spouses of members of the Board of Trustees, 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:

   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".

   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.

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

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

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

   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 will have a white insert reflecting the unit to which the person now pays his International dues; the title slot will contain a light blue insert and will reflect on two lines "Past President - _____Unit" or "Past First Lady - _____Unit" or "Past First Mate", as appropriate. The name slot will 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)

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 will be issued by the Caravan Standing Committee Chairman in accordance with the above. (6/26/04)

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

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)

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 Graphics
412 W. 96th Terrace
Kansas City, MO 64114
Phone (816)-943-1312
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
   Teen Queen
   WBCCI (General Membership)
   Classic Airstream Club (6/26/06)

   Approved Pennants (6/27/13)

   Amateur Radio Intra-club
   Caravan Leader
   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)

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 "Blue Star" in lieu of an additional Past Presidents Flag. This "Blue Star" is to be sewn on the outer white stripe, centered. Subsequent Blue Stars will 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 issued by HQ WBCCI. (6/26/06)

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)

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 "Wally Byam Caravan Club International" 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)

6. <u>Flag Protocol</u>

   a. National flags may be displayed outdoors from sunrise to sunset on buildings, on recreational vehicles and on stationary flagpoles. (1/17/97)

   b. National flags may be displayed outdoors at night provided such flags are illuminated by lighting directed at the flags. (1/17/97)

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

   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)

   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 International Board of Trustees approved Unit or Intra-club flag. (6/27/05)

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 of America 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)

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 of America's Pledge of 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)

MEMBERSHIP NUMBERS

Policy

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

2. The newly elected International 3rd Vice President will be assigned the lowest available membership number in the 100 series if desired by the member, and upon completion of service as the International President that number will be retired from future reissue. The newly elected Region Presidents shall be assigned the lowest available membership numbers in the 200-299 series, based upon a drawing in the presence of the IBT, unless sufficient numbers in the series are not available, in which case the lowest available numbers in the 300 series shall be assigned. The newly elected International Recording Secretary and International Treasurer shall be assigned the lowest available membership numbers in the 300-600 series, based upon a drawing in the presence of the IBT. The order of the drawing shall be the International Recording Secretary, the International Treasurer, and the Region Presidents, from the lowest number region to the highest. The use of the 700 series will be available for use by members who have served a minimum of three years as Standing Committee Chairmen by drawing in the presence of the IBT upon completion of their third report to the June IBT, and the 800 series will be available for use of the WBCCI National Caravan Leaders who have led a minimum of five (5) National Caravans and as recommended to the IBT by the National Caravan Standing Committee Chairman. The acceptance of all membership numbers in the 200 through 800 series will be as desired by the member authorized and none will be issued retroactively. The use of the membership numbers in the 900 series will be held for future IBT decision. The procedure for membership number release shall not apply to numbers 101 through 999. Membership numbers 1001 and above shall be issued to new members using the lowest available number at the time the application is received for membership unless the member requests a specific available number or the membership number release procedure (see Para. 8) applies. (1/18/08)

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 vehicles manufactured by Airstream, Inc. shall display the same membership number on each recreational vehicle. Members who are the co-owners of a recreational vehicle manufactured by Airstream, Inc. shall use and display the same membership number. (1/19/96)

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

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

7. Membership numbers that become inactive, whether through reassignment as in number 2 above or 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 Inter-national 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 will only be assigned upon receipt of the written release and the completed application for membership. Membership numbers 101 through 999 shall not be reassigned under this procedure. (1/19/96)

9. Membership numbers, 1000 and above, 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 will be honored. New numbers for one recreational vehicle manufactured by Airstream, Inc. will be furnished, and the new membership number will be noted in the next issue of the ANNUAL MEMBERSHIP DIRECTORY. If the request is not received prior to November 30, the new number will not appear in the ANNUAL MEMBERSHIP DIRECTORY until the following year. The old membership number will be immediately available for reissue. EFFECTIVE SEPTEMBER 1, 1992.

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)

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

    Members are requested to place the numerals on their Recreational Vehicle in the following manner:

    <u>Trailers</u> (6/22/96)

    1. The numbers should be placed on the front and rear above the window, centered, with 2 inch spacing.

    2. The decals should be placed on the front and rear, centered, above the numbers.

    3. When applying Membership Stars, measure out from the right edge of the decal 2 inches to the centerline of the star. If applying 2 stars, repeat on the left side of the decal. If more than 2 stars are to be applied, measure out 4 1/2 inches or approximately 1/2 inch between the points of the stars and repeat on the left side, if needed.

Motorhomes (Class A, B, C) and Fifth Wheel Travel Trailers (6/22/96)

1. The numbers should be placed on the front and rear at the top of the RV, centered below the cluster lights with 2 inch spacing when possible.

2. When facing the rear of the RV, if it is not possible to place the numbers below the cluster, the numbers should be placed to the right of the cluster lights with as much spacing as possible.

3. The decals should be placed on the front and rear, centered above the numbers or in the most visible location available.

4. Stars should be applied in the same manner as on TRAILERS whenever possible.

Policy **PAST PRESIDENT PENNANTS AND WINDOW DECALS**

1. Board approved Past President pennants and window decals may be purchased from Headquarters. (1/29/93)

Policy **INTERNATIONAL BOARD OF TRUSTEES AND REGION VICE PRESIDENTS**

1. Window Signs Upon assuming office, each member of the Board of Trustees and all Region Vice Presidents shall receive a window sign measuring approximately 12" x 6" to be placed in the window of their recreational vehicle manufactured by Airstream, Inc. for identification purposes. These signs should be of the following colors, identify the office held, and the dates of tenure of that office. (1/19/96)

   a. International President - Gold with black bordering and lettering.

   b. Other International Officers (including the Parliamentarian) - White with silver border and blue lettering.

   c. Region Presidents - Silver with red border and red lettering.

   d. Region Vice Presidents - White with red border and red lettering.

   Proviso: Effective date July 5, 1993

OFFICERS FLAGS

Policy

1. International Officers', and Trustee flags will be passed on with the normal succession of office. When replacements are necessary, expenditure will 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.

ARTICLE XVII
DELEGATE VOTING

Sec. 1 Bylaws A delegate to the annual meeting shall cast the total entitled votes of the constituent unit as determined by a vote of the regular members present and voting at a regular or special meeting called for that purpose. A unit may also allow voting by electronic mail, regular mail or facsimile for regular members unable to attend said meetings. Votes shall be expressed as a percentage of the votes for or against and the results applied to the total entitled regular member vote count of the unit. Exact half votes will be cast as halves and fractional votes of more or less than half will be rounded to the nearest whole number. Except that a delegate may cast the total entitled vote of the constituent unit in whatever manner he determines proper on any matter which has not been previously determined by a vote of the constituent unit. If a unit uses a voting method other than a regular or special meeting to cast their members' votes, it must take steps to ensure the accuracy and validity of the vote. Votes from those not in attendance at the meeting at which voting is done must be received by the Unit no later than two (2) days before the start of the meeting at which the vote is to be taken. These votes must also be kept confidential and not be announced until voting at the meeting has taken place. (6/26/09)

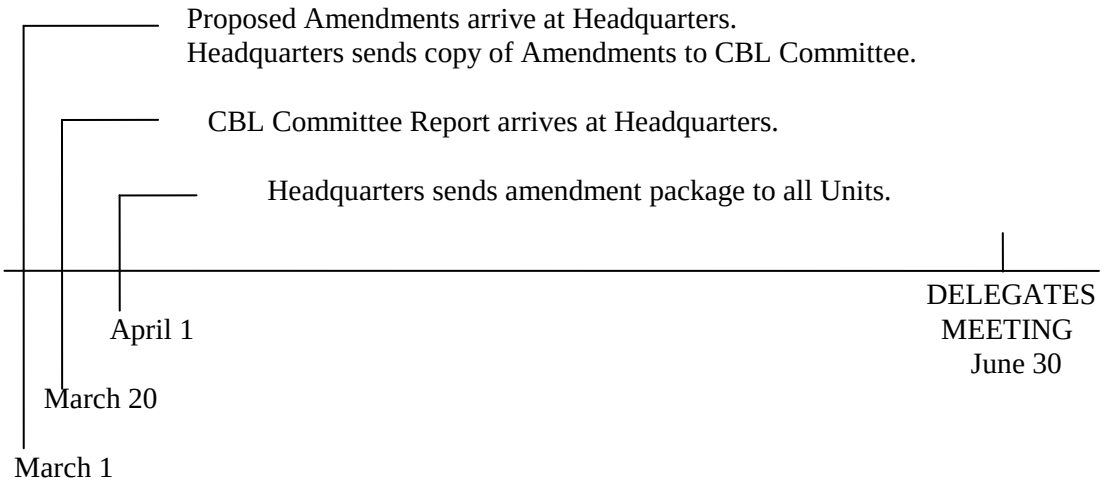
Sec. 2 Bylaws Voting on procedural matters shall be as the delegate sees fit, voting one vote per unit.

Policy Timeline for the Handling of Proposed Amendments to the International Constitution submitted in accordance with Constitution Article XVI.
(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. 3 Bylaws The election of the two members of the International Nominating Committee by the delegates at the annual delegates meeting shall be by plurality vote. (1/19/96)

Policy



Timeline for Handling Proposed Constitutional Amendments

ARTICLE XVIII
AMENDMENTS

Sec. 1 Bylaws These Bylaws may be amended by two-thirds (2/3) vote of the Board of Trustees present and voting at a regular or special meeting called for that purpose provided the proposed amendment shall have been submitted to all members of the Board of Trustees in writing five (5) days prior to such meeting. Notice of proposed amendments may be given in less than five (5) days, however, a nine-tenths (9/10) vote of the board shall be required for adoption. (7/5/93)

Sec. 2 Bylaws Such amendments shall become effective upon adoption, unless otherwise provided. (1/20/90) otherwise provided. (1/20/90)

These Bylaws adopted July 5, 2012 by vote of the Board of Trustees meeting at Sedalia, Missouri.

APPENDICES

APPENDIX #1			
Lifetime Membership	1	6/26/06	
	2	6/26/06	
	3	6/26/06	
	4	6/28/10	
Lifetime Membership Application	5	6/26/06	
APPENDIX #2			
Official Badges and Inserts	1	1/17/92	
	2	1/16/09	
	3	1/16/09	
	4	7/05/09 revised	
	5	1/18/08	
APPENDIX #3			
Intl. & Region Officer Travel Expense Report Form	1	6/26/07	
Standing Committee Travel Expense Report Form	2	7/05/06	
APPENDIX #4			
Administrator/Manager Job Desc	1	6/22/99	
	2	2/11/86	
	3	2/11/86	
	4	6/22/92	
	5	2/11/86	
APPENDIX #5			
Administrator/Manager Conditions of Employment	1	7/05/93	
APPENDIX #6			
Suggested Model of Unit Constitution and Bylaws	1	1/13/12	
	2	1/23/10 revised	
	3	1/19/07	
	4	6/26/09	
	5	1/19/07	
	6	1/19/07	
	7	1/19/07	
	8	1/19/07	
	9	1/19/07	
	10	1/23/10	
……	11	1/19/07	
APPENDIX #7			
Unit Requirements For Filing I.R.S. Reports	1	7/05/11 revised	
	2	1/18/08	
APPENDIX #8			
Units within Regions	1	7/05/13	*
	2	7/05/13	*
	3	7/05/13	*
Region Map	4	7/05/09 revised	
APPENDIX #9			
Supplies Order Form	1	7/05/13	*
Flag Order Form	2	1/13/12	
Badge and Insert Order Form	3	7/05/09	
Name Insert Order Form…….	4	7/08/94	
Blue Beret Event Schedule Changes or Additions	5	7/05/13	*
Activities Schedule for Blue Beret	6	7/05/13	*
New Officer Reporting Form (part 1)	7	7/05/13	*
(part 2)	7	7/05/13	*
Change of Membership Number Request	8	1/19/96	
Region Official Ballot	9	1/28/11	
Unit Official Ballot	10	1/18/02	

* denotes new page

APPENDIX #10
National/Special Event Rallies 1 1/17/97
..... 2 7/05/11
Application 3 7/05/04
APPENDIX #11
Disciplinary Procedure Check List 1 1/23/10
Member Expulsion or Suspension 2 1/23/10
APPENDIX #12
Official Flag Code 1 6/27/05
The United States Flag Code 2 6/26/02
..... 3 6/26/02
..... 4 6/26/02
..... 5 6/26/02
Flag Etiquette in Canada 6 6/26/02
..... 7 6/26/02
Display of Flags 8 1/13/06
..... 9 1/13/06
..... 10 1/13/06
..... 11 1/13/06
..... 12 1/13/06
..... 13 1/13/06
..... 14 1/13/06
..... 15 1/13/06
APPENDIX #13
Accounting Guidelines for Unit 1 7/05/90
Unit Income & Expense Journal 2 7/05/90
Unit Dues Income & Rally Income Journal 3 7/05/90
Rally Expense Journal 4 7/05/90
Treasurer's Report 5 7/05/90
Authority to Open Account 6 7/05/90
Signature Card 7 7/05/90
APPENDIX #14
Membership Manual 1 1/21/00
..... 2 1/21/00 revised
..... 3 6/26/02
..... 4 1/21/00
..... 5 1/21/00
..... 5.1 6/27/05
..... 6 1/21/00
..... 7 1/21/00
..... 8 1/21/00
..... 9 1/21/00
..... 10 1/21/00
..... 11 1/21/00
Membership Application 12 6/26/06
APPENDIX #15
UPG & MAP ..... 1-12 6/27/12 *
APPENDIX #16
WBCCI Conflict of Interest Policy 1 1/16/09
..... 2 1/16/09
..... 3 1/16/09

* denotes new page