

REGION 10 POLICY
WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
THE WALLY BYAM AIRSTREAM CLUB

Dated: July 26, 2017

INTRODUCTION

Region 10 of the WBCCI is guided by the following Policies in addition to those cited in Article IX of the *WBCCI Blue Book, Bylaws and Policies*. The Region Board is the administrative body of the Region and is made up of the Region President, the 1st and 2nd Region Vice Presidents and the President of each Unit in Region 10. The Executive Committee consists of the Region President and the 1st and 2nd Vice Presidents of the Region. These policies are established through Region Board action and may be added to or changed at any time by a simple majority vote of that Board. They should be filed in Appendix 8 of the Blue Book immediately following the listing of Regions.

In addition, proposed motions for change may be mailed, emailed or faxed to each board member, and subsequent votes cast on said motion may be made by mail, email or fax. Only duly elected board members may cast a vote.

PART I – General

- A. Region Officers may be reimbursed for expenses incidental to his or her regional duties such as, but not limited to, postage, telephone calls, Past President decals, copy paper, ink cartridges, etc. Such reimbursement is subject to presentation of receipts or other appropriate evidence of expenditures to the Region President for approval.
- B. The Region, with the approval of the Region Executive Committee, will sponsor Region activities such as rallies and caravans. All Region 10 members are encouraged to assist in each Region 10 activity.
- C. The Region President shall appoint a Region Membership Chair. He or she will exercise supervision over all membership programs within the Region and will be responsible to the President. This will encompass the evaluation and dissemination of all data that would in any way enhance the Region membership program.
- D. The Region President shall appoint a Region Caravan Chair. He or she will exercise general supervision over the Region Caravan Program and will be the single point of contact for the units regarding caravan matters. The Caravan Chair will be responsible to the Region President.
- E. The Region shall sponsor a Region Rally no less than every two years.
- F. Unit Presidents shall not schedule unit activities that would conflict with the dates of the International Rally or National or Special Event Rallies sponsored by Region 10.

PART II – FINANCIAL MANAGEMENT

A. REGION TREASURER/TREASURY

1. The Region Fiscal Year shall commence on July 1 each year and end on June 30 of the ensuing year.
2. A Region Treasurer shall be appointed in accordance with WBCCI Bylaws, Article IX Section 2 Paragraphs A & A1 and the Treasurer shall be the principal Financial Officer of the Region. The Region Treasurer shall:
 - a. Maintain the financial records of the Region and receive and disburse funds.
 - b. Receive all monies and promptly deposit them in a financial institution insured under FDIC or FSLIC. The Region Executive Committee will select the Financial Institution and determine the type of account(s) in which Region monies are to be deposited. i.e., checking, savings, and certificates of deposit. The account shall be in the name of Region 10 and will require the Region President, 1st and 2nd Vice Presidents and Region Treasurer to be authorized signors on the account, although only one signor will be required on each check for the transaction to be legal.
 - c. submit a full written report at each Region Board meeting and as requested by the Region Executive Committee.
 - d. Before retirement from office, have the financial records and accounts audited by a committee selected by the incoming Region President. Upon completion of the audit, promptly deliver all financial records, monies and property of the Region to the incoming Region Treasurer.
3. A Region treasury has been established:
 - a. To support Region approved events such as Region Rallies and Region Caravans.
 - b. To procure equipment or services as may be required from time to time to enhance the Region and its activities.
4. The Region Executive Committee shall approve all expenditures for non-expendable items and pre-funding of activities. Units and individuals in charge of approved activities may request advance funding from the Region Treasury to assist up-front financing of their event(s). These advances will be repaid at the financial close of the event.
5. The level reserve of the Region Treasury will be reviewed and approved by the Region Board at each Region Board Meeting.

B. REGION RALLIES

1. Region 10 Rallies will be planned and executed every two years by the Region President and Executive Board with the assistance of one or more of the Units in the Region.
2. The Region Board will develop a seven-year Rally Planning and Execution schedule that assigns the responsibility to Units assisting (co-hosting) in Rally Planning and Execution.
3. At each Region 10 Business Meeting or at a meeting scheduled for the purpose, the Rally Planning and Execution Schedule will be updated and approved.
4. Region Rallies will be funded by the Region Treasury; net profits from Region Rallies will be deposited in the Region 10 General Account after the Rally Financial Report is reviewed by the Region Board. Net losses will be the responsibility of Region 10.

5. The Hosting Unit and/or Region Rally Committee shall establish a Rally Budget. This budget, when approved by the Region Executive Committee, shall be provided to the Region Treasurer and Unit and/or Region Rally Committee. Only disbursements to defray the costs of approved budget items may be made.
6. A Region Rally fee shall be established by the rally committee of the hosting Unit and/or the Region Officers and approved by the Region Executive Committee. Rallies should be self-supporting and financed by Rally fees; however, an advance as authorized in Paragraph A-4 above may be requested when needed.
7. Sponsorships will be the responsibility of the Hosting Unit or Units.
8. The Hosting Unit or Units will be granted 1/3 of any Region 10 Rally net profit. The formula for sharing any profit should be part of the Rally Budget and approved by the Region Board as part of the approval of the budget for the Region Rally.
9. The Region Treasurer shall serve as the principal Financial Officer of the Rally and shall have the responsibility for supervising the collection and disbursement of all Rally funds. The Region Treasurer shall prepare a final rally report to the Region Board within thirty (30) days from the close of said Region Rally.
10. The Region President shall appoint a Church Committee. This committee along with the Region President will designate disbursements from any religious service offerings.

C. REGION CARAVANS

1. The Region Executive Committee and the Caravan Chair will approve region caravans. They will be self-supporting from funds generated by the Caravan Kitty Fee. This fee will be determined by the Caravan Leader and approved by the Region Executive Committee and the Region Caravan Committee Chair.
2. The Region will not be responsible for any expenses incurred by a potential caravan leader unless and until the Executive Committee and the Region Caravan Chair have approved the caravan.
3. Leaders of approved caravans may request a monetary advance from the Region Treasury to assist in covering expenses incurred in setting up the caravan. (See Paragraph A-4 above).
4. Any kitty fee funds remaining after all caravan expenses have been satisfied will be refunded to the caravan members who have participated in the caravan. The refund amounts shall be computed to the next lower dollar amounts with the difference disbursed to the Region Treasury. In the event that a Region 10 caravan that has been approved by the Region Executive Committee and the Region Caravan Committee Chair must be cancelled for lack of response, expenses incurred by the leader for scouting and preparation shall be reimbursed *from available Region Treasury funds*. In the event a kitty fee is insufficient to meet legitimate caravan expenses, the leader shall apportion the added expense to the caravanners. In no case will these expenses be authorized for disbursement from the Region Treasury.
5. The Region Caravan Committee Chair shall approve all Region Caravan leaders prior to the potential leader undertaking any scouting action for a Region caravan.

APPROVED BY THE REGION 10 BOARD:

Dated: January 1, 2017

AFFIRMED: January 1, 2017 BY:

Bob Caldwell

R Caldwell

Region President

Ray Schmitt

R Schmitt

Secretary