

## **LIFETIME MEMBERSHIP**

### **Determination of Life Expectancy and Selecting the correct One-Time Fee for Lifetime Membership**

1. The benefits of a Lifetime Membership shall apply only to an individual member, or to each person in a member couple, whom each is named in the original application as recorded at International Headquarters.
2. The age for establishing the one-time fee for International dues shall be determined by the age each individual member is as of December 31 of the year in which the application is made. For example if a person is going to be 65 years old on May 24<sup>th</sup>, their next birthday, they will be 65 years old on December 31, and therefore 65 is the age they would use in paragraph 3 or 4 below.
3. **SINGLE INDIVIDUALS**. Once the age from paragraph 2 above is determined, the Single and Joint Life Expectancy Table on pages 3 and 4 of this appendix is consulted to establish the individual's life expectancy. The life expectancy of a single person is determined by referring to the first vertical column (Titled AGE) in the Table and finding the individual's age. Then in the next vertical column to the right (Titled Single) and in the same horizontal row as the individual's age, is that person's life expectancy. For example; if a single person is 65 years old, their life expectancy is 21 years.
4. **COUPLES**. Once the age of each individual from paragraph 2 above is determined, the Single and Joint Life Expectancy Table on pages 3 and 4 of this appendix is consulted to establish the couple's joint life expectancy. The age of the oldest person is first located in the first vertical column (Titled AGE) then the age of the other person is located in the top horizontal row of the Table. Where these two ages intersect is the joint life expectancy of the couple. For example, if the oldest person is 65 years old (first vertical column Titled AGE) and the other person is 60 years old (top horizontal row). Their joint life expectancy is 29 years.
5. Once life expectancy is determined, then that number is used to determine the one-time fee on page 4 of this appendix. This one-time fee is submitted as the Lifetime International Membership Fee that is paid with the Lifetime Application Form.

JOINT LIFE EXPECTANCY TABLE - Part 1 of 2

AGE	Single	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
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20	63	71	71	70																														
21	62	71	70	70	69																													
22	61	70	70	69	69	68																												
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25	58	69	69	68	67	67	66	66	65																									
26	57	69	68	68	67	66	66	65	65	64																								
27	56	69	68	67	67	66	65	65	64	64	63																							
28	55	68	68	67	66	66	65	64	64	63	63	62																						
29	54	68	67	67	66	65	65	64	63	63	62	62	61																					
30	53	68	67	66	66	65	64	64	63	62	62	61	61	60																				
31	52	68	67	66	66	65	64	63	63	62	61	61	60	60	59																			
32	51	67	67	66	66	64	64	63	62	62	61	60	60	59	59	58																		
33	50	67	66	66	66	64	63	63	62	61	61	60	59	59	58	58	57																	
34	49	67	66	65	65	64	63	62	62	61	60	60	59	58	58	57	56																	
35	49	67	66	65	65	64	63	62	61	61	60	59	59	58	57	57	56	55																
36	48	67	66	65	65	63	63	62	61	60	60	59	58	58	57	56	56	55	55	54														
37	47	67	66	65	65	63	62	62	61	60	59	59	58	57	57	56	55	55	54	54	53													
38	46	66	66	65	65	63	62	61	61	60	59	58	58	57	56	56	55	54	54	53	53	52												
39	45	66	65	65	65	63	62	61	60	60	59	58	57	57	56	55	55	54	53	53	52	52	51											
40	44	66	65	64	64	63	62	61	60	59	59	58	57	56	56	55	54	54	53	52	52	51	51	50										
41	43	66	65	64	64	63	62	61	60	59	59	58	57	56	55	55	54	53	53	52	51	51	50	50	49									
42	42	66	65	64	64	63	62	61	60	59	58	58	57	56	55	54	54	53	52	52	51	51	50	50	49	49	48							
43	41	66	65	64	64	62	62	61	60	59	58	57	57	56	55	54	53	53	52	51	51	50	50	49	48	48	47							
44	40	66	65	64	64	62	61	61	60	59	58	57	56	56	55	54	53	52	52	51	50	50	49	49	48	48	47	47	46					
45	39	66	65	64	64	62	61	60	60	59	58	57	56	55	55	54	53	52	52	51	50	49	49	48	48	48	47	46	46	45				
46	38	66	65	64	64	62	61	60	59	59	58	57	56	55	54	54	53	52	51	51	50	49	48	48	47	47	46	45	45	44				
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50	34	66	65	64	64	62	61	60	59	58	57	56	55	55	54	53	52	51	50	50	49	48	47	47	46	45	44	44	43	43	42	42	41	40
51	33	66	65	64	64	62	61	60	59	58	57	56	55	55	54	53	52	51	50	49	49	48	47	46	46	45	44	44	43	43	42	41	41	40
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**WBCCI ONE-TIME LIFETIME MEMBERSHIP FEES**

<b>DUES @</b>		<b>\$65.00</b>	<b>&amp; INTEREST @</b>		<b>1.50%</b>
<b>LIFE EXP</b>	<b>ONE TIME FEE</b>		<b>LIFE EXP</b>	<b>ONE TIME FEE</b>	
72	\$2,850		36	\$1,798	
71	\$2,828		35	\$1,760	
70	\$2,805		34	\$1,721	
69	\$2,782		33	\$1,682	
68	\$2,759		32	\$1,642	
67	\$2,735		31	\$1,602	
66	\$2,711		30	\$1,561	
65	\$2,687		29	\$1,519	
64	\$2,662		28	\$1,477	
63	\$2,637		27	\$1,434	
62	\$2,612		26	\$1,391	
61	\$2,586		25	\$1,347	
60	\$2,560		24	\$1,302	
59	\$2,533		23	\$1,257	
58	\$2,506		22	\$1,210	
57	\$2,479		21	\$1,164	
56	\$2,451		20	\$1,116	
55	\$2,423		19	\$1,068	
54	\$2,394		18	\$1,019	
53	\$2,365		17	\$969	
52	\$2,335		16	\$919	
51	\$2,305		15	\$867	
50	\$2,275		14	\$815	
49	\$2,244		13	\$763	
48	\$2,213		12	\$709	
47	\$2,181		11	\$655	
46	\$2,149		10	\$599	
45	\$2,116		9	\$543	
44	\$2,083		8	\$487	
43	\$2,049		7	\$429	
42	\$2,015		6	\$370	
41	\$1,980		5	\$311	
40	\$1,945		4	\$251	
39	\$1,909		3	\$189	
38	\$1,872		2	\$127	
37	\$1,835		1	\$64	

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LIFETIME MEMBERSHIP APPLICATION

## WALLY BYAM CARAVAN CLUB INTERNATIONAL

P.O. Box 612  
Jackson Center, OH 45334

Phone: 937-596-5211

Last Name \_\_\_\_\_

Husband \_\_\_\_\_ Wife \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
City\_\_\_\_\_  
State/Province\_\_\_\_\_  
Zip

Airstream Trailer \_\_\_\_\_ Airstream Motorhome \_\_\_\_\_

Year	Model	Size	Serial No.
------	-------	------	------------

Membership number \_\_\_\_\_ Unit \_\_\_\_\_

MEMBERSHIP FEE \_\_\_\_\_ Phone Number \_\_\_\_\_

I, the undersigned, do accept and understand that no refund of my Lifetime Membership dues shall be forthcoming under any circumstance except as provided in WBCCI Policy adopted June 21, 1989 which states: "The trust should provide that in case of dissolution of the club or transfer of its control from the IBT, the funds remaining in the trust shall be returned to the then active lifetime members of the club on a pro-rated basis".

\_\_\_\_\_  
Applicant signature

Date \_\_\_\_\_

\_\_\_\_\_  
Applicant signature

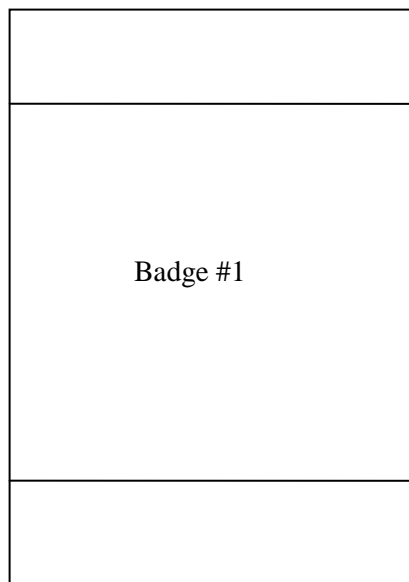
Date \_\_\_\_\_

NOTE: Application must be accompanied by check or money order for lifetime dues along with photocopy of birth date verification.

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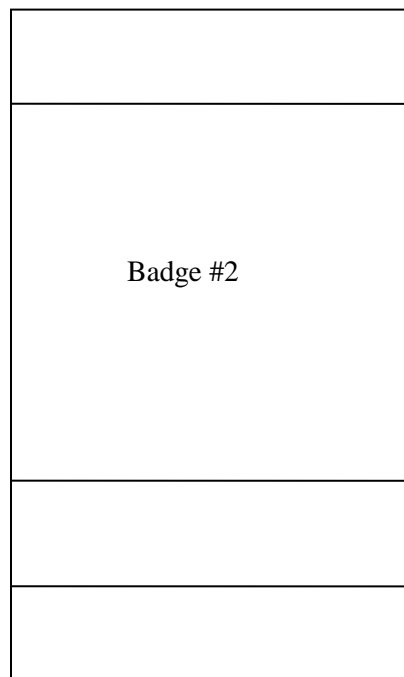
**OFFICIAL BADGES AND INSERTS**

Badges listed below and on succeeding pages are the official badges of the WBCCI.



5/8"

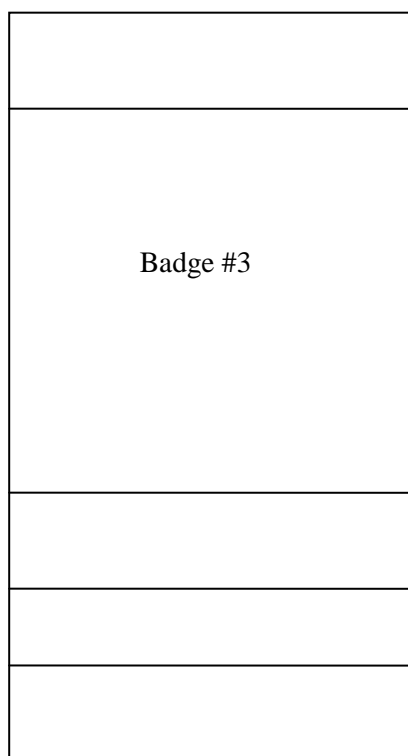
5/8"



5/8"

5/8"

5/8"



5/8"

5/8"

3/8"

5/8"

**PRESENT/PAST INTERNATIONAL OFFICERS, ADMINISTRATOR/MANAGER AND TRUSTEE (7/5/93)**

Office	Color
Intl. President and Spouse	Blue and Gold
Other Intl. Officers, Administrator/Manager and Spouse	Blue and White
Parliamentarian and Spouse	Blue and White
Trustee and Spouse	Green and White
Past Intl. President and Spouse	Blue and Gold
Other Past Intl. Officers, Manager, Past Executive Secretaries and Spouses	Blue and White
Past Trustee and Spouse	Green and White

**BOARD MEMBER**

NAME	5/8"
BADGE #3	
INTERNATIONAL OFFICER	5/8"
TITLE	3/8"
BOARD OF TRUSTEES	5/8"

**INTL. PRES. SPOUSE**

NAME	5/8"
BADGE #2	
TITLE	5/8"
INTERNATIONAL	5/8"

**OTHER INTL. OFFICER SPOUSES**

NAME	5/8"
BADGE #2	
UNIT	5/8"
INTERNATIONAL	5/8"

**PAST INTL. OFFICERS  
PAST INTL. PRES. SPOUSE**

NAME	5/8"
BADGE #3	
TITLE	5/8"
INTERNATIONAL	3/8"
UNIT	5/8"

**OTHER PAST INTL. OFFICER SPOUSES**

NAME	5/8"
BADGE #2	
UNIT	5/8"
INTERNATIONAL	5/8"

Note: The Spouse or significant help mate of the International President and Past International President may use the title "FIRST LADY" and "PAST FIRST LADY" or "FIRST MATE" and "PAST FIRST MATE" or other elected/appointed official WBCCI office title, as appropriate. (1/18/08)

**PRESENT/PAST REGION OFFICERS**

<u>Office</u>	<u>Color</u>
Region President and Spouse	Red/Silver and White
Region Vice President and Spouse	Red and White
Past Region President and Spouse	Red/silver and White

**REGION PRESIDENT**

<b>NAME</b>	5/8"
<b>BADGE #3</b>	
<b>REGION NO.</b>	5/8"
<b>TITLE</b>	3/8"
<b>BOARD OF TRUSTEES</b>	5/8"

**REGION SPOUSE**

<b>NAME</b>	5/8"
<b>BADGE #3</b>	
<b>REGION NO.</b>	5/8"
<b>TITLE</b>	3/8"
<b>INTERNATIONAL</b>	5/8"

**REGION VP**

<b>NAME</b>	5/8"
<b>BADGE #2</b>	
<b>TITLE</b>	5/8"
<b>REGION NO.</b>	5/8"

**REGION VP SPOUSE**

<b>NAME</b>	5/8"
<b>BADGE #2</b>	
<b>UNIT</b>	5/8"
<b>REGION NO.</b>	5/8"

**PAST REGION PRESIDENT  
AND SPOUSE**

<b>NAME</b>	5/8"
<b>BADGE #3</b>	
<b>REGION NO.</b>	5/8"
<b>TITLE</b>	3/8"
<b>UNIT</b>	5/8"

Note: The Spouse or significant help mate of the Region President and Past Region President may use the title "FIRST LADY and "PAST FIRST LADY", or "FIRST MATE" and "PAST FIRST MATE" or other elected/appointed official WBCCI office title, as appropriate. (1/18/08)



## APPOINTED REGION OFFICERS/CHAIRMEN, TEEN QUEEN, AND STANDING COMMITTEE CHAIRMEN

Office	Color
Appointed Region Officers and Committee Chairmen and Spouse	Clear and Lt. Red
Present/Past Teen Queen	Clear and White
Standing Committee Chairmen and Spouse	Coral and White

<u>APPOINTED REGION OFFICER</u>	<u>REGION COMMITTEE CHAIRMAN</u>	<u>SPOUSE</u>
NAME 5/8"	NAME 5/8"	NAME 5/8"
BADGE #2	BADGE #2	BADGE #2
TITLE 5/8"	TITLE 5/8"	UNIT 5/8"
REGION NO. 5/8"	REGION NO. 5/8"	REGION NO. 5/8"

<u>PRESENT/PAST TEEN QUEEN</u>	<u>STANDING COMMITTEE CHAIRMAN</u>	<u>SPOUSE</u>
NAME 5/8"	NAME 5/8"	NAME 5/8"
BADGE #3	BADGE #3	BADGE #2
TITLE 5/8"	COMMITTEE NAME 5/8"	UNIT 5/8"
INTERNATIONAL 3/8"	CHAIRMAN 3/8"	INTERNATIONAL 5/8"
UNIT 5/8"	INTERNATIONAL 5/8"	

**CLUB MEMBERS, CARAVAN LEADERS, PRESENT/PAST UNIT OFFICERS  
AND INTRA-CLUB MEMBERS**

<u>Office</u>	<u>Color</u>
Present/Past Unit Presidents and Spouse	White and Light Blue
Past Pres. moved to another unit	White and White/Lt Blue
Other Unit Officers and Spouse	Clear and White
Intra-Club Members	Clear and White
Caravan Leaders	Clear and Light Green
Club Members	Clear and White

PRESENT/PAST UNIT  
PRES. AND SPOUSE

NAME	5/8"
BADGE #2	
TITLE	5/8"
UNIT	5/8"

UNIT PAST PRES. AND  
SPOUSE MOVED INTL.  
DUES TO ANOTHER UNIT

NAME (WHITE)	5/8"
BADGE #2	
TITLE&UNIT (BLUE)	5/8"
UNIT (WHITE)	5/8"

OTHER UNIT OFFICERS  
AND INTRA-CLUB MEMBERS

NAME	5/8"
BADGE #2	
TITLE OR CLUB	5/8"
UNIT	5/8"

CARAVAN LEADERS

NAME	5/8"
BADGE #2	
*CARAVAN LEADER	5/8"
NATIONAL, REGION OR OVERSEAS	5/8"

CLUB MEMBERS (7/5/95)

NAME	5/8"
BADGE #1	
UNIT OR MEMBER AT LARGE	5/8"

\*or ASSISTANT CARAVAN LEADER - SPOUSE

Note: The Spouse or significant help mate of the Unit President and Past Unit President may use the title "FIRST LADY" and "PAST FIRST LADY", or "FIRST MATE" and "PAST FIRST MATE" or other elected/appointed official WBCCI office title, as appropriate. (1/18/08)

**TRAVEL EXPENSE REPORT - INTERNATIONAL AND REGION OFFICERS**  
**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.**  
**PO Box 612, Jackson Center, OH 45334**

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Dates	Rallies and Meetings Attended	Mileage

Designate acct. to be charged:

Total mileage \_\_\_\_\_ x .40 per mile = \_\_\_\_\_

Acct.No.                      Amt.

Rally Fees \_\_\_\_\_

600 Intl.Officer \_\_\_\_\_

Overnight Parking \_\_\_\_\_

601 Intl.Bd.Travel \_\_\_\_\_

Tolls \_\_\_\_\_

610 Other Bd.Mbr. \_\_\_\_\_

Other \_\_\_\_\_

611 Other Bd.Travel \_\_\_\_\_

\_\_\_\_\_

620 Reg.Officer \_\_\_\_\_

\_\_\_\_\_

630 Reg.Bd.Travel \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

TOTAL \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

(For office use)

Ck# \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Approval \_\_\_\_\_ Ext.Ck. \_\_\_\_\_

Approved by \_\_\_\_\_

NOTE: All expense claims may be submitted monthly 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. All expense claims will be accompanied by receipts, or their equivalent, to cover all expenses claimed except mileage. (Policy, page 35.2)

Revised 6/26/07

**TRAVEL EXPENSE REPORT - STANDING AND SPECIAL COMMITTEES**  
**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.**  
**PO Box 612, Jackson Center, OH 45334**

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Administrative Charges (phone, office supplies, postage) \_\_\_\_\_

Equipment/Materials - Item: \_\_\_\_\_

Travel From: \_\_\_\_\_ To: \_\_\_\_\_

Total Mileage \_\_\_\_\_ x .40 per mile = OR \_\_\_\_\_

Air Fare \_\_\_\_\_

Services (typing, printing, duplicating) \_\_\_\_\_

Other (motel charges, meals) \_\_\_\_\_

Designate acct. to be charged:

Acct.No.	Amt.	TOTAL	\$ _____
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640 Committees	_____
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650 Comm.Bd.Travel	_____
--------------------	-------

Other: _____	_____
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TOTAL	\$ _____
-------	----------

(For office use)

Ck# _____	Date _____
-----------	------------

Approval _____	Ext.Ck. _____
----------------	---------------

\_\_\_\_\_  
Signature

NOTE: All expense claims may be submitted monthly 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. All expense claims will be accompanied by receipts, or their equivalent, to cover all expenses claimed except mileage. (Policy, page 35.2)

Revised 6/26/06

**JOB DESCRIPTION OF THE MANAGERIAL EMPLOYEE OF THE  
WALLY BYAM CARAVAN CLUB INTERNATIONAL**

- I.     Basic Qualifications. A candidate for the position should possess:
- A. A degree in Business Administration and/or five years in related business fields as a primary administrator or executive.
  - B. A quality of leadership which enhances a small office and the ability to work effectively with large numbers of volunteers from a variety of backgrounds and experiences.
  - C. An outstanding ability to communicate in correspondence, publications, spoken word and other public relations media.
- II     Basic Duty and Authority
- A. As full time administrative officer and General Manager of the Club, he is in charge of the WBCCI headquarters office and shall be designated other duties by the International Treasurer as outlined in the Constitution, Article VIII, Section 4 and in POLICY, Financial Management, Paragraph 3. (6/22/99)
- III    Additional Duties
- A. Blue Beret
    - 1. Act as Editor of the Blue Beret under procedures established by the WBCCI Executive Committee and the policies contained in the WBCCI Blue Book.
    - 2. Supervise the preparation of copy, layout, and the distribution of the Blue Beret.
    - 3. Arrange for the publication and distribution of the Blue Beret through negotiation of proper contacts.
    - 4. Responsible for the acceptance and sale of advertising under procedures established by the WBCCI Executive Committee.
    - 5. Maintain the Blue Beret courtesy mailing list and provide the same to the Executive Committee annually for review and acceptance.

6. Make continuing recommendations to the Executive Committee regarding content proposals and potential features.
7. Insure space used to the fullest in accordance with Policy.

B. The Annual Directory

1. Supervise the preparation of material to be included in the annual publication.
2. Negotiate the contract to publish and distribute at the best quality and price.
3. Coordinate with the International President, Blue Beret and the Rally Promotion Committee on cover designs.

C. The Club Store

1. Supervise purchases for stock in the Club Store.
2. Coordinate with the International Treasurer, the preparation of annual inventory of the stock in the club store.
3. Record and report monthly, items which are distributed without charge.

D. Blue Books (the Club Handbook)

1. Supervise the preparation of amendments as adopted by the Delegates or Board of Trustees and minor editorial or housekeeping adjustments.
2. Distribute to holders of Blue Books all Changes together with an instruction sheet.

E. Finances

1. Supervise the preparation by staff of the financial records and statements.
2. Supervise the receipt and deposit of funds received from all sources.

3. Supervise the investment of all funds, as authorized by the International Treasurer, in excess of the amount for fifteen (15) days of advance scheduling such investment to meet anticipated needs.
4. Supervise and administer the annual Income and Expense Budget.
5. Prepare background material and work sheets for the use of the Budget Committee.

F. Official Meetings and Minutes

1. Prepare information and materials for official meetings and distribute, along with the meeting agenda at least fifteen (15) days prior to the meeting.
2. Distribute within 15 days of receipt all official minutes of meetings of the Delegates, Board of Trustees and the Executive Committee.

G. Headquarters Office and Staff

1. Organize the work and processes to conduct the Administrative affairs of the International Club in the Headquarters Office.
2. Supervise the assignments of work to the employed staff.
3. Prepare a job description of each staff member and delegate authority and functions accordingly. The work performed by the staff is considered as fulfilling the job description of the Executive Secretary performed under his authority and delegation for the purpose of this job description.
4. Report the list of employees and their current remuneration each year through the Standing Budget Committee.
5. Conduct an annual review of each employee performance and salary.

## H. Standing Committees:

1. Work with the chairman of standing and special committees assisting them in the performance and fulfillment of their assignments.

## I. International Rally:

1. Perform various administrative tasks assigned by the president to assist the International Rally Committee. These tasks will include:
  - a. Arranging for the purchase of items needed in advance which include registration receipts, ribbons, cards and stationary and other miscellaneous items including trophies.
  - b. The distribution of invitations to serve as rally committee chairmen, etc.
  - c. Correspondence as required to do the above.
2. Receive all contracts and provide copies to the Rally Comptroller and the Insurance Agency handling our general liability policy.
3. Supervising the pre-registration process.
4. Arranging for bank checking accounts to receive the registration fees.
5. Setting up the books of accounts and handling the required financial advance from the General Fund and its repayment.

## J. Future Planning:

1. In cooperation with the Board Of Trustees and the Executive Committee as well as Standing and Special Committees, gather data to assist in the future planning and development of the Club.
2. A monthly update report of progress toward achievement of annual goals required by Bylaws, Article X, Section 1, shall also contain a current information section regarding items of general interest to the membership which would not ordinarily be published in the Blue Beret.



**K. Promotion;**

1. Develop ideas for the promotion of WBCCI for approval by the Board of Trustees.
2. Develop new ideas for services to members for approval by the Board of Trustees.

**L. Insurance: (Under direction of the IBT)**

1. Monitor the insurance agreement with the authorized insurance agency.
2. Represent the Club with the insurance agency to protect the interest of the membership.

**M. Airstream Incorporated:**

1. Maintain good working relationships between WBCCI and Airstream.
2. Develop programs of mutual interest and benefit in cooperation with Airstream.

**CONDITIONS OF EMPLOYMENT**

1. The position of the Administrator/Manager is filled by the Board of Trustees on the recommendation of the Executive Committee. This employee is responsible for the administration and general management of the International Club under the authority of and in accordance with the policies established by the Board of Trustees. This employee will attend all Executive Committee and Board of Trustee meetings; this employee is a non-voting member of these bodies; this employee of the Club shall be afforded all the rights and responsibilities of employees in accordance with the laws of the state of Ohio. (7/5/93)
2. Expense allowance and reimbursement for travel on WBCCI business will be as established in Bylaws and Policy, Section 1 k,a, Page 38.
3. Negotiated vacation time, approved by the IBT, is to be arranged in conference with the International President in office during the period in which the vacation will be taken.
4. Sick leave, paid, is granted as follows: Ten days granted on date of hire or implementation of these conditions of employment; additional days may be accumulated to a maximum of 66 working days at the rate of ten days annually granted on July 1 of each year. Upon termination of employment, unused accumulated sick leave will be paid at the daily rate for one-third of the unused days. Absences to be charged to sick leave in excess of three consecutive days shall be substantiated by a doctor's statement. The Administrator/Manager shall report sick leave used each month to the President and an annual summary of sick leave granted and used each year to the Executive Committee by July 5th.
5. Travel to the International Rally will include usually two trips to make advance arrangements and approximately six weeks (June 1-July 15) at the time of the Rally. Adjustments to the approved travel plans will be made in conference with the President.
6. A formal review of job performance shall be conducted annually by the International President utilizing an evaluation document which containing the criteria upon which the Administrator/Manager is to be evaluated. The evaluation document shall be in place and made known to this employee at the beginning of the evaluation period. Any concerns regarding the job performance of this employee during the evaluation period shall be provided in writing by the International President to the Administrator/Manager stating the concerns, a timetable for improvement and the consequences of non-compliance. The formal review shall be conducted during the period June 15-30 each year and shall be reviewed by the incoming Executive Committee. The review shall contain recommendations for changes in job description, conditions of employment and salary and shall be reported to members of the incoming International Board of Trustees at the meeting when said Board of Trustees begins its term. (6/30/93)
7. Salary shall be set by the Executive Committee based upon recommendations of the Evaluation Committee and approved by the IBT.

**SUGGESTED MODEL**  
**OF**  
**UNIT CONSTITUTION**  
**AND**  
**UNIT BYLAWS**

**NOTES**

1. This model provides guidance to the Units for the preparation of their Unit Constitution and Bylaws in accordance with ARTICLE VI, Section 2, of the WBCCI Bylaws. Submission of Unit Constitution and Bylaws is accomplished by forwarding four copies (by mail) or one copy (electronically) to WBCCI Headquarters. (1/13/12)
2. Units are not required to follow the Model verbatim in its entirety; however, where this is acceptable to the Unit, it greatly facilitates the preparation of the documents by the Unit and the review and approval process by the WBCCI Constitution and Bylaws Committee. Those ARTICLES and Sections which are expected to be verbatim in the Unit documents are marked with an asterisk. Any changes to these portions of the documents must be supported by rationale—which may or may not be approved. Worthy changes may result in approval of the document and a revision to the Model. The primary criteria to remember is that the Unit Constitution, Bylaws, and Policy must be consistent with the Constitution, Bylaws and Policy of the WBCCI. It is recognized that incorporated units are special cases.
3. All Units are encouraged to develop a Policy Document to include policies and practices which have been adopted during Executive Board and Unit Business Meetings—or simply from past practice. These policies and practices avoid cluttering up the Bylaws with details, and are normally permitted to be more easily approved, amended, or stricken at any meeting by a majority vote of the Board or the Membership. They are a valuable help to the Unit in being available to assist new officers and new members in understanding the operation of the Unit. As with the Constitution and Bylaws, the Policy document should be furnished to all members. The inclusion of all three documents in the Unit Directory is encouraged. (1/19/07)

**SUGGESTED MODEL OF UNIT CONSTITUTION****\*ARTICLE I  
NAME OF ORGANIZATION**

- Sec. 1 This organization is a chartered Unit of the Wally Byam Caravan Club International, Inc. and shall be known as the \_\_\_\_\_ Unit of the Wally Byam Caravan Club International, Inc.

**\*ARTICLE II  
OBJECTIVES**

- Sec. 1 \* The objectives of this non-profit organization shall be:
- To furnish encouragement and assistance in the development of the Unit and thus afford fraternization for recreational vehicle owners.
  - To encourage safe driving and assist in improving the general welfare of the recreational vehicle public through assistance and active participation of all its members in building a strong organization for the betterment of good will toward recreational vehicle travel.
  - To coordinate with and participate in the interests and activities of the International and the Region.
  - To cooperate with other organizations and units within our sphere which are seeking to elevate the standards and ethics of the various groups.
  - To disseminate information of an advisory and educational nature which will be of value to its members and the public.
  - To study, advise and recommend legislation which is in the interest of the recreational vehicle public and oppose all legislation which is discriminatory and injurious to the recreational vehicle public.
  - To encourage government and private agencies to provide more and better recreational vehicle parks and facilities.

**\*ARTICLE III  
MEMBERSHIP QUALIFICATIONS**

- Sec. 1 An adult who owns a hard-sided recreational vehicle manufactured by Airstream, Inc. shall be eligible for membership. (1/19/07)
- Sec. 2 There are two classes of membership in this unit--Regular Members and Affiliate Members. (1/19/07)
- Sec. 3 An applicant for membership in this Unit must submit an application in writing and, upon the payment of International and Unit dues, shall be a Regular Member of this Unit. (7/8/94)
- Sec. 4 Regular Members who have sold their recreational vehicle manufactured by Airstream, Inc., may, upon request, retain their membership as Regular Members of this Unit 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. (7/5/96)

- Sec. 5 Regular Members of another Unit may become Affiliate members in this Unit by an application to the Membership Committee and upon acceptance shall possess all the rights and privileges of the Unit except:
- The right to hold office in the Unit.
  - The right to vote in the selection or election of officers in the Unit, Region or International or on any amendment to the Unit or the International Constitution.
  - The right to vote on the dissolution of the Unit, consolidation of the Unit with one or more units, or the merger of the Unit with another Unit. (1/19/07)
- Sec. 6 Applicants for Affiliate membership in this Unit must submit dues and show evidence of membership in the International Club through another duly chartered unit. (6/23/01)
- Sec. 7 Failure to pay either Unit or International dues will automatically terminate membership in the unit.
- Sec. 8 In those cases of co-ownership of a hard-sided recreational vehicle manufactured by Airstream, Inc., the rights and privileges of membership shall be deemed to include the spouses of such co-owners but collectively such co-owners shall possess one vote only except such co-owners who each pay International and Unit dues to this Unit shall each have one vote. A co-owner is defined as one of two WBCCI members who own a single Airstream Recreational Vehicle. Existing co-owners with more than two memberships on June 25, 2005, are not subject to this two membership limitation, as long as they maintain continuous membership in WBCCI. (1/19/07)

#### ARTICLE IV OFFICERS AND THEIR ELECTION

- Sec 1 The officers of the Unit shall be Regular members of the Unit and shall consist of:
- President
  - First Vice President
  - Second Vice President
  - Corresponding Secretary
  - Recording Secretary
  - Treasurer
  - \_\_\_\_\_ Trustees (usually two to four) (6/23/01)
- Sec. 2 The Officers shall be elected at the annual business meeting and shall be installed and shall assume office on \_\_\_\_\_. An officer, except for Trustees, shall serve in office for a term of one year or until a successor is elected but in no case shall an officer be eligible to serve more than two consecutive terms in the same office except the Recording Secretary, Corresponding Secretary or Treasurer provided said officers are duly nominated and elected for each term of office. (1/19/07)
- Sec. 3 The Trustees shall be elected at the annual business meeting, each for a term of two years, but arranged so that only one-half such Trustees terms expire in any one year. No Trustee shall serve more than one two-year term consecutively. (1/19/07)
- Sec. 4 An officer who advances to an office pursuant to the provisions of Sec. 5 of this ARTICLE shall not be deemed to have served a full term in such office unless said service is for a period of greater than one-half (1/2) the term of such office. (1/19/07)

- Sec. 5 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 (in the order first, second) shall advance thereto. All other vacancies on the Executive Board, except that of the Immediate Past President, shall be filled by a majority vote of the Executive Board. (1/21/94)

**\*ARTICLE V  
EXECUTIVE BOARD**

- Sec. 1 The Executive Board shall consist of all of the unit officers plus the immediate Past President of the unit. (1/15/99)
- Sec. 2 The Executive Board shall be the administrative body of the Unit and shall define the policies of and have full administrative authority in all matters pertaining to the Unit, and shall exercise general control and supervision of all officers and committees.
- Sec. 3 The President or any two members of the Board may call a business meeting of the Executive Board at any time deemed necessary. (1/19/07)
- Sec. 4 A quorum of the Executive Board shall consist of a majority of its members.

**\*ARTICLE VI  
UNIT BUSINESS MEETINGS**

- Sec. 1 The annual business meeting of the Unit shall be held during the month of \_\_\_\_\_ (usually one of the Fall months). Additional business meetings may be held during any rally of the Unit, and also may be called at any time by a majority vote of the Executive Board. The date, time, location and purpose of all Unit business meetings shall be announced to the members in writing at least fifteen days prior to the meeting. A quorum for conducting business at any business meeting shall be not less than \_\_\_\_\_ percent of the membership. (Normally 10-15%) (1/19/07)
- Sec. 2 All Regular Members voting at the annual or additional business meetings of this organization, and each such membership, identified by the International Club membership number, shall be considered one vote, except for co-owners who each pay International and Unit dues to this unit as provided for in Article III, Section 8. (7/5/96)
- Sec. 3 Ballots submitted by email, regular mail or facsimile may also be accepted from Regular members unable to attend regular or special business meetings. The President and Recording Secretary shall ensure no member casts more than one ballot. Votes allowed in this manner should be received by 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)

**\*ARTICLE VII  
BYLAWS**

- Sec. 1 Bylaws consistent with this Constitution and with the Constitution, Bylaws and Policy of the Wally Byam Caravan Club International, Inc., embodying additional provisions for the government of the Unit may be adopted by the Executive Board.

**\*ARTICLE VIII  
AMENDMENTS**

- Sec. 1      Proposed amendments to this Constitution shall be submitted to the Executive Board in writing. The Executive Board shall submit all such amendments to the members for their consideration.
- Sec. 2      Any Article or Section of this Constitution may be amended by a two-thirds vote of the members present and voting at a business meeting of the Unit or a special meeting called for that purpose, providing in either case, a notice containing the proposed amendment or amendments has been mailed first-class to each member of the Unit at least fifteen days prior to such a meeting.
- Sec. 3      All amendments to this Constitution shall become effective upon adoption.

\*This Constitution, as last amended, was adopted on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City, State, or Province) (1/19/07)

**SUGGESTED MODEL OF UNIT BYLAWS****\*ARTICLE I  
PARLIAMENTARY AUTHORITY**

- Sec. 1 Parliamentary procedures for all meetings of the Unit and Executive Board shall be governed by the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED except when they are in conflict with the Constitution, Bylaws, or Policy of this Club. (1/19/07)
- Sec. 2 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  
COMMITTEES**

- Sec. 1 Standing Committees shall be:
- A. Budget
  - B. Caravan
  - C. Constitution and Bylaws
  - D. Ethics and Grievance
  - E. Family/Youth
  - F. Historical
  - G. Hospitality
  - H. Legislative
  - I. Membership
  - J. Publicity
  - K. Public Relations

The President shall appoint and be an ex-officio member of all committees except the Nominating Committee. (1/21/94)

- Sec. 2 All Standing Committees shall consist of a Chairman and as many members as deemed necessary by the President. Chairmen of Standing Committees shall report at each meeting of the Executive Board. (1/21/94)

**STANDING COMMITTEES  
General Duties**

1. Budget In cooperation with the incoming and outgoing Treasurer of the Unit, prepare for the Executive Board a budget projecting the unit's income and expenditures for the next year. (1/19/07)



2. Caravan To plan, organize, and obtain leaders for unit caravans that are operated or conducted for the Unit within the scope of the WBCCI Caravan Handbook. To develop an aggressive Unit Caravan program and to coordinate unit caravan matters with appropriate Region and International Caravan Committee personnel. (1/21/94)
3. Constitution and Bylaws To conduct a continuing review and study of the Unit and the International Constitution and Bylaws and to make recommendations for any amendments or additions deemed desirable and in the best interest of the Club. (1/21/94)
4. Ethics and Grievance To investigate and assess all grievances or complaints made by members and others and to make recommendations thereon to the Unit Executive Board.
5. Family/Youth Plan programs to encourage participation of family/youth at unit functions and to be the liaison person between the Unit and International Family/Youth Standing Committee. (1/21/94)
6. Historical To record events including written and pictorial material associated with unit activities and to maintain an historical record of such. (1/21/94)
7. Hospitality To receive and make welcome guests and new members at club functions. Recommend ways to meet and greet all club members and guests at rallies and/or seasonal functions. (1/21/94)
8. Legislative To study, advise and recommend legislation in the interest of the Club and its members; to recommend opposition to all legislation which is discriminatory and injurious to the interest of the Club and its members. (1/21/94)
9. Membership Be the Unit/Club contact for prospective new members and explain the purpose and objectives of the Wally Byam Caravan Club International. Extend invitations to prospective members to attend a rally or meeting when making application for membership. Coordinate with the Treasurer to ensure having an accurate list of paid-up members, and to assist the Treasurer, as needed, in following up on all members who have not paid dues by October 15<sup>th</sup>. (1/19/07)
10. Publicity - To collect newsworthy items of interest to club members and to publish monthly a newsletter containing past and future events of the Unit, Region and International. To publish yearly a roster in the form and content as directed by the Executive Board. Forward material to Headquarters for publishing in the Blue Beret and Directory with respect to the Unit's activities schedule. (1/21/94)
11. Public Relations - To maintain communications with the International and Region Public Relations Committees for maintaining a continuing program of public relations between WBCCI and communities being exposed to rallies and caravans. (1/21/94)

Sec. 3 Special Committees may be appointed by the President as required.

**\*ARTICLE III  
GUESTS**

- Sec. 1 A guest (or guests) sponsored and invited by a member in good standing, and using the member's trailer or motorhome or staying in a non-RV facility such as a cabin, motel room, etc., may attend activities of the Unit. Members sponsoring such a guest shall pay one extra rally fee exclusive of the parking fee. (1/19/07)
- Sec. 2 A member in good standing in this Unit may sponsor and invite a non-member Airstream recreational vehicle owner, as a prospective member, to attend rallies and other activities of the Unit. (7/5/01)
- Sec. 3 Members in good standing in the International Club may attend activities of the Unit provided that such members, and where required, shall have made prior reservation for each attendance. (1/19/96)
- Sec. 4 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)

**\*ARTICLE IV  
NOMINATING COMMITTEE**

- Sec. 1 The Executive Board shall, not less than ninety (90) days prior to the unit's annual business meeting, appoint a three member Nominating Committee who shall, after having obtained the prior acceptance for office of each nominee if elected, place in nomination one candidate for each office to be filled by election, and submit a written report to the Executive Board which shall include the names of all candidates considered, and the President shall distribute the report to the membership not less than fifteen (15) days prior to said business meeting. Additional candidates who have previously consented to accept the office if elected, may be placed in nomination from the floor of said meeting. No seconds are required for any nomination. (1/21/94)

**ARTICLE V  
DUTIES OF OFFICERS**

- Sec. 1 The President shall:
- Preside at all meetings of the Unit and Executive Board.
  - Enforce the Constitution and Bylaws.
  - Appoint all standing committees and the Parliamentarian. (1/19/07)
  - Have such powers and duties as normally pertain to the principal executive officer.
- Sec. 2 The 1st Vice President shall:
- Attend all business meetings of the Unit and the Executive Board.
  - Shall assist the President.
  - Assume the duties of the President in the President's absence. (1/21/94)

- Sec. 3      The 2nd Vice President shall:
- Attend all business meetings of the unit and the Executive Board.
  - Assist the President and the First Vice President.
  - Assume the duties of the First Vice President in the absence of said officer.
  - Assume the duties of the President in the case of the absence of the President and the First Vice President.
  - Perform the duties as assigned by the Executive Board. (1/21/94)
- Sec. 4      The Corresponding Secretary shall:
- Issue notices of all meetings of the Unit and the Executive Board as prescribed in Article VI, Sections 1 and 2 and Article VIII, Section 2 of the Constitution and ARTICLE XI, Sec.1 of the Bylaws. (1/19/07)
  - Prepare an agenda of pending business for use by the presiding officer at each meeting.
  - Coordinate with the Treasurer to maintain an accurate roster of paid-up members of the Unit. (1/19/07)
- Sec. 5      The Recording Secretary shall:
- Record and preserve the minutes of all official meetings of the Unit and the Executive Board, and mail copies to the members of the Executive Board not more than fifteen days following each meeting. (1/19/07)
  - Record the attendance of the officers at each meeting and advise the presiding officer if a quorum is present.
- Sec. 6      The Treasurer shall:
- Maintain the financial records of the Unit and receive all monies, as prescribed in International Bylaws, Article IV, Sec. 11A, and promptly deposit them in the bank previously chosen by the Executive Board. (1/19/07)
  - Notify members of expiration of dues, issue receipts for dues paid, and maintain an up-to-date roster of paid-up members. Changes to this roster shall be shared with the Corresponding Secretary, the Newsletter Editor, and the Membership Chairman. In addition, the Membership Chairman shall be notified of all members who have not paid their dues by October 15th in order that the membership chairman might assist the Treasurer in contacting those members to collect their dues prior to November 1st. (1/19/07)
  - Submit a full written report of finances to the Executive Board at each meeting. Each year the books and accounts will be audited by a committee selected by the incoming President. Before retirement, all books, monies and property of the Unit shall be delivered promptly to the incoming Treasurer. (6/23/01)
- Sec. 7      The duties of the Trustees (or Directors) shall be: (1/19/07)
- To attend all meetings of the Unit and the Executive Board.
  - To accept special assignments as directed by the President. Additional duties may be to chair or be members of committees. (1/19/07)

**\*ARTICLE VI  
DELEGATES**

- Sec. 1 The Executive Board shall appoint one delegate and one alternate from among the Regular Members of this unit who will attend the annual Delegates Meeting of the parent organization, Wally Byam Caravan Club International, Inc. An Affiliate Member of this unit who is a regular member in the same region may be appointed if the unit has no Regular Members who are going to attend the Delegates Meeting. Any vacancy occurring following such selection shall be filled by appointment by the President. The President and Secretary shall certify to these appointments. The delegate and alternate should be instructed on how to vote on behalf of the unit regarding issues to come before the delegates. (1/23/10)

**\*ARTICLE VII  
DUES**

- Sec. 1 The annual Unit dues of Regular and Affiliate members shall be set by the Executive Board. (1/17/97)
- Sec. 2 A member who fails to pay properly assessed International and Unit dues before November 15 may not be listed in the Annual Membership Directory of the International Club for the following year. If the dues are not paid and receipted by the Treasurer on or before December 31, the membership will be terminated. (7/5/96)

**\*ARTICLE VIII  
CODE OF ETHICS**

- Sec. 1 All members shall abide by the following Code of Ethics:
- A. To be ever mindful of our responsibility to Wally Byam Caravan Club International, Inc., and through conduct, indicate to the public that membership in this organization is an assurance of our courtesy on the road and good will to all peoples and countries.
  - B. To be ever mindful of what we say or print with respect to its effect on others so as to avoid disharmony and ill feelings among club members and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding. (1/19/07)
  - C. To conduct ourselves in a manner to inspire others engaged in recreational vehicle travel to a full appreciation of the intent and meaning of this code.
  - D. To maintain our camps in an orderly manner and leave them the same way.

**\*ARTICLE IX  
LIABILITY**

- Sec. 1 Neither the Unit nor its officers are responsible for the loss of or damage to property or for injury to or death of a person on the premises of any club function. This freedom from responsibility for loss or damage to property applies regardless of whether that property has been received by any member or officer or left upon the premises.

**ARTICLE X  
POLICY**

- Sec. 1 Policy consistent with the Constitution and Bylaws of the Unit and with the Constitution, Bylaws and Policy of the Wally Byam Caravan Club International, Inc., embodying additional provisions for the government of the Unit may be adopted by the Executive Board or the Unit members. (1/19/07)

**\*ARTICLE XI  
AMENDMENTS**

- Sec. 1 These Bylaws may be amended at any business meeting of the Executive Board by a two-thirds vote, provided the proposed amendment has been submitted to all members of the Executive Board in writing ten (10) days prior to such meeting. (1/19/07)
- Sec. 2 Such amendments shall become effective upon adoption.

**\*ARTICLE XII  
MERGER, CONSOLIDATION OR DISSOLUTION OF THIS UNIT**

- Sec. 1 In the event the members of this Unit deem it desirable for this Unit to merge with another Unit, or for the Unit to consolidate with one or more Units, or for the Unit to dissolve, the members shall, through the President of this Unit, follow the appropriate procedures as prescribed in ARTICLE VII, Section 1 through 6 of the Bylaws of the International Club. These procedures are in accordance with Section 501 (c) 7 of the Internal Revenue Service Code. Whether the Unit merges with another Unit, or consolidates with other Units, or the Unit dissolves, none of the funds or property of this Unit shall enure to the benefit of any member. (1/19/07)

\*These Bylaws, as last amended, were adopted on \_\_\_\_\_ at \_\_\_\_\_ (1/19/07)  
(Date) (City, State, or Province)

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**UNIT REQUIREMENTS FOR FILING I.R.S REPORTS:**

Form 990 Return of Organization Exempt from Income Tax, and Form 990-T Exempt Organization Business Income Tax Return.

**YOU MAY NEED TO FILE FORM 990 IF:**

A Unit/Region, which normally has annual gross receipts of \$50,000 (\$25,000 for tax years before Dec. 31, 2010) or less, is only required to file the Form 990N Electronic Notice with the IRS. Those with gross receipts over \$50,000 must file Form 990 in its entirety. Gross receipts are interpreted as the total amount received from all sources without subtracting any costs or expenses. International dues are not considered to be gross receipts or disbursements since the Unit is merely acting as an agent for WBCCI in the collecting of dues. International dues should be excluded in the Unit reporting on Form 990. (1/18/08)

A Unit's/Region's gross receipts are considered to be \$50,000 or less if the Unit/Region is: (1/18/08)

- A. Up to a year old and has received \$75,000 or less during its first tax year.
- B. Between 1 and 3 years old and averaged \$60,000 or less in gross receipts during each of its first two tax years. (1/18/08)
- C. Three years old or more and averaged \$50,000 or less in gross receipts for the immediate preceding 3 tax years (including the year for which the return would be filed.)

A majority of the Units/Regions will be in the 3-year or older category with normally \$50,000 or less in receipts and are required to file only the Form 990-N Electronic Notice. (1/18/08)

**YOU MAY NEED TO FILE FORM 990-T IF:**

A Unit/Region has a gross income of more than \$1,000 from sources unrelated to the Unit's/Region's exempt purpose, such as income from investments and advertising. You may be exempt from filing Form 990 but required to file Form 990-T due to unrelated income. Rally fees and dues are not income items that could be classified as unrelated. (1/18/08)

Income and expenses reported on Form 990-T must also be included when the Unit/Region is required to file both forms. The amounts reported on Form 990 should be reported in gross amounts for income and expenses. Based on this limitation, a large majority of the Units/Regions are not required to file a 990-T report annually. (1/18/08)

**WHO AND WHERE TO FILE:**

Forms 990 and 990-T are required to be filed by the 15th day of the fifth month after the accounting period ends. If a Unit/Region is on a calendar year basis, the forms would be due on May 15 following the end of the year. (1/18/08)

Instructions list the addresses of the Internal Revenue Service Center where the returns should be filed, based on geographical location.

These limitations are subject to change. Refer to the instructions for Form 990 for current limitations. If you have additional questions, please contact your local tax preparer. (1/18/08)

UNIT NAME AND ADDRESS:

When filing your forms, please use the address shown below:

Wally Byam Caravan Club International, Inc.  
00 000 (Your Region/Unit Number)  
P. O. Box 612  
Jackson Center, Oh 45334

## UNITS WITHIN REGIONS

## REGION 1 - 6 Units:

Canadian Atlantic  
Cape Cod Massachusetts  
Charter Oak Connecticut

New England  
Quebec Canada  
White Mountains NH

## REGION 2 – 17 Units:

Al-Mon-O Pennsylvania  
Berkshire New York  
Central Maryland  
Central Pennsylvania  
Delaware Valley New Jersey  
Delmarva  
Hudson Mohawk New York  
Keystone Pennsylvania

Metropolitan New York  
Mid-Atlantic  
New Jersey  
New York Finger Lakes  
Ontario Canada  
Penn Lehigh  
Pennsylvania  
Washington DC  
Watchung New Jersey

## REGION 3 – 20 Units:

Big Bend Florida  
Carolinas of North Carolina  
Coastal Georgia  
Eastern North Carolina  
Everglades Florida  
Florida  
Florida Springs  
Florida Suncoast  
Florida Treasure Coast  
Georgia

Northern Virginia  
Palmetto State South Carolina  
Piedmont North Carolina  
Shenandoah Valley of Virginia  
South Carolina Coastal  
South Florida  
Tidewater Virginia  
Virginia  
Western North Carolina

## REGION 4 - 15 Units:

Akron Ohio  
Appalachian West Virginia  
Auglaize Valley Ohio  
Cincinnati Ohio  
Cleveland Ohio  
Columbus Ohio  
Land-O-Lakes of Ohio  
Mahoning Valley Ohio

Metropolitan Detroit MI  
Miami Valley of Ohio  
Michigan  
Mid-Eastern Michigan  
Mohican Valley Ohio  
Northern Ohio Virtual Airstream



## REGION 5 - 7 Units

Central Indiana  
Illinois Lincolnland  
Indiana  
Kentucky

Northern Illinois  
Southern Illinois  
Southern Indiana

## REGION 6 -11 Units

Alabama  
Arkansas Razorback  
East Tennessee  
Greater New Orleans Louisiana  
Louisiana

Louisiana Acadiana  
Memphis Tennessee  
Mississippi  
Nashville Music City Tennessee  
Pensacola Florida  
Tennessee

## REGION 7 - 3 Units

Minnesota  
North Dakota Peace Garden  
Wisconsin

## REGION 8 - 8 Units

Greater St. Louis Missouri  
Greater Kansas  
Iowa  
Kansas City Missouri

Missouri Delta  
Missouri Greater Ozark  
Nebraska  
North Iowa

## REGION 9 - 10 Units

East Texas Lakes  
Heart of Texas Camping  
North Texas  
Oklahoma  
Texas Alamo

Texas Coastal Plains  
Texas Gulf Coast  
Texas Highland Lakes  
Texas Hill Country  
Texas Plains

## REGION 10 – 7 Units

Alberta Saskatchewan Canada  
British Columbia Canada  
Idaho  
Montana

North Cascade Washington  
Oregon  
Washington

## REGION 11 – 6 Units

Arizona  
Denver Colorado  
Four Corners Unit of New Mexico

New Mexico  
Wyoming

## REGION 12 - 12 Units

Central Coast California  
El Camino Real California  
Golden West California  
Long Beach California  
Nevada  
Northern California

San Diego California  
San Fernando Valley California  
San Joaquin California  
Santa Clara California  
Sierra Nevada  
South Coast California



## WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

803 E. Pike Street  
Jackson Center, Ohio 45334SUPPLIES ORDER FORM

UNIT NO./NAME: \_\_\_\_\_ SHIP TO: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

		QTY.	UNIT	PRICE
BERETS:	SMALL (21-1/2")		EA.	9.50
	MEDIUM (22")		EA.	9.50
	LARGE (22-1/2")		EA.	9.50
	EXTRA LARGE (23")		EA.	9.50
	WOOL BERET (ONE SIZE ONLY)		EA.	21.50
BOOKS:	WBCCI CLUB CARAVAN HANDBOOK		EA.	4.25
	DUES RECEIPT BOOK (PAD OF 25)		EA.	N/C
DECALS:	CAR DECAL		EA.	1.50
	LIFE MEMBER DECAL		SET	4.25
	1/2" NOS. FOR CAR DECAL (SPECIFY NO.)		EA.	.25
	PAST PRESIDENT DECAL		EA.	2.00
	MEMBERSHIP NOS. & WBCCI DECAL (2 EA.)		SET	9.00
ENVELOPES:	DUES NOTICE ENVELOPES		100	N/C
	DUES WINDOW ENVELOPES		100	10.00
	WBCCI ENVELOPES (4"x9-1/2")		100	6.00
LANYARDS:	WBCCI LANYARDS (BLUE W/WHITE LETTERING)		EA.	3.25
PADS:	MEMBERSHIP APPLICATION PAD		PAD	N/C
PAMPHLET:	WBCCI PROMOTIONAL PAMPHLET		PK.	N/C
PATCHES:	3" WBCCI JACKET PATCHES		EA.	4.50
PENNANTS:	CARAVAN LEADER PENNANT (24"x36")		EA.	25.00
	FREE WHEELER PENNANT		EA.	15.00
	PAST PRESIDENT PENNANT		EA.	14.00
PINS:	UNIT PAST PRESIDENT LAPEL PIN (NEW DESIGN)		EA.	2.75
	UNIT PAST FIRST LADY/PAST FIRST MATE LAPEL PIN (NEW DESIGN)		EA.	2.75
SIGNS:	WBCCI SIGN (14"x22" WITH ARROW)		EA.	15.65
STATIONERY:	WBCCI LETTERHEAD STATIONERY		100	9.00
	REGION STATIONERY		100	9.00
TIES:	WBCCI TIE - RED		EA.	23.25
	WBCCI TIE - BLUE		EA.	23.25
	WBCCI LADIES TIE - RED/BLUE		EA.	22.00
	SUPPLIES ORDER FORM		PK.	N/C
	FLAG ORDER FORM		PK.	N/C
	BADGE AND INSERT ORDER FORM		PK.	N/C
	NAME INSERT ORDER FORM		PK.	N/C
	MEMBERSHIP MANUAL		EA.	N/C
	SUGGESTED INSTALLATION CEREMONY		EA.	N/C
	ACCOUNTING GUIDELINES		EA.	N/C
	SPECIAL EVENTS RALLY APPLICATION		EA.	N/C

DATE SHIPPED: \_\_\_\_\_

SHIPPING CHARGES: \_\_\_\_\_

**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.**803 E. Pike Street  
Jackson Center, Ohio 45334FLAG ORDER FORM

UNIT NUMBER: \_\_\_\_\_ UNIT ORDER #: \_\_\_\_\_  
 UNIT: \_\_\_\_\_ SHIP TO: \_\_\_\_\_  
 ORDERED By: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 ALL FLAGS ARE MADE OF 100% HEAVYWEIGHT NYLON.

	QTY.		PRICE	
	2x3	3x5	2x3	3x5
STOCK FLAGS:				
UNITED STATES			18.50	27.50
CANADA			16.00	25.00
STATE/PROVINCE OF:			SEE LIST	

**15% RESTOCKING CHARGE ON STATE AND PROVINCIAL FLAGS IF RETURNED.**SPECIAL ORDER FLAGS: **CANNOT BE RETURNED**

UNIT PRESIDENT (SKETCH G)			87.85	87.85
UNIT PRESIDENT ELECT (SKETCH G)			87.85	87.85
UNIT 1ST V.P. (SKETCH G)			87.85	87.85
UNIT 2ND V.P. (SKETCH G)			87.85	87.85
UNIT 3RD V.P. (SKETCH G)			87.85	87.85
UNIT SECRETARY (SKETCH G)			87.85	87.85
UNIT TREASURER (SKETCH G)			87.85	87.85
UNIT DIRECTOR (SKETCH G)			87.85	87.85
UNIT TRUSTEE (SKETCH G)			87.85	87.85
UNIT NEWSLETTER EDITOR (SKETCH G)			87.85	87.85
UNIT PAST PRESIDENT (SKETCH H)			87.85	87.85
OTHER UNIT PAST OFFICERS			87.85	87.85
WBCCI FLAG				33.00
4" BLUE STAR FOR UNIT PAST PRESIDENT FLAG				6.50

	QTY.	PRICE
FLAG POLES:		
Item 320034-11'1/2" x 7/8" ALUM. COLLAPSIBLE FLAG POLE		41.00
STYLE 84G-8'x1-1/4" GOLD PARADE POLE-1 POLE RING INCL.		47.65
ADDITIONAL GOLD PARADE POLE RING- ITEM 607400-1-1/4"		5.00
STYLE 85SG - GOLD ROUND SPEAR		13.00

	PRICE			PRICE	
	2X3	3X5		2X3	3X5
TEXAS	12.00	20.50	OREGON	26.50	50.50
WASHINGTON	27.50	50.50	ALL OTHER STATES	17.50	28.50

ALLOW TWO WEEKS DELIVERY FOR STOCK FLAGS AND FLAG POLES. ALLOW UP TO SIX WEEKS DELIVERY ON SPECIAL ORDER FLAGS. **A SERVICE CHARGE OF \$6.00 IS ADDED BY ANNIN FLAG CO. TO ANY ORDER LESS THAN \$60.00. THERE WILL ALSO BE A DROP SHIP CHARGE OF \$3.00.**

DATE SHIPPED: \_\_\_\_\_ SHIPPING CHARGES: \_\_\_\_\_

PRICES EFFECTIVE 2/15/12

**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.**  
**803 E. Pike Street**  
**Jackson Center, Ohio 45334**  
BADGE AND INSERT ORDER FORM

UNIT NUMBER: \_\_\_\_\_ UNIT ORDER#: \_\_\_\_\_

UNIT: \_\_\_\_\_ SHIP TO: \_\_\_\_\_

ORDER BY: \_\_\_\_\_

DATE: \_\_\_\_\_

<u>BADGES</u>	<u>QTY.</u>	<u>BADGE NO. &amp; COLOR</u>	<u>PRICE</u>
<u>MEMBER BADGE</u>	_____	#1 CLEAR (2 SLOT)	\$2.75 EA.
<u>UNIT OFFICER BADGES</u>			
PRESIDENT & SPOUSE	_____	#2 WHITE (3 SLOT)	2.75 EA.
PAST PRESIDENT & SPOUSE	_____	#2 WHITE (3 SLOT)	2.75 EA.
PAST PRESIDENT & SPOUSE (BELONGS TO 2 UNITS)	_____	#2 WHITE (3 SLOT)	2.75 EA.
ALL OTHER OFFICERS & SPOUSE	_____	#2 CLEAR (3 SLOT)	2.75 EA.
<u>BADGE CLIPS</u>	_____		3.75 EA.
<u>MAGNETS FOR BADGES</u>	_____		2.75 EA.
<u>INSERTS</u>			.75 EA.
<u>5/8" INSERTS-UNIT TITLES</u>	<u>QTY.</u>	<u>UNIT NAME</u>	<u>COLOR</u>
PRESIDENT & MATE	_____	_____	BLUE
PAST PRESIDENT & MATE	_____	_____	BLUE
ALL OTHER MEMBERS	_____	_____	WHITE
<u>5/8" INSERTS-OFFICERS - BLUE</u>			
<u>TITLE</u>	<u>QTY.</u>	<u>TITLE</u>	<u>QTY.</u>
PRESIDENT	_____	PAST PRESIDENT	_____
FIRST MATE	_____	PAST FIRST MATE	_____
<u>5/8" INSERTS-OFFICERS TITLES - WHITE</u>			
PRESIDENT ELECT	_____	SECRETARY-TREASURER	_____
VICE PRESIDENT	_____	TREASURER	_____
1ST VICE PRESIDENT	_____	DIRECTOR	_____
2ND VICE PRESIDENT	_____	TRUSTEE	_____
3RD VICE PRESIDENT	_____	PAST VICE PRESIDENT	_____
SECRETARY	_____	TEEN QUEEN	_____
CORRESPONDING SEC.	_____	PAST SECRETARY	_____
RECORDING SECRETARY	_____	PAST TREASURER	_____

DATE SHIPPED: \_\_\_\_\_

SHIPPING CHARGES: \_\_\_\_\_

PRICES EFFECTIVE 9/1/09

UNITS WILL BE BILLED TWICE MONTHLY.

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.  
803 E. Pike Street  
Jackson Center, Ohio 45334

NAME INSERT ORDER FORM

UNIT NUMBER: \_\_\_\_\_ UNIT ORDER#: \_\_\_\_\_

UNIT: \_\_\_\_\_ SHIP TO: \_\_\_\_\_

ORDER BY: \_\_\_\_\_

DATE: \_\_\_\_\_

---

5/8" NAME INSERTS - .75 EACH  
(3 week delivery)

NOTE: TYPE OR PRINT ALL NAMES IN **UPPER CASE**. ALSO INDICATE COLOR.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DATE SHIPPED: \_\_\_\_\_  
PRICES EFFECTIVE 9/1/94

SHIPPING CHARGES: \_\_\_\_\_  
UNITS WILL BE BILLED TWICE MONTHLY

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**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.**  
**803 E. Pike Street**  
**Jackson Center, Ohio 45334**

**BLUE BERET BULLETIN BOARD CHANGES OR ADDITIONS**

Submit any changes or additions below for each event or activity. All changes or additions must be in by the deadlines listed below. The Blue Beret will carry the list of events for two months wherever possible.

<u>Events to be held in:</u>	<u>Deadline:</u>	<u>Events to be held in:</u>	<u>Deadline:</u>
December-January	September 15	June-July	March 15
February-March	October 15	July-August	April 15
March-April	December 15	September-October	June 15
April-May	January 15	October-November	July 15
May-June	February 15	November-December	August 15

=====

UNIT NAME \_\_\_\_\_ UNIT NO \_\_\_\_\_

ACTIVITY DATE: \_\_\_\_\_ thru \_\_\_\_\_ TIME: \_\_\_\_\_ AM or PM

ACTIVITY LOCATION: \_\_\_\_\_

TYPE OR THEME OF EVENT: \_\_\_\_\_

DIRECTIONS TO ACTIVITY: \_\_\_\_\_

PERSON TO CONTACT BY PHONE: \_\_\_\_\_ Tel. \_\_\_\_\_

=====

UNIT NAME \_\_\_\_\_ UNIT NO \_\_\_\_\_

ACTIVITY DATE: \_\_\_\_\_ thru \_\_\_\_\_ TIME: \_\_\_\_\_ AM or PM

ACTIVITY LOCATION: \_\_\_\_\_

TYPE OR THEME OF EVENT: \_\_\_\_\_

DIRECTIONS TO ACTIVITY: \_\_\_\_\_

PERSON TO CONTACT BY PHONE: \_\_\_\_\_ Tel. \_\_\_\_\_

=====

UNIT NAME \_\_\_\_\_ UNIT NO \_\_\_\_\_

ACTIVITY DATE: \_\_\_\_\_ thru \_\_\_\_\_ TIME: \_\_\_\_\_ AM or PM

ACTIVITY LOCATION: \_\_\_\_\_

TYPE OR THEME OF EVENT: \_\_\_\_\_

DIRECTIONS TO ACTIVITY: \_\_\_\_\_

PERSON TO CONTACT BY PHONE: \_\_\_\_\_ Tel. \_\_\_\_\_

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**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.**  
**803 E. Pike Street**  
**Jackson Center, Ohio 45334**

**ACTIVITIES SCHEDULE FOR DIRECTORY AND BULLETIN BOARD COPY**

Submit all your unit activities below to be listed in the **BULLETIN BOARD** section of the Blue Beret and the annual **MEMBERSHIP DIRECTORY**.

SUBMITTED BY: \_\_\_\_\_

UNIT NAME \_\_\_\_\_ UNIT NO. \_\_\_\_\_

=====

ACTIVITY DATE: \_\_\_\_\_ thru \_\_\_\_\_ TIME: \_\_\_\_\_ AM or PM

ACTIVITY LOCATION \_\_\_\_\_

TYPE OR THEME OF EVENT: \_\_\_\_\_

DIRECTIONS TO ACTIVITY: \_\_\_\_\_

PERSON TO CONTACT BY PHONE: \_\_\_\_\_ Tel \_\_\_\_\_

=====

ACTIVITY DATE: \_\_\_\_\_ thru \_\_\_\_\_ TIME: \_\_\_\_\_ AM or PM

ACTIVITY LOCATION \_\_\_\_\_

TYPE OR THEME OF EVENT: \_\_\_\_\_

DIRECTIONS TO ACTIVITY: \_\_\_\_\_

PERSON TO CONTACT BY PHONE: \_\_\_\_\_ Tel \_\_\_\_\_

PERSON TO CONTACT BY PHONE: \_\_\_\_\_ Tel. \_\_\_\_\_

=====

ACTIVITY DATE: \_\_\_\_\_ thru \_\_\_\_\_ TIME: \_\_\_\_\_ AM or PM

ACTIVITY LOCATION \_\_\_\_\_

TYPE OR THEME OF EVENT: \_\_\_\_\_

DIRECTIONS TO ACTIVITY: \_\_\_\_\_

PERSON TO CONTACT BY PHONE: \_\_\_\_\_ Tel \_\_\_\_\_

=====

**REPORT MUST REACH WBCCI HEADQUARTERS NO LATER THAN NOVEMBER 1**

Forward a copy of this report to your Region President and Vice Presidents.

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WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.  
803 E. Pike St. Jackson Center, Ohio 45334

**NEW OFFICER REPORTING FORM**

UNIT NAME: \_\_\_\_\_ REGION #: \_\_\_\_\_ UNIT #: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_ ANNUAL DUES \$: \_\_\_\_\_  
UNIT WEBSITE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

REPORT MUST REACH HEADQUARTERS NO LATER THAN NOVEMBER 1- PLEASE TYPE OR PRINT  
**Forward one copy of this report to each of your Region officers. Include addresses and phone numbers.**

PRESIDENT: \_\_\_\_\_ SPOUSE: \_\_\_\_\_ WBCCI# \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ CELL # \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

1<sup>ST</sup> VP: \_\_\_\_\_ SPOUSE: \_\_\_\_\_ WBCCI# \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ CELL # \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

2<sup>ND</sup> VP: \_\_\_\_\_ SPOUSE: \_\_\_\_\_ WBCCI# \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ CELL # \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

3<sup>RD</sup> VP: \_\_\_\_\_ SPOUSE: \_\_\_\_\_ WBCCI# \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ CELL # \_\_\_\_\_

CORR. SEC.: \_\_\_\_\_ SPOUSE: \_\_\_\_\_ WBCCI# \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ CELL # \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

REC. SEC.: \_\_\_\_\_ SPOUSE: \_\_\_\_\_ WBCCI# \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ CELL # \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**PLEASE NOTE: EMAIL ADDRESSES WILL BE INCLUDED IN THE DIRECTORY IF LISTED.**

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NEW OFFICER REPORTING FORM CONTINUED

TREASURER:	_____	SPOUSE:	_____	WBCCI#	_____
ADDRESS:	_____				
PHONE #:	_____				
E-MAIL:	_____				

CARAVAN CHM.:	_____	SPOUSE:	_____	WBCCI#	_____
ADDRESS:	_____				
PHONE #:	_____				
E-MAIL:	_____				

LEGIST. CHM:	_____	SPOUSE:	_____	WBCCI#	_____
ADDRESS:	_____				
PHONE #:	_____				
E-MAIL:	_____				

MEMBERSHIP CHM:	_____	SPOUSE:	_____	WBCCI#	_____
ADDRESS:	_____				
PHONE #:	_____				
E-MAIL:	_____				

NEWSLETTER EDITOR:	_____	SPOUSE:	_____	WBCCI#	_____
ADDRESS:	_____				
PHONE #:	_____				
E-MAIL:	_____				

1 YR. DIRECTOR:	_____	SPOUSE:	_____	WBCCI#	_____
ADDRESS:	_____				
PHONE #:	_____				
E-MAIL:	_____				

2 YR. DIRECTOR:	_____	SPOUSE:	_____	WBCCI#	_____
ADDRESS:	_____				
PHONE #:	_____				
E-MAIL:	_____				

3 YR. DIRECTOR:	_____	SPOUSE:	_____	WBCCI#	_____
ADDRESS:	_____				
PHONE #:	_____				
E-MAIL:	_____				

4 YR. DIRECTOR:	_____	SPOUSE:	_____	WBCCI#	_____
ADDRESS:	_____				
PHONE #:	_____				
E-MAIL:	_____				

**PLEASE NOTE: EMAIL ADDRESSES WILL BE INCLUDED IN THE DIRECTORY IF LISTED.**

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WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.  
803 E. Pike Street  
Jackson Center, Ohio 45334

CHANGE OF MEMBERSHIP NUMBER REQUEST

Name \_\_\_\_\_ Date \_\_\_\_\_  
Current Membership No. \_\_\_\_\_  
Address \_\_\_\_\_ Unit \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone No. \_\_\_\_\_

Reason for number change request:

Membership No. Requested \_\_\_\_\_  
Second Choice \_\_\_\_\_  
Third Choice \_\_\_\_\_  
Fourth Choice \_\_\_\_\_

\_\_\_\_\_ Current member is selling recreational vehicle manufactured by Airstream, Inc. and dropping membership in the International Club - release of this number is attached. (1/19/96)

\_\_\_\_\_ \$25.00 check enclosed to pay for this service which includes a new set of numbers.

**WALLY BYAM CARAVAN INTERNATIONAL**  
**REGION \_\_\_\_\_**  
**OFFICIAL BALLOT**  
**ELECTION OF REGION OFFICERS FOR 20\_\_\_\_/20\_\_\_\_**

Listed below are the names of those individuals selected by the Nominating Committee for the Region \_\_\_\_ offices for 20\_\_\_\_/20\_\_\_\_. Provision is also made for write-in candidates for each office.

Indicate your Unit preference for each candidate in the space provided and be sure your Unit name and number is entered in the appropriate space. The form must be signed by the Unit President or Secretary to attest to the votes as cast. Failure to identify your Unit or to sign the Ballot will invalidate the ballot and your vote will be lost.

<u><b>Position</b></u>	<u><b>Name</b></u>	<u><b>WBCCI No.</b></u>	<u><b>Unit Vote</b></u>
------------------------	--------------------	-------------------------	-------------------------

President:

Nominee \_\_\_\_\_ ( )

Write-in \_\_\_\_\_ ( )

First VP:

Nominee \_\_\_\_\_ ( )

Write-in \_\_\_\_\_ ( )

Second VP:

Nominee \_\_\_\_\_ ( )

Write-in \_\_\_\_\_ ( )

_____ ( )	_____ ( )	_____ ( )
(Unit Pres. or Secretary)	(Unit Name & No.)	(Date)

Voting for write-in candidates is permissible provided their written consent to serve has been obtained. Vote one name only for each office.

ALL BALLOTS MUST BE RETURNED TO THE REGION SECRETARY NOT LATER THAN \_\_\_\_

Mail to: \_\_\_\_\_, Region Secretary

\_\_\_\_\_

\_\_\_\_\_

**WALLY BYAM CARAVAN INTERNATIONAL**  
**UNIT \_\_\_\_\_**  
**OFFICIAL BALLOT**  
**ELECTION OF UNIT OFFICERS FOR 20\_\_\_\_/20\_\_\_\_**

Listed below are the names of those individuals selected by the Nominating Committee for the \_\_\_\_\_ Unit offices for 20\_\_\_\_/20\_\_\_\_. Provision is also made for write-in candidates for each office.

Indicate your preference for each candidate in the space provided and be sure your name and membership number is entered in the appropriate space.

President:

Nominee \_\_\_\_\_

Write-in \_\_\_\_\_

First VP:

Nominee \_\_\_\_\_

Write-in \_\_\_\_\_

Second VP:

Nominee \_\_\_\_\_

Write-in \_\_\_\_\_

Recording Secretary:

Nominee \_\_\_\_\_

Write-in \_\_\_\_\_

Corresponding Secretary:

Nominee \_\_\_\_\_

Write-in \_\_\_\_\_

Treasurer:

Nominee \_\_\_\_\_

Write-in \_\_\_\_\_

Trustee

Nominee \_\_\_\_\_

Trustee

Nominee \_\_\_\_\_

Nominee \_\_\_\_\_

Write-in \_\_\_\_\_

Write-in \_\_\_\_\_

(Member's Name)

(Membership Number)

(Date)

Voting for write-in candidates is permissible provided their written consent to serve has been obtained. Vote one name only for each office.

ALL BALLOTS MUST BE RETURNED TO THE UNIT SECRETARY BY \_\_\_\_\_

**NATIONAL/SPECIAL EVENT RALLIES**

Reference: Policy, Page 41 and 42, Paragraphs 4 and 5. (1/17/97)

Requirements: To sponsor a National or Special Event Rally, the following requirements must be met: (1/17/97)

1. a. A National Rally must be planned, hosted and conducted in conjunction with, and in the vicinity of, an annual celebration or event of National interest. The sponsor(s) of a new or first time 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 the proposed National Rally be authorized by the International Executive Committee. (1/19/96)
- b. A Special Event Rally must be planned, hosted and conducted in conjunction with, and in the vicinity of, an annual or periodic celebration or event that is for public attraction. The sponsor(s) of a new or first time Special Event Rally and sponsor(s) proposing to reactivate a discontinued Special Event Rally shall forward to International Headquarters, for the attention of the National/Special Event 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)
2. A National or a Special Event Rally should be for a minimum of four (4) days duration. The rally should be held during the time the event is taking place. The sponsor must provide for the participation of rally attendees at least as spectators. A building or shelter should be available for any rally site activities. (1/19/96)
3. The sponsor(s) must assume financial responsibility for the rally. The sponsor(s) may retain any surplus funds accruing from the rally and will be responsible for any financial losses that may accrue. A written financial report shall be made to the sponsoring Unit(s), sponsoring Region and to the International Club Headquarters for record purposes and for the use of the National/Special Events Rally Standing Committee in providing reports to the International Board of Trustees. (1/19/96)
4. Liability insurance coverage under the "blanket policy" of the International Club will apply to existing authorized rallies and to rallies as may be authorized by the Executive Committee or the International Board of Trustees. (1/21/94)

**PUBLICITY**

1. The sponsor(s) of a National or Special Event Rally will be entitled to have three (3) rally promotional articles, totaling not more than 14 column inches and three (3) rally coupons published in the BLUE BERET during the fiscal year (July 1 - June 30). The promotional articles and coupon requirements should be sent to the BLUE BERET Editor, WBCCI, PO Box 612, Jackson Center, OH 45334. (1/21/00)
2. The February issue of the BLUE BERET contains a "centerfold" which features National and Special Event Rallies. Please forward, no later than November 1, the following information to the National/Special Event Rally Chairman to be used in the BLUE BERET "centerfold" and the annual Membership Directory: (7/5/11)
  - A. Rally Title
  - B. Location (City, State or Province)
  - C. Dates of Rally
  - D. Fee Conditions
  - E. 50-60 word descriptive write-up of the rally
  - F. Name of contact person (7/5/04)
  - G. Title of contact person (7/5/04)
  - H. Contact telephone number including area code (7/5/04)



**RALLY REPORT/APPLICATION**

Check all applicable spaces regarding your Rally

National\_\_\_\_ Special Event\_\_\_\_ New\_\_\_\_ Reactivate\_\_\_\_ Discontinue\_\_\_\_  
\_\_\_\_ After Rally Report - with required financial information  
(Bylaws and Policy, page 41 and 42.)

Name of Rally\_\_\_\_ Place Held\_\_\_\_  
Date of Rally: From\_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ 20\_\_\_\_

Name of Sponsoring Unit or Region\_\_\_\_

Name of President at time rally \_\_\_\_\_ Telephone (\_\_\_\_)\_\_\_\_ - \_\_\_\_

Name of this year's Rally Chairman\_\_\_\_

Address \_\_\_\_\_ Telephone (\_\_\_\_)\_\_\_\_ - \_\_\_\_

\_\_\_\_ Email\_\_\_\_

Number of years Rally has been held? \_\_\_\_\_ Rally Fee \$ \_\_\_\_\_ Parking per night (if not included) \$ \_\_\_\_\_ Limitations (if any) \_\_\_\_\_

**FINANCIAL REPORT:**

Number of RV's attending\_\_\_\_ Problems encountered\_\_\_\_

**Total Income \$ \_\_\_\_\_ Total Expenses \$ \_\_\_\_\_ Net \$ \_\_\_\_\_**

Will this rally be held next year? Yes \_\_\_\_ No \_\_\_\_ Dates: From \_\_\_\_ To \_\_\_\_ 20\_\_\_\_

Name of President at time of next rally \_\_\_\_\_ Telephone (\_\_\_\_)\_\_\_\_ - \_\_\_\_

Name of next year's Chairman\_\_\_\_ Telephone (\_\_\_\_)\_\_\_\_ - \_\_\_\_

Address \_\_\_\_\_ E-mail\_\_\_\_

To whom should correspondence for next year's rally be directed: President\_\_\_\_ Chairman\_\_\_\_

Complete this form within **30 days after the Rally** and send to:

National/Special Event Rally Chairman  
WBCCI Headquarters  
PO Box 612  
Jackson Center, OH 45334

**If this is a new rally, this form is an application and the rally must be approved by the Executive Committee.**

**DISCIPLINARY PROCEDURE CHECK LIST (Unit or International)**

Please read Article V of Bylaws for complete information and follow this check list.

- \_\_\_ 1. If an incident occurs that warrants a grievance, the grievance should be handled at the lowest level of occurrence. (1/23/10)
- \_\_\_ 2. When reconciliation fails, a written complaint from any WBCCI member, is filed with the Unit President or the International President within (30) days of the alleged violation. (1/23/10)
- \_\_\_ 3. President appoints or convenes the Ethics and Grievance Committee to handle complaint and notifies the Region President that a grievance has been filed against a member in their Region. All remaining information remains confidential. (1/23/10)
- \_\_\_ 4. E & G Committee sends all parties a copy of complaint marked confidential by certified mail and requests relevant documentation or supporting evidence for incident to be returned within 30 days of occurrence. (1/23/10)
- \_\_\_ 5. a. If the accused DOES NOT ask (within 30 days) for a hearing the E & G Committee shall make a determination and recommendation as to the disposition of the complaint. (1/23/10)
- \_\_\_ b. If the accused DOES ask (within 30 days) for a hearing, the E & G Committee shall set a date and place for a hearing and notify accused member by mail. The hearing date shall not be less than 30 days after this notice is mailed to the accused member. (1/23/10)
- \_\_\_ 6. Upon conclusion of case review or hearing if requested, the E & G Committee will furnish the Executive Committee a written report of the findings and recommended action. (1/23/10)
- \_\_\_ 7. The Executive Committee will promptly review the E & G Committee findings and affirm, overrule, or modify the findings and then notify the accused by certified, confidential mail the action taken, and the right of appeal to be filed within 30 days. E & G Committee and complainant are also notified of action. Case is closed unless appeal is filed in writing in cases of expulsion or suspension. (1/23/10)

**MEMBER EXPULSION OR SUSPENSION by Unit or International**

- \_\_\_ 1. Written request from expelled or suspended member appealing expulsion or suspension from WBCCI is filed with the President within 30 days of the expulsion or suspension notice. A request for hearing is based on the narrow scope of errors in the decision of expulsion or suspension. (1/23/10)
- \_\_\_ 2. International President appoints a hearing board composed of three (3) members, one of whom is named the chairman. (1/23/10)
- \_\_\_ 3. IBT Hearing Board sets a date and place for the review hearing and notifies the appealing member in writing of the date and place. The hearing date will be at least 30 days after the notice is mailed. (1/23/10)
- \_\_\_ 4. The accused is given 15 days following receipt of notice of hearing to produce further written documents defining the errors in the decision to expel or suspend. (1/23/10)
- \_\_\_ 5. IBT Hearing Board resolution is made and a written report is filed with the IBT, Executive Board, the Corporate Manager and the appealing member. (1/23/10)
- \_\_\_ 6. If expelled from membership, the Executive Committee will advise the Corporate Manager of the member name(s), WBCCI number and effective date of expulsion, who in turn notifies all WBCCI Unit Secretaries. Suspension or expulsion includes any membership (Unit, Member-at-Large or International). (1/23/10)
- \_\_\_ 7. After two (2) years an expelled member may apply (up to two times) to the International Executive Committee to be reinstated as a member. (1/23/10)

## Official Flag Code

Only national flags of the US and Canada are authorized for display at WBCCI rallies and meetings as long as there are no WBCCI units and members residing in Mexico. Should a new Mexican unit be established, the following two sentences shall apply: (6/27/05)

Until a Mexican unit is established, WBCCI members are to omit the Mexican flag when at events in the US and Canada. However, when at rallies or on caravans in Mexico, if US and/or Canadian flags are flown, the Mexican flag must also be flown as shown on the diagrams (pages 8-10). (6/27/05)

In all cases when in the USA and the U.S. Flag Code specifies where the U.S. Flag is positioned in an auditorium (section 7-K) and the Canadian and Mexican flags are also displayed; the proper positioning shall be for the USA flag to be furthest to the speaker's right; the Canadian flag is next to the USA flag; then the Mexican flag shall be next to the Canadian flag. All three national flags shall be to the right of the speaker. All other flags (such as region, unit, state, provincial) shall be properly placed to the speaker's left. (6/26/02)

When in Canada, Canadian flag protocol must be observed. The Canadian national flag always takes precedence over all other national flags when flown in Canada. This means that the Canadian flag shall be positioned furthest to the speaker's right, next will be the USA flag, then the Mexican flag. (6/26/02)

The flag of the host country is hoisted first and lowered last. (6/26/02)

The USA and Canadian flag protocols are similar. The above summary will cover most situations. A complete version (13 pages) of the Canadian flag etiquette is available at [www.canadianheritage.gc.ca/progs/cpsc-ccsp/etiquette2\\_e.cfm](http://www.canadianheritage.gc.ca/progs/cpsc-ccsp/etiquette2_e.cfm). A condensed version follows the complete U.S. flag code as a supplement. (6/26/02)

As it is not possible to fly flags at "half-staff" on trailers and motorhomes without causing them to contact the RV, it is recommended that a black streamer (2 ½" to 3" wide by 36" to 42" long) be attached to the peak of the staff while the flag is flown at normal heights. (6/26/02)

**THE UNITED STATES FLAG CODE (6/26/02)**

(from the American Legion website)

Title 4, United States Code, Chapter 1

As Adopted by the National Flag Conference, Washington, D.C., June 14-15, 1923, and Revised and Endorsed by the Second National Flag Conference, Washington, D.C., May 15, 1924. Revised and adopted at P.L. 623, 77th Congress, Second Session, June 22, 1942; as Amended by P.L. 829, 77th Congress, Second Session, December 22, 1942; P.L. 107 83rd Congress, 1st Session, July 9, 1953; P.L. 396, 83rd Congress, Second Session, June 14, 1954; P.L. 363, 90th Congress, Second Session, June 28, 1968; P.L. 344, 94th Congress, Second Session, July 7, 1976; P.L. 322, 103rd Congress, Second Session, September 13, 1994; P.L. 225, 105th Congress, Second Session, August 12, 1998; and P.L. 80, 106th Congress, First Session, October 25, 1999.

**§ 4. Pledge of Allegiance to the flag; manner of delivery**

The Pledge of Allegiance to the Flag, "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

**§ 5. Display and use of flag by civilians; codification of rules and customs; definition**

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to sections 1 and 2 of this title and Executive Order 10834 issued pursuant thereto.

**§ 6. Time and occasions for display**

(a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

(d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King, Jr.'s birthday, the third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

**§ 7. Position and manner of display**

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death

of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

(1) the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;

(2) the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and

(3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

## **§ 8. Respect for flag**

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

(d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.

(e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

(f) The flag should never be used as a covering for a ceiling.

(g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

(h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

(i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

(j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The

flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.

(k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

**§ 9. Conduct during hoisting, lowering or passing of flag**

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes.

**§ 10. Modification of rules and customs by President**

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.



## **Flag Etiquette in Canada (6/26/02)**

(from the Canadian Heritage website)

### **Dignity of the Flag**

The National Flag of Canada should be displayed only in a manner befitting the national emblem; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The National Flag always takes precedence over all other national flags when flown in Canada. The only flags to which precedence is given over the Canadian flag are the personal standards of members of the Royal Family and of Her Majesty's representatives in Canada. The National Flag should always be flown aloft and free.

It is improper to use the National Flag of Canada as a table or seat cover or as a masking for boxes, barriers, or intervening space between floor and ground level on a dais or platform.

While it is not technically incorrect to use the National Flag of Canada to cover a statue, monument or plaque for an unveiling ceremony, it is not common practice to do so and should be discouraged.

When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all present should face the flag, men should remove their hats, and all should remain silent. Those in uniform should salute.

### **Displaying the Flag**

The National Flag is flown at all federal government buildings, airports, and military bases and establishments within and outside Canada. The flag may be flown by night as well as by day.

The National Flag of Canada may be displayed as follows:

#### Flat against a surface, horizontally and vertically

If hung horizontally, the upper part of the leaf should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators. Flags hung vertically should be hung so that the canton is in the upper left corner.

#### On a staff

The top left (first) quarter or canton should be placed in the position nearest the top of the staff. When carried, the flag should be aloft and free.

#### On a flag rope (halyard)

The canton should be placed uppermost, raised as closely as possible to the top with the flag rope tight.

#### Suspended vertically in the middle of a street

The upper part of the leaf should face the north in an east-west street, and face east in a north-south street, thus being on the left of the observer facing east or south respectively.

#### Projected from a building

Displayed horizontally or at an angle from a window or balcony, the canton must point outward.

#### Affixed on a motor vehicle

The flag must be on a pole firmly fixed to the chassis on the front right.

Sharing the same base

When only three flags are displayed, the National Flag should be at the centre. For those facing the display, the flag of the country being honoured or given prominence is placed to the left of centre, and the other to the right.

When used to cover a casket at funerals

The canton should be draped over the upper left corner of the casket. The flag should be removed before the casket is lowered into the grave or, at a crematorium, after the service. The flag size should be 4 1/2 X 9 feet/ 1.40 X 2.80m.

Position of Honour

Due consideration should be given to flag etiquette and precedence whenever the National Flag of Canada or other sovereign national flag or provincial/territorial flag is displayed. If a purely decorative effect is desired without the involvement of precedence, it is better to confine the display to flags of lesser status; for example, house flags, pennants or coloured buntings.

Alone

When the National Flag of Canada is flown alone on top of or in front of a building where there are two flagpoles, it should be flown on the flagpole to the left of the observers facing the flag.

When the National Flag of Canada is flown alone on top of or in front of a building where there are more than two flagpoles, it should be flown as near as possible to the center.

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### SINGLE POLE ARRANGEMENTS

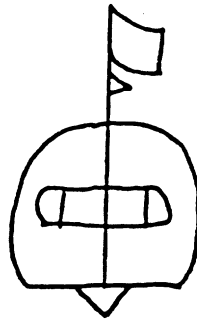
**Note: ONLY THE HOST NATION'S FLAG MAY BE FLOWN**

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 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 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.

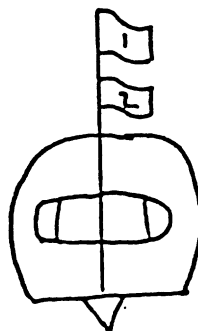
The diagrams below show proper flag placement at WBCCI events. When more than one flag is listed for a certain position, the highest priority for that position is listed first. If that flag is not flown, then select the next one, and so forth. (6/27/05)

Also, while the Mexican Flag is not currently authorized to be flown in the US or Canada at WBCCI events, the Mexican flag must be flown as shown when in Mexico for any reason if the US and/or Canadian flags are flown. (6/27/05)



	When in <u>USA</u>	When in <u>Canada</u>	When in <u>Mexico</u>
Fly	US Flag	Canadian Flag	Mexican Flag

Note: Approved pennants may be flown under National Flags



Flag No.	When in <u>USA</u>	When in <u>Canada</u>	When in <u>Mexico</u>
1	US Flag	Not Authorized	Mexican Flag
2	a. State		a. WBCCI Flag
2	b. WBCCI Flag		b. Intl. Office
2	c. Intl. Office		c. Region Office
2	d. Region Office		d. Unit Office
2	e. Unit Office		

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**TWO POLE ARRANGEMENT**
**Notes:**

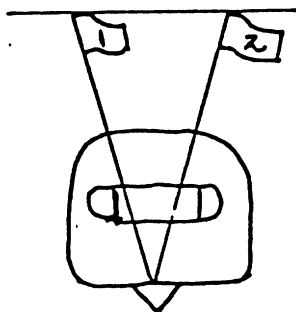
If two national flags are flown, they must be flown at equal height from the ground as demonstrated by the horizontal line across the top of the poles.

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 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 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.

The diagram below shows proper flag placement at WBCCI events. When more than one flag is listed for a certain position, the highest priority for that position is listed first. If that flag is not flown, then select the next one, and so forth. (6/27/05)

Also, while the Mexican Flag is not currently authorized to be flown in the US or Canada at WBCCI events, the Mexican flag must be flown as shown when in Mexico for any reason if the US and/or Canadian flags are flown. (6/27/05)



Flag No.	When in <u>USA</u>	When in <u>Canada</u>	When in <u>Mexico</u>
1	US Flag	Canadian Flag	Mexican Flag
2	a. Canadian Flag	a. US Flag /or	a. US Flag / or
2	b. Mexican Flag*	b. Mexican Flag*	b. Canadian Flag
2	c. State/Province Flag	c. Province/State Flag	c. State/Province Flag
2	d. WBCCI Flag	d. WBCCI Flag	d. WBCCI Flag
2	e. Intl. Office Flag	e. Intl. Office Flag	e. Intl. Office Flag
2	f. Reg. Office Flag	f. Reg. Office Flag	f. Reg. Office Flag
2	g. Unit Office Flag	g. Unit Office Flag	g. Unit Office Flag

\*NOTE: Mexican Flag not authorized for display at WBCCI events in USA or Canada, but is shown for future use in the event that a Unit is established in Mexico.

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### PREFERRED THREE POLE ARRANGEMENT

**Notes:**

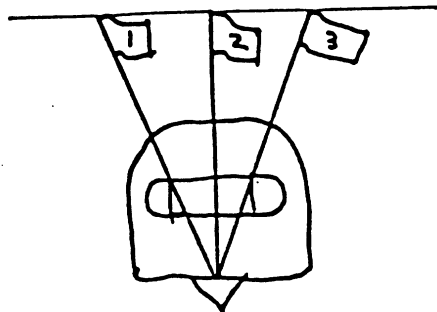
If two or more national flags are flown, they must be flown at equal height from the ground as demonstrated by the horizontal line across the top of the poles.

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 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 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.

The diagram below shows proper flag placement at WBCCI events. When more than one flag is listed for a certain position, the highest priority for that position is listed first. If that flag is not flown, then select the next one, and so forth. (6/27/05)

Also, while the Mexican Flag is not currently authorized to be flown in the US or Canada at WBCCI events, the Mexican flag must be flown as shown when in Mexico for any reason if the US and/or Canadian flags are flown. (6/27/05)



Flag No.	When in <u>USA</u>	When in <u>Canada</u>	When in <u>Mexico</u>
1	US Flag	a. Mexican Flag* b. US Flag c. WBCCI d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag	a. Mexican Flag b. State/Province Flag
2	a. Canadian Flag b. Mexican Flag c. State/Province Flag d. WBCCI Flag e. Current Office Flag	Canadian Flag	a. Canadian Flag b. US Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag
3	a. Mexican Flag* b. State/Province Flag c. Current Office Flag	a. US Flag** b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag	a. US Flag b. Intl. Office Flag c. Region Office Flag d. Unit Office Flag

\*NOTE: Mexican Flag not authorized for display at WBCCI events in USA or Canada, but is shown for future use in the event that a Unit is established in Mexico.

\*\*NOTE: US Flag is shown in this position in Canada only when the Mexican Flag is flown in Canada. Otherwise, the US Flag is to be flown in #1 position.

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**ALTERNATE THREE FLAG ARRANGEMENT**
**Notes:**

This diagram is valid **ONLY** when one **NATIONAL** flag is being flown, because the National flag is positioned in the middle on a pole that has not been shortened to be of the same height from the ground. To fly more than one National flag in this configuration is in violation of International Flag Protocol.

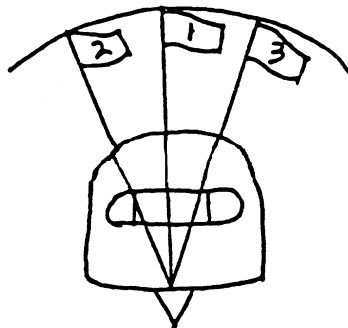
If two or more national flags are flown, they must be flown at equal height from the ground as demonstrated by the horizontal line across the top of the poles.

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 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 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.

The diagram below shows proper flag placement at WBCCI events. When more than one flag is listed for a certain position, the highest priority for that position is listed first. If that flag is not flown, then select the next one, and so forth. (6/27/05)

Also, while the Mexican Flag is not currently authorized to be flown in the US or Canada at WBCCI events, the Mexican flag must be flown as shown when in Mexico for any reason if the US and/or Canadian flags are flown. (6/27/05)



Flag No.	When in <u>USA</u>	When in <u>Canada</u>	When in <u>Mexico</u>
1	US Flag	Canadian Flag	Mexican Flag
2	a. State/Province Flag b. WBCCI Flag c. Current Office Flag	a. State/Province Flag b. WBCCI Flag c. Current Office Flag	a. WBCCI Flag b. Intl. Office Flag c. Region Office Flag
3	a. Current Office Flag b. Prior Office Flag	a. Current Office Flag b. Prior Office Flag	a. Region Office Flag b. Unit Office Flag

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**FOUR POLE ARRANGEMENT****Notes:**

This diagram is new. When using it, keep the following in mind:

Furthest position to the observer's left (#1 on diagram) = Flag of highest ranking (position of honor)

Next position (#2 on diagram) = Flag of 2<sup>nd</sup> ranking

Next position (#3 on diagram) = Flag of 3<sup>rd</sup> ranking

Last position (#4 on diagram) = Flag of 4<sup>th</sup> ranking

In Canada, other Nation's flags are "ranked" according to their alphabetical order.

The Mexican flag is shown in #2 position, in Canada, and in the #3 position in USA, in the event a Mexican Unit exists. Until that time, the US Flag belongs in the #2 position when in Canada.

If two or more national flags are flown, they must be flown at equal height from the ground as demonstrated by the horizontal line across the top of the poles.

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 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 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.

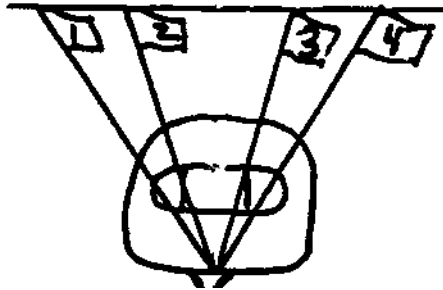
The following diagram shows proper flag placement at WBCCI events. When more than one flag is listed for a certain position, the highest priority for that position is listed first. If that flag is not flown, then select the next one, and so forth. (6/27/05)

Also, while the Mexican Flag is not currently authorized to be flown in the US or Canada at WBCCI events, the Mexican flag must be flown as shown when in Mexico for any reason if the US and/or Canadian flags are flown. (6/27/05)

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**FOUR POLE ARRANGEMENT**

**ATTN:** Important notes on Appendix - #12, page 12



Flag No.	When in <u>USA</u>	When in <u>Canada</u>	When in <u>Mexico</u>
1	US Flag	a. Canadian Flag	Mexican Flag
2	a. Canadian Flag b. State Flag c. WBCCI Flag d. Current Office Flag e. Prior Office Flag	a. Mexican Flag* b. US Flag c. State/Province Flag d. WBCCI Flag e. Intl. Office Flag f. Region Office Flag	a. Canadian Flag b. US Flag
3	a. Mexican Flag* b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag g. Prior Office Flag	a. US Flag** b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag	a. US Flag b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag
4	a. State/Province Flag b. WBCCI Flag c. Intl. Office Flag d. Region Office Flag e. Unit Office Flag f. Prior Office Flag	a. State/Province Flag b. WBCCI Flag c. Intl. Office Flag d. Region Office Flag e. Unit Office Flag f. Prior Office Flag	a. State/Province Flag b. WBCCI Flag c. Intl. Office Flag d. Region Office Flag e. Unit Office Flag f. Prior Office Flag

\*NOTE: Mexican Flag not authorized for display at WBCCI events in USA or Canada, but is shown for future use in the event that a Unit is established in Mexico.

\*\*NOTE: US Flag is shown in this position in Canada only when the Mexican Flag is flown in Canada. Otherwise the US Flag is to be flown in #2 position.



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**FIVE POLE ARRANGEMENT****Notes:**

This diagram has been totally revised for flying flags in Canada. It has been reviewed and approved by Canadian authorities. When using it, keep the following in mind:

Furthest position to the observer's left (#1 on diagram) = Flag of 4<sup>th</sup> ranking

Next position (#2 on diagram) = Flag of 2<sup>nd</sup> ranking

Middle position (#3 on diagram) = Flag of highest ranking (position of honour)

Next position (#4 on diagram) = Flag of 3<sup>rd</sup> ranking

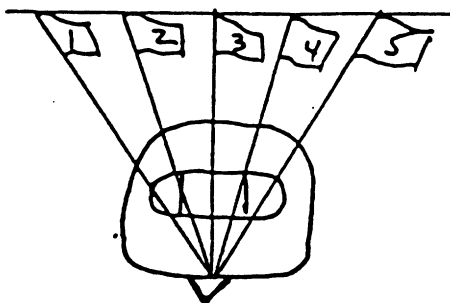
Last position (#5 on diagram) = Flag of 5<sup>th</sup> ranking

For additional information refer to Appendix 12, page 12.

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**FIVE POLE ARRANGEMENT**

**ATTN:** Important notes on Appendix - #12, page 12



The display of five flags is authorized for all members of WBCCI with the stipulation that Blue Book Protocol for flying flags be followed. (6/27/05)

Flag No.	When in <u>USA</u>	When in <u>Canada</u>	When in <u>Mexico</u>
1	US Flag	a. State/Province Flag b. WBCCI Flag c. Intl. Office Flag d. Region Office Flag e. Unit Office Flag	Mexican Flag
2	a. Canadian Flag b. State Flag c. WBCCI Flag d. Current Office Flag e. Prior Office Flag	a. Mexican Flag* b. US Flag c. Province Flag d. WBCCI Flag	a. Canadian Flag b. US Flag
3	a. Mexican Flag* b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag g. Prior Office Flag	a. Canadian Flag	a. US Flag b. WBCCI Flag c. Intl. Office Flag d. Region Office Flag e. Unit Office Flag
4	a. State/Province Flag b. Current Office Flag c. Prior Office Flag	a. US Flag** b. State/Province Flag c. WBCCI Flag d. Intl. Office Flag e. Region Office Flag f. Unit Office Flag	a. State/Province Flag b. WBCCI Flag c. Current Office Flag
5	a. Current Office Flag b. Prior Office Flag	a. State/Province Flag b. Intl. Office Flag c. Region Office Flag d. Unit Office Flag	a. State/Province Flag b. Prior Office Flag

\*NOTE: Mexican Flag not authorized for display at WBCCI events in USA or Canada, but is shown for future use in the event that a Unit is established in Mexico.

\*\*NOTE: US Flag is shown in this position in Canada only when the Mexican Flag is flown in Canada. Otherwise, the US Flag is to be flown in #2 position.

**ACCOUNTING GUIDELINES FOR UNIT TREASURER**

Upon election and installation as Unit Treasurer it will be necessary (following an audit) to transfer control of funds from the outgoing Treasurer to you.

All monies should be deposited in a bank, trust company or savings institutions (Hereinafter referred to as "bank") insured under FDIC or FSLIC. It is the decision of the Unit Governing Board (Officers or Board of Trustees) which bank to use and how the money will be deposited, e.g. checking, savings, C.D. Usually a bank which is convenient for the Treasurer is selected.

If the funds are to remain in the same account, contact a bank official to obtain new signature cards and non-profit organization resolution form, which when properly executed, will authorize you to make deposits, write checks, and/or perform any other banking duties. The account must be in the legal name of the Unit, and most Units require the President and Treasurer to sign the authorization, although only one name is required for transactions to be official.

When changing banks the outgoing Treasurer will issue a draft for the full amount in the Unit Treasury, making it payable to the WBCCI Unit you represent. The procedure then will be to contact the bank and proceed as above.

You are authorized to receive and disperse funds and must set up accounting records. Remember, the easiest way that gives you all the information is the best way. For assistance and guidance the Immediate Past Treasurer is an excellent source.

Enclosed are suggestions and guidelines which may be used:

1. Unit Income Journal
2. Unit Expense Journal
3. Dues Journal (one for each year dues paid).
4. Rally Income Journal
5. Rally Expense Journal
6. Treasurer's Report
7. Membership Report

All accounts and records must be kept current and available to the Unit Governing Board for examination upon request. An audit will be conducted at the end of the term.

If you will set aside a certain day and hour each week to make deposits, write checks and post accounts you will find your elected office much easier and more rewarding.

## UNIT INCOME JOURNAL

	Date	Ck. Acct. Beginning Balance	Unit Dues	Intl. Dues	WBCCI Supplies	Rally	Misc. Income	Total
		500.00						500.00
Dues Journal	10/22/82		30.00	40.00				570.00
Spring Rally	5/10/83					5.50		575.50
		10.00	30.00	40.00		5.50		

## UNIT EXPENSE JOURNAL

Date	Ck. #	**Unit Dues	Intl. Dues	WBCCI Supplies	*Unit Publication & Postage	*Unit Roster & Postage	Misc. Expense	Rally	Total
5/10/83	240		40.00						40.00
5/11/83	241			20.00					60.00
5/12/83	242				200.00				260.00
			40.00	30.00	200.00				

\* Postage may be listed separately.

\*\* Refund of dues for overpayment.

Note: Difference between Unit Income and Unit Expense Journals is the check book balance.

## 198\_\_ DUES INCOME JOURNAL

Date	Name	Membership Number	Unit Dues	Intl. Dues	Total
10/22/82	K. VanHart	237	7.50	20.00	27.50
10/22/82	* S. Smith	XXXX	7.50	**	7.50
10/22/82	B. Jones	XXXX	7.50	20.00	27.50
10/22/82	* G. Kelley	XXXX	7.50	**	7.50
			30.00	40.00	70.00

\* Identify new members with a code for your report.

\*\* If you receive unit dues only, it is required that you determine that International Dues have been paid through another WBCCI unit.

RALLY INCOME JOURNAL  
Spring Rally, May 10-12, 1983

Date	Name	Membership Number	Rally Fee	Parking	Dinners	Misc.	Total
5/1/83	K. Van Hart	237	15.00	10.00	20.00		45.00
5/2/83	R. Smith	48002	15.00	15.00	-0-		75.00
5/3/83	H. Jones	44937	15.00	10.00	10.00		110.00
5/4/83	DEPOSIT		45.00	35.00	30.00		

RALLY EXPENSE JOURNAL  
Spring Rally, May 10-12, 1983

Date	Ck. #	Building	Parking	Dinners	Entertainment	Misc.	Total
5/10/83	237	40.00					40.00
5/10/83	238		35.00				75.00
5/10/83	239			29.50			104.50
		40.00	35.00	29.50			
						*NET GAIN	5.50

\*Difference between the Rally Income Journal and Rally Expense Journal is INCOME if gain and EXPENSE if loss.

## TREASURER'S REPORT

Date: \_\_\_\_\_

## Income:

Beginning Balance	XXXXX
1983 Dues	XXXXX
1984 Dues	XXXXX
Miscellaneous Income	XXXXX
Spring Rally	XXXXX
Fall Rally	XXXXX
Christmas Dinner	XXXXX
WBCCI Supplies	XXXXX

Total	XXXXX
-------	-------

## Expenses:

International Dues	XXXXX
WBCCI Supplies Purchases	XXXXX
Miscellaneous Expense	XXXXX
Unit Publications -	
Newsletter & postage	XXXXX
Roster & postage	XXXXX
Spring Rally	XXXXX
Fall Rally	XXXXX
Christmas Dinner	XXXXX

Total	XXXXX
-------	-------

\* XXXXX

## Balances:

Check Account	XXXXX
Petty Cash	XXXXX
Savings	XXXXX

\* XXXXX

\* The two totals should balance.

## MEMBERSHIP REPORT

Year	International Members	Unit Only Members	Total Members	Gain (Loss)
1983	200	30	230	
1984	210	35	245	15
New members				
1983	15	1	16	
1984	20	5	25	9

**Authority of Lodge, Association or Other Similar Organization  
to Open Deposit Account**

To: \_\_\_\_\_  
NAME OF BANK

\_\_\_\_\_  
ADDRESS

Date \_\_\_\_\_

At a regular meeting of the \_\_\_\_\_  
of the \_\_\_\_\_  
held on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at which a quorum  
was present, the following officers were duly elected for the ensuing year and until their successors shall be elected and shall  
have qualified:

Name	Title	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Under the rules of the \_\_\_\_\_  
any funds deposited to its credit with a bank or trust company may be withdrawn by the \_\_\_\_\_  
\_\_\_\_\_

(Use blank spaces for titles of signing officers and state whether checks will bear one signature or will be signed and countersigned)

who \_\_\_\_\_ authorized to endorse and sign Checks, Drafts and Orders for the payment of money.

The undersigned authorizes and requests you to pay and charge to said account checks, obligations and orders for the payment of money drawn on or payable at, or which shall be paid or honored by your bank when so signed whether payable to the order of any of said signers or not; and further authorizes and requests you to receive deposits and conduct the said account in accordance with the instructions stated above, and stated on the authorized signature card filed with you by the undersigned.

The authority herein given is to remain irrevocable so far as the above bank is concerned until it be notified in writing of the revocation of such authority and shall in writing acknowledge receipt thereof

Affix Seal Below

\_\_\_\_\_

Secretary

Approved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ } To be signed by the  
retiring officers



## Signature Card

Side 1

Account Title ..... Account No. ....  
 Sec. Sec. No. .... Telephone .....  
 No. of Signatures .....  
 Date Opened ..... Required .....

The AMERICAN NATIONAL BANK, Noblesville, Indiana

In receiving items for deposit or collection, this bank acts only as depositor's collecting agent and assumes no responsibility beyond the exercise of due care. All items are credited subject to final payment in cash or solvent credits. This bank will not be liable for default or negligence of its duly selected correspondents nor for losses in transit, and each correspondent so selected shall not be liable except for its own negligence. This bank or its correspondents may send items, directly or indirectly to any bank, including the payer, and accept its draft or credit as conditional payment in lieu of cash; it may charge back any item at any time before final payment, whether returned or not, also any item drawn on this bank not good by midnight of the next business day after receipt thereof.

I hereby agree to the bylaws, rules and regulations of the above mentioned bank, governing deposits made in its checking department now and/or hereafter adopted by said bank.

Annual service charge of \$1.00 will be made on accounts inactive or dormant for a period of one year or more.

Authorized Signature

Authorized Signature

Address

Over

Side 2

## TITLE OF ACCOUNT

## JOINT ACCOUNT—PAYABLE TO EITHER OR SURVIVOR

We agree and declare that all funds now, or hereafter, deposited in this account are, and shall be our joint property and owned by us as joint tenants with right of survivorship, and not as tenants in common; and upon the death of either of us any balance in said account shall become the absolute property of the survivor. The entire account or any part thereof may be withdrawn by, or upon the order of, either of us or the survivor.

It is especially agreed that withdrawals of funds by the survivor shall be binding upon us and upon our heirs, next of kin, legatees, assigns and personal representatives.

## JOINT ACCOUNT—TWO OR MORE SIGNATURES REQUIRED

All moneys now or at any time deposited by us, with this bank to the credit of this account, are, and shall be, so deposited by us and received by the bank upon the following terms and conditions of repayment, namely: that the amount thereof shall be paid by the bank to us, or upon the written order of any

..... such persons so entitled to payment; and without reference to the original ownership of the moneys deposited, all withdrawals must contain

..... of the following signatures.

.....  
 .....  
 .....

## MEMBERSHIP MANUAL

The lifeblood of any organization is membership. Without continued growth, WBCCI will cease to exist. To experience growth we must not only recruit new members, but also we must make every effort to retain our current members.

A few members cannot do this important task. We must ALL work as a team! Each Region should take an active part in Membership by appointing one of the Vice Presidents, preferably the First Vice President, as Region Membership Chairman. Each unit should appoint a Membership Chairman to carry out a program of recruitment, retention, follow-up, and feed back.

### **Purpose:**

1. Encourage non-member owners of a recreational vehicle manufactured by Airstream, Inc. to become WBCCI members.
2. Encourage present members to retain membership.
3. Encourage members to become active and participate in rallies and caravans.

### **Membership Qualification:**

1. Adult ownership of a fully self-contained and hard-sided recreational vehicle manufactured by Airstream, Inc. is a prerequisite for membership in WBCCI.
2. There are two classes of membership within a unit: Regular and Affiliate.
3. An applicant for membership in WBCCI must submit an application in writing and, upon the payment of International and Unit dues, shall be a Regular Member of a Unit.
4. Regular Members who have sold their recreational vehicle manufactured by Airstream Inc. may continue to belong to WBCCI so long as they do not own another manufacturer recreational vehicle. 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.
5. Regular Members of one Unit may become Affiliate members another Unit by an application to the Membership Committee of that Unit. Upon acceptance, they shall possess all the rights and privileges of the Unit except:
  - a. The right to hold office in the Unit.
  - 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 a Unit or the International Constitution or on the dissolution of a Unit or the merger of a Unit with another Unit.

**Member at Large:**

An applicant for membership at large, upon written application to International Headquarters and the payment of International dues plus the established surcharge (as set by the International Board of Trustee) shall be a Member at Large of the International Club. A Member at Large shall possess all the rights and privileges of the club, except the right to vote or hold office in an Intra-Club, a Unit, a Region or in the International Club. Ownership of a recreational vehicle as defined in this article and the payment of annual International dues and the surcharge is prerequisite to retaining membership as a Member at Large.

**Recruitment:**

1. Units and Regions should work closely with the Airstream dealer in their geographic area. Place a bulletin board at the dealership with all available Unit and Region information. Units/Regions should send dealers copies of their newsletters to pass along to prospective buyers. Make certain the dealer have the names, addresses, and telephone numbers of the current Unit/Region officers to give to non-members who may wish further information. Small wallet-sized cards currently used by many Units would be most helpful for this purpose. The Cards also give the Unit rally schedule for the year.
2. Unit and Region membership chairmen should make personal contact with non-member owners of recreational vehicles manufactured by Airstream, Inc. Contacts should have the following information available: "The address of WBCCI Headquarters and the name, address, and telephone number of the membership chairman of the Unit/Region within the non-member's geographic area".
3. Members of each Unit should make an effort to invite non-members as guests to Unit functions, such as rallies, so they experience the good fun and fellowship of our membership.
4. Members should set a proper example so those non-members will want to join WBCCI.
5. Region Officers should encourage Buddy Rallies and rallies with non-WBCCI RV clubs.
6. Units and Regions officers should set realistic membership goals and make every effort to obtain these goals.
7. Unit/Region Officers may refer to the WBCCI Unit Idea Book for more ideas. Unit/Region Officers should also report successful ideas to Headquarters WBCCI to be included in the WBCCI Unit Idea Book. Membership is a total club concern, and successful and unique ideas need to be shared with all.

**New Member Referrals from WBCCI Headquarters:**

When Headquarters WBCCI receives an inquiry regarding WBCCI, or when they receive the name of a new purchaser of a recreational vehicle manufactured by Airstream, Inc. and that purchaser is not a member, they send out a membership information packet. The name of the owners is then forwarded to the Unit and Region Membership chairman. The Unit and Region Membership Chairman should immediately follow up on prospective members.

The membership information packet contains the following information:

Letter from WBCCI

A copy of the BLUE BERET

Brochure (WBCCI Events Schedule)

Application Form

**Unit/Region Membership Chairman:**

This is a key position within WBCCI. The dedication and drive of the Unit/Region Membership Chairman is needed to have a viable organization. Membership should not and cannot be the sole responsibility of the Unit/Region Membership Chairman. Membership must be the responsibility of all members of the Unit/Region. Consider membership a challenge rather than a chore. Challenge members to get out and recruit new members.

1. Inspire members of your Unit/Region to become active recruiters.
2. WBCCI Headquarters will send you a copy of the letter that is sent to purchasers of a new Airstream. Once you receive this letter you should immediately contact the purchaser, telling them about the local Unit and the fun that we have.
3. Immediately forward all applications for membership to Treasurer who will send to WBCCI Headquarters.

**Founders Award**

The Founders Award was established to identify and reward outstanding service to WBCCI through the recruitment of new members.

The honoree must have sponsored (not co-sponsored) a minimum of fifteen (15) new members. Recruitment of former members who renew their membership within three (3) years will not count toward this award.

It is realized that in this nationwide search for new members, recruiters may reach out to candidates who are outside their Units home territory. In such cases, the member will have the candidate complete the membership application form and the recruiter will sign the form in the sponsor's position with the annotation (FA) before the sponsor's name. The membership application is then forwarded to a unit within in the geographic area of the applicant. The membership application will follow the normal course. The recruiter's name with the (FA) Annotation will have the application count toward his/her Founders Award.

It is essential in order for this program to reach its full potential that honorees be inspired to greater heights in membership recruitment. Starting with an accumulation of fifteen (15) new members, a Founder's Award Bolo shall be presented to the honoree: and with increments of five (5) new members thereafter, a bar will be presented to the honoree to be suspended from the Award Bolo Medal. The Founder's Award Bolo shall be presented before the membership at the next International Rally, or if unable to attend, at a Region Rally if feasible, in recognition of this achievement. (6/26/02)

The Unit president will verify that the honoree is indeed entitled to the award.

**Communications:**

This is the greatest tool we have to keep in touch with our members, let's use it. When a Unit or Region Membership Chairman receives an inquiry regarding club membership, it should be given immediate personal attention. The prospective member should be called or sent a letter inviting them to the next Unit/Region function. Let a prospective member know that we are interested in them. Immediately send your bulletin/newsletter and encourage the prospective member to attend a rally as soon as possible. Members may invite a prospective member to travel with them to the rally site.

**Suggested Ways to Involve New Members:**

The following will help get new members involved and active in your Unit:

1. Encourage a new member to attend a rally as soon as possible.
2. Reserve special up-front parking places for new members. Let the parking committee know that you are expecting a new member.
3. Have badges or temporary name tags available when the new member registers. A New Member Ribbon is a good idea.
4. Assign a sponsor to help the new members get acquainted. The sponsor should make sure that new member is included in all the activities of that rally. Preferably, the sponsor's activities should continue for at least one subsequent rally. WBCCI members are often such good friends that a new member may inadvertently feel left out when groups go out to dinner, etc.
5. Orientation is one of the most important times for new members. They will become well acquainted with other new members while being brought up to date on the history of WBCCI/Unit and all of its activities.
6. Initiation is a special ceremony where new members are inducted into the Unit. (Initiation is not a requirement of becoming a member, however this can be made to be a fun-filled way of officially greeting new members.)
7. ***Get new members involved as soon as possible!*** Assign them to a committee or a special activity.

**Orientation:**

The President or Membership Chairman should conduct the Unit orientation meeting to discuss the rules of membership, operations and activities of the Unit, Region and WBCCI, including International, National, Special Events, and Unit caravans, rallies. The person giving the orientation should point out where they are listed in the WBCCI annual directory or the BLUE BERET. The fun and excitement of "rally hopping" should be explained. The new members should be given a chance to ask questions. Other topics that could be covered are listed:

1. Participation in WBCCI, Airstream, Region, Unit, and overseas caravans and ways in which to become involved in them.
2. Membership numbers, how they are assigned, how to install, etc. New members should be encouraged to remove the numbers before they sell or trade-up.
3. Unit policies regarding smoking, potluck dinners, pets, and other pertinent matters.
4. Unit history.

5. Each new member family should be given a membership packet that includes at least the following:
  - a. Unit Constitution and Bylaws
  - b. Unit membership directory
  - c. Copy of Unit yearly rally schedule
  - d. List of Unit officers
  - e. Copy of suggested courtesies
  - f. Safety information
  - g. Badges, if not previously presented

### **Initiation:**

Although initiations are not a requirement for acquiring membership, the following can be used as a tool to formally introduce new members. The initiation can be held at any time during a rally or a special function of the Unit. A nice way to introduce each new member family is to interview them first. Then a small resume about them can be given when they are brought forward for the initiation. Many units also take pictures to post on the Unit bulletin boards or in a membership album. Their names and appropriate data could be listed in the next newsletter so that all members might welcome them. The time element should be short, but the suggested ceremonies make the occasion more interesting and still dignified.

1. The person in charge may start the ceremony by announcing the number of new members to be inducted and to what number this will bring the total membership.
2. As the initiation ceremony begins, the inducting officer will say, "At this time, as I call each of your names, will you please come forward?". If their sponsors escort them, the sponsors may be introduced and then return to their seats. When all names have been called, the officer then asks, "Are there any other new members that were not at the orientation meeting or that I have overlooked? If so, will you please come forward at this time?"
3. The inducting officer then states, "During the orientation meeting you were introduced to the rules of membership of the (name of Unit). Having heard these rules, you are now asked to take the following pledge:"

"I shall ever be mindful of my responsibility and obligation as a member of the (name of Unit), to perpetuate the spirit of good will and understanding toward all people and to observe the accepted rule of courtesy, consideration, and conduct which characterizes this organization.

I shall willingly and cheerfully perform my fair share of membership duties and rally chores. I will make every effort to keep my equipment up to high standards and maintain my parking area in a clean and orderly condition at all times.

I shall endeavor at all times to be self-reliant, courteous, and considerate."

To the new members...."Will you now repeat after me...."To these purposes and precepts I do pledge."

To the membership...."Do you accept these new members who have pledged to become our friends and co-workers?"

To the new members...."I now declare you a fully accredited member of this unit with all the rights and privileges pertaining thereto."

### New Member Induction

“Address by Name” It is a pleasure to welcome you into the Wally Byam Caravan Club on behalf of the “name unit” and region\_\_\_\_\_.

As part of your initiation, you are asked to promise to abide by the WBCCI Code of Ethics-which I will now read for your information and consideration, and as a reminder to all of us. Our Code of Ethics bind us:

- A. To be ever mindful of our responsibility to Wally Byam Caravan Club International, Inc., and through conduct, indicate to the public that membership in this organization is an assurance of our courtesy on the road and good will to all peoples and countries.
- B. To be ever mindful of what we say or print with respect to the effect on others so as to avoid disharmony and ill feelings among club members and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.
- C. To conduct ourselves in a manner to inspire others engaged in recreational vehicle travel to a full appreciation of the intent and meaning of this code.
- D. To maintain our camps in an orderly manner and leave them in the same way.

Do you promise to conduct yourself in accordance with this Code of Ethics-and, as a member of the “name unit”, perpetuate the spirit of goodwill, courtesy, consideration, and conduct which characterizes our club?

Do you further promise to willingly and cheerfully perform your fair share of membership responsibilities and rally chores, to endeavor to be self-reliant, and to keep your equipment maintained to high standards?

To the membership: Please rise. Do you, the members of the “name unit”, each pledge to accept these new members as friends, co-workers, and fellow caravanners; and do you promise to do your utmost to keep them happily involved in the business and activities of your unit? Please be seated.

To the new members: “address by name” I now declare you fully accredited members of the WBCCI and the “name unit”-with all the rights, privileges, and responsibilities pertaining thereto.

Here are your badges-wear them proudly. Please remember, and informed and involved member is a happy member. I commend to you the Blue Book (show a copy), your unit Constitution and Bylaws, your unit newsletter, the “Blue Beret”, and the Membership Directory for information. Become involved, participate as often as your circumstances permit, and, in time, volunteer for an office-you will enjoy it! (6/27/05)

**Suggestions for Retaining Present Members:**

Each year many units lose as many older members as they gain through active recruitment of new members. Much of this is due to the lack of an active membership program.

**Transfers:**

You should welcome transfers from other Units of WBCCI to your unit. The member is responsible for informing the losing unit of his intentions. He should complete a Membership Application checking the Transfer block and give the form, with dues, to the Membership Chairman. The white copy is sent to Headquarters WBCCI. The yellow copy and dues are given to the unit treasurer. The Membership Chairman should notify other interested persons.

The transferees should be handled in much the same manner as any new members to the unit.

**Using the Unit Newsletter:**

A personal note in the monthly newsletter is an effective way let members who have not been present at recent rallies know they are missed. The member should be contacted at least by telephone, preferably in person. Don't wait until dues renewal time to find out why a member has not been active.

When dues for the coming year are due, write an article on membership for your Unit's publication. List all the benefits derived from being a member. These benefits can be found in the many functions and activities conducted each year by the Units, Regions, and the International. Write about coming events, such as: a proposed unusual rally, that special caravan, or that unique program coming in the near future. Give the member reasons for wanting to maintain membership in the Unit. Don't just say, "Dues are due!" Make each member feel that by not renewing, he or she will miss a big year of fun and excitement.

Mail out renewal notices to reach members in early July. Mail with the Unit newsletter to save postage.

Have a good look at your bulletins. Are they all that they can be?

**Membership Retention Drive:**

Why not promote membership at rallies and functions of the Unit during the time when dues are being collected? Talk about coming events that members won't want to miss.

Whenever and wherever the opportunity arises, have someone give a small talk on membership. A sample of what this could include is shown in the article entitled "Suggested Membership Talk". A sample of this talk is in this manual.

Instead of mailing out the second dues reminder, make a personal contact if possible. On approximately September 15th have a list of non-renewal members available to turn over to a membership renewal team, assigned by areas. Members of this team can make a personal contact with these members. Be sure that team members are up to date on membership requirements. A form letter for this purpose is included in this manual. Encourage members whose advanced age or infirmity precludes their traveling with their Airstream to rallies and functions to keep their membership. Members may sell their Airstream and retain their membership so long as they do not own any other type of RV.



As a last resort, if a member has not paid his dues, a letter from the President would be in order. Let the member know you value his membership. A sample letter is included with this manual.

**Retention Ideas:**

Here are a few ideas that have proved to be helpful in some of the Units:

***Make the Rallies and Caravans Fun***

1. Use questionnaires for new ideas, etc. Do your rallies and programs meet the needs of your members? Why are some members not attending rallies?
2. Does your Unit have an active caravan program?
3. Visit other Units for ideas. Have joint rallies when possible.
4. Set up a telephone committee by areas. Encourage members to make personal contact with members who have not attended rallies recently.
5. Suggest that you assign a sponsor to each new member. The sponsor should see that the new member gets active and meets other members. The sponsor's task does not end after the first rally.
6. Check the WBCCI UNIT IDEA BOOK for retention ideas. Also submit any new ideas you may have.
7. Check rally attendance roster against Unit roster. Then contact members who are not attending and find out WHY.
8. Have you made changes in your rally programs recently? Are you doing the same thing over and over again? Try new ideas, guest speakers, seminars, etc. Make your programs interesting to the majority of your members. Be sure to solicit ideas of activities that members might enjoy.
9. An evaluation of rallies, done by members attending, could give important information as to which activities were effective and which were not.
10. In Unit newsletters list the names of members who are ill, have any special problems, etc. Give the Unit members a chance to respond! Let members know that you care.
11. Some Units list birthdays and anniversaries. Again, this is an opportunity to personalize your membership.

**Suggested Practices of Membership:**

WBCCI Caravanners are universally respected by the way they treat each other and the general public. Here is how they do it while traveling and participating in club activities like Caravans and Rallies:

**SUGGESTED EQUIPMENT EVERY CARAVANNER SHOULD CARRY:**

1. Drinking water supply equipment including: 2 or more "White" drinking water hoses (NO RUBBER) 5/8" x 25 ft., 1 or more hose "Y's", 1 water thief, 1 water pressure regulator (if not built-in), and a 5 gallon water can or clean bucket and funnel (to fill water tank when there is no pressure).

2. Waste water disposal equipment including: 1 "Green" waste water hose, plainly marked "FOR WASTE WATER ONLY", 3/4" x 25' with male fitting cut off, 1 waste water holding container with vent tube (NO OPEN CONTAINERS).
3. Sanitary waste equipment: sewer hose - one 4 foot and one 8 or 10 foot is desirable.
4. Electrical equipment including: 1 or more 50 ft. 3-wire cord, 10 or 12 gauge, (10 gauge preferred) with U-bar grounding plug and receptacle; 1 adapter, trailer plug to U-bar ground plug; extra supply of fuses for trailer/motorhome battery system.
5. Emergency equipment including: 1 shovel, 1 light crow bar, set of reflectors, and a supply of fuses, fire extinguisher.
6. Other equipment including: wood or metal blocks and wedges for leveling trailer/motorhome, flagpole and a 3'x 5' U.S. flag.

**SUGGESTED SAFETY PRACTICES EVERY CARAVANNER SHOULD OBSERVE:**

1. Each member should ensure that his trailer/motorhome, tow vehicle and hitch equipment are always maintained in sound condition (Use enclosed safety check list as a guide).
2. Pull trailer onto the parking wedge. Then if something should go wrong, the trailer will roll away from the tow vehicle.
3. Treat the smell of gas as very dangerous. If you suspect a leak, find it and eliminate it immediately. Locate with soapy water--not a match!
4. Maintain an even speed when towing on hilly roads. Engine speed drops rapidly. Learn to shift into lower gear before losing too much speed. Otherwise, you may "crawl" over the hill and your tow vehicle will get hot.
5. Use ONLY 3-wire grounded power cords. **NEVER** use 2-wire cords!
6. Keep proper polarity. **NEVER** allow reverse polarity.
7. Use hoses marked "Safe for drinking water." **NEVER** use rubber hose. Proper hose keeps all our water safe and good tasting.
8. Pull off the highway at first safe turnout to allow back-up traffic to pass. This is a State Law in most states.
9. Stay within the speed limit and a safe distance behind other traffic. If you are following another Caravanner and can read his numbers, you're too close!
10. Carry a fire extinguisher in your Airstream and tow/towed vehicle.
11. **REMOVE** detachable mirrors as part of unhitching the trailer.

**COURTESIES EVERY CARAVANNER SHOULD OBSERVE:**

1. Show courtesy and consideration to all with whom you come in contact so that the goodwill of the WBCCI is enhanced.
2. Dispose of all rubbish by the means provided.
3. Collect gray-water in the proper receptacle on rally grounds. Dispose of it in the proper manner
4. Be courteous and considerate toward committee workers for they are volunteers.
5. Keep pets under control at all times. Clean up after them. Pets should not be in hospitality area.
6. When running generators, confine their use to appropriate places and times.
7. Wear WBCCI name badges at all times when at WBCCI activities or on caravans.
8. Let the officers and committee have the benefit of your ideas for the general improvement of the club.
9. Keeps the area around trailer/motorhome clean at all times.
10. Keep all clothing and laundry hung inside trailer/motorhome, NEVER outside on ropes or wires.
11. Advise neighboring trailers/motorhome of intent to disconnect water or power.
12. Protect others' water supply and keeps hoses out of the dirt.
13. Bring a fair share to the potlucks. Bring generous portions for the dinners, for we are one big family.
14. Makes a point of getting acquainted with new members and make them welcome.
15. Be considerate by not smoking at meetings or meals, etc.

**COOPERATION**

Ways in which every Caravanner should cooperate with Unit officers as they do their work assisting all Caravanners:

1. Promptly inform Unit's Secretary AND the International Headquarters of any address change.
2. Pay dues PROMPTLY as soon as notified, to insure inclusion in the directory.
3. Return rally reservations PROMPTLY to assist the rally planners.
4. Volunteer for committee assignment and other tasks as needed.

### SUGGESTED MEMBERSHIP TALKS

As of ( date ) the total membership in the ( name of unit ) stands at ( Number ). The Membership Committee and the Board of Directors would like to see this number increase. This increase can come from the new members who are inducted throughout the year. However, it is equally important that each of our members renews his or her membership, or this will not occur. Our unit will be viable only if it prospers and grows. We need your help to do this.

The help that we ask of you is two-fold. First of all, we want YOUR membership in the Unit renewed. We want this not just to make numbers, but because we respect your friendship and are proud to know that you are on our team. Secondly, we ask your help in encouraging members who are not present at this function to renew their membership. With your renewal and your encouragement of others, the Officers and committees can continue to bring you good rallies and programs throughout the year.

So, at the first opportunity, make an effort to see the Treasurer of the Unit and renew your membership. We would also like to ask you to look around. Are friends missing from this rally? Please give them a call. Let them know that we are concerned about them.

Membership is everyone's task. A few people alone cannot make our club grow and prosper. It takes all of us together!

### SUGGESTED LETTER OF WELCOME

A letter of welcome should be mailed out to each new member after they have joined or it could be given at their initiation. It should be addressed to each member and should not be a form letter. This sample letter could be a guide for your letter.

Dear Tom and Mary Jones:

On behalf of the officers and members of the \_\_\_\_\_ Unit, Wally Byam Caravan Club International, Inc., I welcome you to our Unit and hope that your association with the club will be satisfying and rewarding. We will do everything possible to insure that your participation in rallies, caravans and other activities of our club will be pleasant and enjoyable for you and your family.

Our club rules are based mainly on common sense and I trust will cause little if any inconvenience to you as members. We hope that you and your family will enjoy yourselves at all club functions. If you do, please tell others. Furthermore, the officers of this Unit would appreciate hearing your comments, good or bad. In this way we each shall work for the betterment of the club.

Again we say "Welcome!" and hope that you and your Airstream will be a familiar sight at all of the club rallies and activities. If I can be of any help to you in any way, please feel free to call on me.

Thank for joining!

President  
( Name of Unit )

**SUGGESTED LATE DUES LETTER**

This is a suggestion for a letter that could be sent to members who have not yet paid their dues. It is an indication to them that we really do want them in our club. Dues must be sent to International Headquarters by December 1 to have members' names included in the directory.

Dear ( Names of Members ):

Our Treasurer has advised me that you have not yet paid your dues for ( year ). We surely do want you to continue your membership in the \_\_\_\_\_ Unit. We hope that it is an oversight. It is certainly not too late to continue your membership, but you need to send a check for (amount of money) for your (year) International and Unit dues as soon as convenient. You can rejoin at any time, but there is a time limit on when you can get your name in the Unit and International directories for this year.

We have enjoyed your fellowship in our Unit and sincerely hope you will be able to continue your membership. Please let us know!

Sincerely,

President  
(Name of Unit)

This is a sample of a letter that might be sent to members who have indicated that they might not continue Airstreaming, explaining to them the advantages their membership. -

Dear (Names of members),

We understand that you have decided not to continue traveling in your Airstream. We are indeed sorry to hear that! We would like to have you continue your WBCCI membership, thus receiving the Blue Beret, our Unit newsletter, and attend our Unit functions when possible.

You may sell your Airstream, still keep your number and association with the WBCCI. This relationship can continue as long as you do not own any other type of recreational vehicle.

We value your association in our Unit and would be so sorry to lose you as a member. We hope that you will consider this way of continuing in the WBCCI.

Sincerely,

President  
(Name of Unit)

## UNIT ONLY

DUES YEAR ..... 20 \_\_\_\_\_

New Member ..... ☐Reinstatement ..... ☐Transfer ..... ☐MEMBERSHIP APPLICATION  
WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.P.O. BOX 612  
JACKSON CENTER, OHIO 45334  
PHONE: 937-596-5211

## HEADQUARTERS ONLY

(Membership Number Assigned) \_\_\_\_\_

Packet Mailed \_\_\_\_\_

## APPLICANT INFORMATION:

## HEADQUARTERS

Date: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ E-mail \_\_\_\_\_

Spouse / Partner (Husband) \_\_\_\_\_ (Wife) \_\_\_\_\_ Phone Number \_\_\_\_\_ (Area Code) \_\_\_\_\_

Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State or Province) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Airstream Trailer ☐ \_\_\_\_\_Airstream Motor Home ☐ (Year) \_\_\_\_\_ (Model) \_\_\_\_\_ (Size) \_\_\_\_\_ (Serial or VIN Number) \_\_\_\_\_Have you ever been a member of any unit of WBCCI? Yes ☐ No ☐ If yes, name of unit \_\_\_\_\_

Indicate WBCCI membership number previously assigned you. \_\_\_\_\_ Year Assigned \_\_\_\_\_

I have courtesy parking ☐

(WBCCI Applicant Signature) \_\_\_\_\_

ANNUAL DUES INCLUDE  
YEARLY SUBSCRIPTION TO THE BLUE BERET

## UNIT RECORD:

Unit \_\_\_\_\_ (Region - Unit No.) \_\_\_\_\_

Sponsor (OptL.) \_\_\_\_\_ WBCCI No. \_\_\_\_\_

**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.**

**UNIT PLANNING GUIDE  
&  
MERIT AWARD PROGRAM**

## WBCCI Conflict of Interest Policy

### Article I - Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (WBCCI) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the WBCCI or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### Article II - Definitions

1. Interested Person - Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which the WBCCI has a transaction or arrangement,
  - b. A compensation arrangement with the WBCCI or with any entity or individual with which the WBCCI has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the WBCCI is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### Article III - Procedures

#### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.



**3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the WBCCI can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the WBCCI's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

**4. Violations of the Conflicts of Interest Policy**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest. It shall take appropriate disciplinary and corrective action.

**Article IV - Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**Article V - Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the WBCCI for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the WBCCI for services is precluded from voting on matters pertaining to that member's compensation.

- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the WBCCI, either individually or collectively, is prohibited from providing Information to any committee regarding compensation.

### **Article VI - Periodic Reviews**

To ensure the WBCCI operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the WBCCI's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **Article VII - Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VI, the WBCCI may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.