

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC

NORTHERN CALIFORNIA UNIT

POLICY FILE

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

FORWARD

The purpose of this Policy File is to provide a guide for the Unit officers, directors, committee chairmen and all other members working on a Unit activity. We have attempted herein to present a clear and concise statement of the policy making motions of the Executive Board as amended over the years, to represent the present thinking of the Board.

It should be stressed that the Policy File does not have stature or authority in itself, (such as the Unit Constitution and Bylaws), However it represents a summary of the policy decisions and procedures as defined by the Executive Board, arranged in a logical order for convenience and easy reference.

Original Policy File adopted October 6, 1978, in Colusa, CA
1st Revision - Adopted December 5, 1987, in Waterford, CA
2nd Revision - Adopted August 31, 1996, in Quincy, CA
3rd Revision - Adopted May 5, 2001, in Tulare, CA
4th Revision - Adopted June 2, 2001, in Grass Valley, CA
5th Revision - Adopted Sept 8, 2001, in Quincy, CA
6th Revision - Adopted Dec 5, 2003 in Woodland, CA
7th Revision - Adopted Sept 2, 2006 at Quincy, CA
8th Revision - WBBCI International directed Bylaw sections be moved into
Policy File - Adopted 12/12/09 (Reference letter from Daryl Ewles,
Chair C&B to Ray Burmaster Pres. Norcal dated 10-23-09)

2009 REVISION COMMITTEE

Ray Burmaster, PUP
Cam Murray, Unit President
Tom Smithson, 2nd Vice President
John White, PUP, Chairman

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

TABLE OF CONTENTS

	PAGE No.
General	4
Administration	4 - 6
Awards, Trophies and Plaques	6 - 7
Badges, Emblem Decals & Flags	7 - 8
Caravans / Carallies	8 - 11
Elections/Mail Ballot Procedure	12 - 13
Executive Board	13 - 15
Finances	15 - 22
Membership	22 - 23
Miscellaneous	24 - 25
Rallies	25 - 29
Special Activity Groups	29 - 31
Unit Property	31 - 33
Unit Publications	33 - 36

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

GENERAL (12/12/09)

1. This file containing the policy decisions of the Executive Board established in accordance with the procedure set forth in Article V I (Executive Board) Sec. 4 of the Bylaws, shall be maintained for the guidance of those concerned in the unit activities.

2. This Policy File does not have stature or authority of itself, but is merely a summary of the effective decisions of the Executive Board arranged in a logical order for convenience and easy reference. Any policy decision in conflict with either the Unit Constitution or these Bylaws shall be null and void.

3. This Policy File or another specified document shall be made and shall include a summary sheet that contains all Executive Board directed standard fees and funding values of Unit fiscal activities. This document shall be reviewed and updated annually.

ADMINISTRATION

1. Use of Nor Cal NEWS as a Dues Notice. The Nor Cal NEWS will be used as the primary dues notice. Dues notices by mail will only be sent to members who have not paid their dues by the end of the first rally in the final quarter of the Unit year. (Cross filed under Unit Publications.)

2. Membership to Remain Unlimited. No action will be taken to limit the number of members belonging to the Unit. (Cross filed under Membership.)

3. Proxy. Any board member anticipating an absence may designate a proxy by notifying the president or presiding officer at least one day prior to the board meeting. Eligible proxies are Past Unit Presidents or board members that have served in the last 5 years. Current non-voting board members, i.e., Financial Secretary and/or Parliamentarian are eligible, but current voting board members should not be used as proxies, except in emergencies. An individual should not hold more than one proxy. The reason for such absence shall be provided to the board who may designate

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

the absence excused. If a proxy is not designated, the presiding officer may designate a proxy.

4. Safekeeping of Unit Documents. Any important Unit documents requiring protection shall be placed in the custody of the Unit Treasurer who is authorized to obtain a safe deposit box for their safekeeping. Minutes and reports should be kept by each board members for 2 years, the prior year and the current year. Upon completion of the year, the earliest year will become the personal information of the board member and may be disposed of as the member sees fit. The exception will be the Recording Secretary and Treasurer whose reports must be kept indefinitely. These will be kept on the same 2 year cycle, after which they will be put in storage. The Parliamentarian shall retain his notes and records until Constitution, Bylaws and Policy files are updated and published

5. Amendments to the Policy File. Any modifications or amendments to this Policy File may be accomplished by a unanimous vote of the members of the Executive Board present and voting at a regular meeting or a special meeting called for that purpose. If any member of the Executive Board opposes a change, that change in Policy shall be held in pending.

(a) All pending policy modifications or amendments shall be published in the Nor Cal NEWS before being voted upon by the general membership, and may be published in condensed form if appropriate. (Cross filed under Executive Board and Unit Publications) .

(b) Any policy decision in conflict with either the Unit Constitution or Bylaws shall be null and void. (Bylaws, Art. XII, Section 2).

Each Board Member should create a basic list, including the paragraph added by (b) above, by month of duties for that office. A note should indicate that a complete list of duties is in the Policy File. This should be furnished to their successor. If the Policy File does not adequately describe a members duties, the member shall prepare a recommend revision and submitted it to the Board for action.

6. Joint Rallies. Joint rallies with Region XII will operate under Region Rules. In the case of a joint rally with one or more units in which the Northern California Unit acts as the Host Unit, and contracts for the rally site, plans the program, meals, etc., the following financial arrangements will prevail:

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

(a) The Northern California Units average Rally fee and Parking fee as determined by the Executive Board shall be charged.

(b) The unit through which each attendee pays his International dues shall designate his unit in determining attendance at the rally.

(c) Any surplus funds remaining after all the bills have been paid will be retained by the Northern California Unit unless the other unit has agreed to fully participate in the running of the rally and sharing of expenses in which case any surplus funds will be distributed to the units according to the number of members from each participating unit attending. Guests and members of non-participating units will be considered under the Host Unit.

(d) The Host Unit shall administer registration and all other financial arrangements for the rally. (Cross filed under Finances and Rallies.)

AWARDS TROPHIES AND PLAQUES

1. Custody of Unit Awards and Trophies. Though stored in the Unit Storage Locker, the 2nd Vice President, as Historical File Chairman, shall be custodian of all awards and trophies won by or awarded to the Unit, and should see that they are properly displayed at the annual "Historical Rally" and other appropriate times.

An inventory of awards and trophies shall be maintained and accounted for annually at the time of preparation for the Historical Rally. The Unit member responsible for the event for which the unit received an award or trophy may retain it in his custody. If no single member is responsible for the event, the Unit President may retain the award or trophy. A digital picture will be taken for the historical collection and placed with historical documents. The award or trophy should be made available for display if requested by the 2nd Vice President at the Historical Rally. (Cross filed under Unit Property)

2. Caravan, Carally and Rally Leader' Plaques. To show the Unit's appreciation for their contribution to its program, a plaque will be awarded to each caravan and carally leader and co-leaders when appropriate. The President will present the plaques at the evening "Awards Ceremony" on the final Friday evening of his term of office.

The plaque shall be approximately a 4" x 5", metal face on wood base, suitably engraved to commemorate the event. Plaques will be purchased from Unit funds and shall be obtained from a common supplier

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

on a "most favorable cost" basis. The selection and uniformity shall be the responsibility of the President. (Cross filed under Caravans/Carallies and Rallies.). Multiple accomplishments shall be put on one Plaque.

3. Brag Board Plaques. Caravans and Carallies which have been approved for Unit sponsorship will be designated in numerical sequence and appropriate brag-board plaques will be issued commemorating the event to all members who participate in the activity. The plaques shall be gold in color for caravans and silver in color for carallies, and shall be paid for by the "kitty" fund for the event.

At the time distribution is made to the participating members, one (1) plaque and one (1) copy of the journal shall be forwarded to both the presiding president at the time of the event and 2nd Vice President for the Historical file collection. (Cross filed under Caravans/Carallies.)

BADGES, EMBLEM DECALS AND FLAGS

1. New Member's Badges. Cost of initial badges furnished to new members is included in the initiation fee.

2. Charge for Badge Replacement. A charge will be made for each badge replacement to cover the Unit cost. (Cross filed under Finances and Membership.)

3. Officer's Badges and Flags. All officer's badges and flags will be purchased by the Unit and this expense will be charged to the General Fund. (Minimum of 6 months in office required to qualify.)

(a) Each outgoing President will be provided with a Past President's flag.

(b) Each outgoing Officer and Director shall be presented with a badge indicating the title of the office in which they served.

(c) All Unit Officer's flags shall be passed on with the succession of office.

(d) Because the flags flown by the President and the First Vice President are a different size from those flown from the trailer/MH of other members, the United States and California flags are purchased each year for the incoming First Vice President and shall be paid for by the Unit.

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

4. The NorCal Unit "Poppy" decal emblem is authorized to be placed on the front and rear ends of the trailers/MH to identify Unit membership. The decal may be placed to the right of, and at the same height, as the red WBCCI membership number on the front end of the trailer/MH, and to the left of, and at the same height, as the red WBCCI numbers on the rear of the trailer/MH. (Cross filed under Miscellaneous)

5. Display of Flags. Display of our national flag and the California State Flag is encouraged by the Northern California Unit and WBCCI. It is Unit policy for members to use 2' x 3' flags.

CARAVANS AND CARALLIES

1. Programs For the Ensuing Year Programs for the ensuing year shall be presented to the Executive Board for approval no later than) the November meeting at the same meeting, the rate per mile to be paid for pre-runs will be established.

2. Participation by Unit Members Only. Participation in Unit caravans and carallies should generally be limited to the members of the Northern California Unit unless a caravan or carally has been designated to be a "Buddy" activity, and subject to the following provisions:)

(a) Subject to the leader's discretion, providing that no Unit member will be denied and a non-member admitted. Any non-member included must be a WBCCI member.

(b) Any nonparticipating WBCCI members who stop by a Unit Caravan or carally site should be accorded official recognition, introduced, and invited to at least one social hour. They may also be invited to participate in one day's activities, provided no financial costs are thereby imposed on the caravan or carally members.

3. Leaders Pre-run. A pre-run will not be made until and unless authorized by the Caravan or Carally Advisory Council Chairman as the case may be. When a pre-run by the leader has been authorized and made, payment from the kitty fund of the event will be used to alleviate the financial burden of the leader for the pre-run expenses. The amount authorized to be received from the kitty fund.

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

(a) For caravans, fee will be computed at the rate per mile set by the Executive Board at the time the caravan program for the ensuing year is approved for the total of (1) distance from the leader's place of residence to the rendezvous; (2) the length of the caravan as finally run; and (3) the distance from the termination point of the caravan to the place of residence of the leader.

(b) For carallies, fee will be computed at the rate per mile set by the Executive Board at the time the carally program for the ensuing year is approved for the total of the distance from the leader's place of residence to the carally site, and the return to their place of residence.

The acceptance of this remuneration from the kitty fund for pre-run expenses is mandatory. While it is not intended that the authorized amount will fully recompense the leader for the pre-run expenses, he/she is not authorized any other remuneration for being a caravan or carally leader. (A free kitty fee for example.) The real reward for leading one of these events is the deep feeling of members with many hours of good fellowship which will be long remembered with pleasure.

If the leader so requests, the Unit Treasurer is authorized to advance from the Unit general fund an amount equal to the estimated compensation prior to the pre-run. This advance will be repaid as soon as funds are available in the kitty fund to do so. Any difference between the estimated and the finally authorized amount will be adjusted at this time.

In the event the caravan or carally is cancelled after the pre-run is made, the pre-run reimbursement will be made to the leader from the Unit general fund.

4. Limiting the number of Trailers/Motorhomes. When it becomes necessary to limit the number of trailers/MH participating in a caravan or carally, this information should be made known to the membership as early as possible. The leader will accept the applications, accompanied by the proper deposit, in the order mailed (as indicated by the postage date), following publication of the coupon in the Nor Cal NEWS. No prior registration will be accepted.

5. Brag-Board Plaques. Caravans and carallies which have been approved for Unit sponsorship will be designated in numerical sequence and will issue appropriate brag-board plaques to commemorate the event to all members who participated in the activity. The plaques shall be gold in color for caravans and silver in color for carallies, and shall be paid for by

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

the kitty fund for the event. At the time distribution is made to the participating members, one (1) plaque and (1) copy of the journal shall be provided to both the Unit President at the time the event occurred, and the 2nd Vice President for the Unit historical file collection. (Cross filed under Awards Trophies and Plaques).

6. Kitty Fund. The leader will estimate anticipated expenses and establish a "kitty fund" to pay the costs of the event, to which each member shall contribute his proportionate share.

The fund must cover the telephone, duplicating, mail, etc. expenses, the leader's pre-run, all parking costs, the brag-board plaques for the members, final banquet, the journal, if any, and all 'kitty treats' or other items the leader wishes to include, in which all members may participate. The leader shall make sure the kitty fund is adequate to cover all expenses. It is better to have a refund than to ask members for more money during or after the caravan or carally. This should be well discussed at the first meeting of the group, and any member should be free to withdraw at any time.

The entire amount of the kitty fee shall be returned to those members who submit checks beyond the number limited to participate in the caravan or carally and to members who submit checks for a caravan or carally which is cancelled (with the Unit paying preliminary costs).

The refund of the kitty fee because of cancellation of the reservation, must be at the discretion of the leader. Generally, it should be on a pro rata basis if the member has engendered considerable preliminary costs or parking fee deposits, or other monetary commitments which might be assessed the other members of the group. Suggest deadline for cancellation and established "administrative fee" be included on activity coupon.

Excess funds remaining following the end of the event may be returned pro rata or disposed of in accordance with the wishes of the majority of the participating members. In any event, it should not be effected until all bills are paid and all obligations discharged.

7. Financial Report. A copy of the financial report which is prepared for distribution to the participating members should also be forwarded to the Unit Treasurer for reference only.

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

8. Use of Rally Services Equipment. Use of Rally services equipment for a Unit caravan or carally must be approved by the Executive Board, therefore the leader of the event should make his request far enough in advance that it may be acted upon at a regular meeting of the Board.

A complete list of the equipment borrowed should be given to the Rally Services Chairman and the equipment should be checked with him upon its return. Such equipment is to be returned in as good condition as when borrowed. (Cross filed under Unit Property, and Executive Board)

9. Selling at Unit Functions. A member who has something he wishes to sell may do so at any Unit function. On-site advertising shall be limited to notice on the bulletin board on a 3" x 5" card giving pertinent information, including description of the item(s) for sale and the selling member's name and WBCCI number. Articles other than those too large to be kept in the tow vehicle or trailer/MH shall not be displayed outside. (Cross filed under Rallies and Miscellaneous).

10. Caravan and Carally Leaders Plaques. To show the Unit's appreciation for their contribution to its program, a plaque will be awarded to each caravan and carally leader (and co-leaders when appropriate). The President will present the plaques at the evening "Awards Ceremony" on the final Friday evening of his term of office. The plaque shall be approximately a 4" x 5", metal face on wood base, suitably engraved to commemorate the event. Plaques will be purchased from Unit funds and shall be obtained from a common supplier on a "most favorable cost" basis. The selection and uniformity shall be the responsibility of the President. Multiple accomplishments shall be put on one plaque. (Cross filed under Awards, Trophies & Plaques).

ELECTIONS AND MAIL BALLOT PROCEDURE

EXCLUSION: All Unit and/or International constitutional issues!

Reference: ARTICLE XVII, Sec. I - Page 57 - Int'l Bylaws which reads in part: - "Delegate to the annual meeting shall cast the total entitled votes of the constituent unit as determined by a vote of the regular members (those members paying International dues thru Northern California Unit) present and voting at a regular or special meeting called for that purpose, with such

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

vote expressed as a percentage of the votes for or against and the results applied to the total entitled, etc., etc..."

1. Elections by Membership. (Reference: Unit Constitution, Article VII - Business Meetings, Sections 5, 6, and 7: All Regular Members voting at meetings of this Unit or by mail ballot, 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 IV, Section 8.

2. MAIL BALLOT PROCEDURE: (NOTE: Excludes ANY Constitutional issues, and may be utilized for membership vote only when authorized by the Executive Board.

Only those members paying International dues thru Northern California Unit may vote! When a mail ballot is used, no other method of voting shall be utilized.

Authorized Mail Ballot shall be published in the Nor Cal NEWS, to be mailed no less than 10 days prior to the date the vote is scheduled to be canvassed.

The 1st Vice President is the designated Unit official responsible for the canvass of votes; i.e., receipt by mail, deposit of all ballots by Friday noon of the designated rally, appointment of three (3) election judges to verify and count the total ballots, and reporting final election results to the membership.

(a) Vote by marking the ballot which was published in the Newsletter and mailed no less than 10 days before the vote is canvassed.

(b) Place the ballot in a plain, unidentified envelope marked "Ballot".

(c) Place "Ballot" envelope inside a second envelope, identified by your membership name and WBCCI number, and addressed to the 1st Vice President in sufficient time to be received no later than Tuesday of the week when the vote will be canvassed. Any unidentified mailing envelopes will be declared invalid)

EXECUTIVE BOARD

All members of the Executive Board shall become familiar with the Northern California Unit Constitution and Bylaws, published in full in the Unit Handbook, as well as with this Policy File. Thorough knowledge of

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

these documents will facilitate the handling of Unit business and make the Board meetings shorter and more effective.

In the absence of the President, 1st Vice President and 2nd vice President, the Treasure shall serve as Chairman Pro-tem of the Executive board. The Executive Board will take action to determine who will temporarily run the Unit.

1. Minutes of Executive Board Meetings. Minutes of the meetings of the Executive Board shall be provided to each Officer and Trustee as soon as practicable after the meeting.

2. Treasurer's Report. The Treasurer shall prepare a financial report after each rally to be distributed at the next regular meeting of the Executive Board. A copy shall be distributed to any Officer or Trustee who missed the meeting and a copy posted on bulletin board. (Cross filed under Finances)

3. Approval of Expenditures. No expenditure over fifty dollars (\$50.00) shall be made without the prior approval of the Executive Board except as follows:
 - (a) Reimbursement to the President. (Ref: Bylaws, Article IX, Sections 2 and 3)
 - (b) Advance deposits required by negotiated contracts for future rally sites, including those for the following year.
 - (c) Duplicating and postage costs of the Nor Cal News.
 - (d) Bills for the Stores supplies.
 - (e) Rental of rally sites and rally parking.
 - (f) Costs of normal rally expenses, such as food and entertainment costs, the Rally Chairmen's expenses, decorations, hospitality and other miscellaneous expenses of a rally.
 - (g) Unusually large expenditures in any category should be cleared with the Executive Board before being paid. (Cross filed under Finances)
 - (h) Any member wishing to be reimbursed for an expenditure for a Unit purpose, must present to the Treasurer a valid voucher together with appropriate receipts listing the materials or services purchased. If such a receipt is not presented, the Treasurer may refer the matter to the Executive Board for action.

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

4. Unit membership Dues. The membership dues shall be set to cover the annual expenses of the Unit and, when applicable, the International dues. These expenses will include the general administrative costs of the Unit, including the expenses of the officers, Executive Board and committees benefiting the entire Unit; publication and distribution of the Nor Cal NEWS and other Unit Publications; plaques and gifts. (Cross filed under Membership and Finances)

5. Members Appearing Before the Board. Any member who has business with the Executive Board should make arrangements with the Corresponding Secretary prior to the Board meeting to be placed on the agenda. (Cross filed under Membership)

6. Amendments to the Policy File.

(a) All pending policy modifications or amendments shall be published in the Nor Cal NEWS, and may be published in a condensed form if appropriate. (Cross filed under Administration and Unit Publications).

(b) Any policy decision in conflict with either the Unit Constitution or Bylaws shall be null and void. (Bylaws, Art.XII, Sect. 2)

7. Unit Property: Is stored in a rental storage locker under supervision of the Rally Services Chairman, except for certain Club equipment which is currently in the possession of officer's and/or members for transporting to and from each Unit Rally; i.e., flags and stands, podium, bulletin board; Bingo and Sound Equipment, Coffee & Toast supplies and Library cabinet/books, etc.).

Keys to the locker may be obtained from the Chairman and his assistant, the Unit President or 2nd Vice President. It is essential that surplus equipment and records be surveyed annually, followed by recommendation to the Executive Board for decision re disposal. (Cross filed under Unit Property & Caravans & Carallies)

8. Rally services equipment may be used for a Unit Caravan or carally. The use of this equipment must be approved by the Executive Board, so the leader of the event should submit his request in writing far enough in advance that it may be acted upon at a regular meeting of the Board. A complete list of the equipment borrowed shall be given the Rally Services Chairman, and the equipment should be checked with him upon its return.

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

Such equipment is to be returned in as good condition as when borrowed.
(Cross filed under Caravans & Carallies)

9. Special Activity Group Funds. To assist groups within the Unit membership who are working in concert toward some Club related objective, the Treasurer will accept funds for safekeeping from any such group under the following conditions:

(a) A written request will be made to the Treasurer asking that a safekeeping account be established for the group.

(b) The proposed account will be identified as to title, i.e., "Unit Church Services Account", "Rockhound Account", etc.

(c) The names of those authorized to request disbursements of the funds from the account will be submitted to the Treasurer..

(d) Request for the disbursement of funds shall be made in writing to the Treasurer.

(e) The Special Activity Group's monies will be deposited with the regular Unit funds.

(f) There will be no charge for this service.

(g) No liability will accrue to the Treasurer or to the Unit for any alleged malfeasance with respect to the handling of these special accounts. However, the Treasurer will use discretion in carrying out the wishes of the group.

(h) The Executive Board retains the right to deny the privilege of having the Treasurer hold such funds for safekeeping when, in its opinion, it would not be in the best interest of the Unit or the WBCCI. (Cross filed under Finances & Special Activity Groups)

FINANCES

1. All disbursements by the unit shall be by checks issued in its name, and shall be valid only when signed by the Treasurer or the Financial Secretary or President. When it is to in the best interest of the Unit, the Executive Board may appoint an additional member to assist in signing checks. These appointments will be done on a yearly basis. Before the above mentioned officers assume office the Executive Board shall file a performance bond at a level determined by the Executive Board. The fee shall be paid by the Unit. (03/06, 12/09)

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

2. The President shall be reimbursed reasonable expenses for postage, long distance calls and other minor items required for the proper operation of the Unit's business not to exceed a yearly budget established by the Executive Board. (12/09)

3. With prior board approval, the President may be reimbursed for the use of his/her private vehicle to attend Regional Board meetings at the rate per mile set by the Executive Board, not to exceed the Internal Revenue Service mileage allowance for business travel. This will be computed on the basis of the distance by the most direct and suitable route from the President's place of residence to the site of the Regional Board meeting and return. (09/04, 12/09)

4. No other reimbursement of expenses for any officer or member of the Executive Board is authorized without specific prior approval by the Executive Board. (12/09)

5. All expenses reimbursed, or to be reimbursed, shall be reviewed by the Treasurer or the Executive Board for appropriateness at each meeting. (12/09)

6. With prior board approval, the leaders of unit rallies, carally and caravan pre-runs may be reimbursed for one round trip for the use of their private vehicles at a rate per mile set by the Executive Board, not to exceed the Internal Revenue Service mileage allowance for business travel. This will be computed on the basis of the distance from the Leader's place of residence by the most direct and suitable route to the destination site and return. (09/04, 12/09)

74. Approval of Expenditures. No expenditure over fifty dollars (\$50.00) shall be made without the prior approval of the Executive Board except as follows:

- (a) Reimbursement to the President. (Ref: Bylaws, Article IX, Sections 2 and 3)
- (b) Advance deposits required by negotiated contracts for future rally sites, including those for the following year.
- (c) Duplicating and postage costs of the Nor Cal News.

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

(d) Bills for the Stores supplies.

(e) Rental of rally sites and rally parking.

(f) Costs of normal rally expenses, such as food and entertainment costs, the Rally Chairman's expenses, decorations, hospitality, inexpensive contest prizes, and other miscellaneous expenses of a rally.

(g) Unusually large expenditures in any category should be cleared with the Executive Board before being paid. (Cross filed under Executive Board and Unit Publications)

(h) The Unit will absorb the parking fee on Tuesday night before the Rally for the following: Parking Chairman, Unit Rally Chairman, Rally Co-Chairman and Welcoming volunteers.

82. Payment of Bills. Payment of all authorized expenditures should be made as soon as practicable after presentation of bills to the Treasurer.

~~3. Reimbursement of President's Expenses. (Refer to Unit Bylaws, Article IX, Sections 2 and 3) (12/09)~~

94. Treasurer's Expenses. Expenses of the Treasurer should be cleared with the Executive Board or President before payment.

105. Reimbursement to Members. Any member wishing to be reimbursed for an expenditure for a Unit purpose, must present to the Treasurer a valid voucher (and appropriate receipts) listing the materials or services purchased. If such a receipt is not presented, the Treasurer may refer the matter to the Executive Board for action.

116. Checking Account Balance. The checking account balance should be sufficient to provide an adequate working amount for the needs of the Unit. Funds not required for this purpose shall be deposited in a savings account or investment account as approved by the Executive Board.

127. Sources of Funds. Each Unit activity shall be self-supporting, and all expenses incurred for any activity shall be charged against the fees paid by members participating in that activity as far as possible. In general, the sources and use of funds will be as follows:

(a) New Member Induction Fee: Induction fee shall be set to cover the cost of the initial badges, the Unit binder, and publications presented to new members, expenses of the Membership Committee, and

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

administrative costs to process new members. (Cross filed under Membership)

(b) Unit Membership Dues. The Membership dues shall be set to cover the annual expenses of the Unit and, when applicable the International dues. These expenses will include the general administrative costs of the Unit, including the expenses of the officers, Executive Board, and committees benefitting the entire unit, publication and distribution of the Nor Cal News and other Unit publications; plaques and gifts. (Cross filed under Exec. Bd. and Membership)

(c) Rally fees paid by those attending a rally. The rally fee shall be set to cover the rental of the rally site, the cost of all activities in which each attendee has an opportunity to participate, including entertainment, some meals, Rally Chairman's expenses, table decorations, inexpensive contest prizes, hospitality. An average Rally fee ~~for~~ shall be determined by the Executive Board and used for all rallies with adjustment as determined appropriate by the Executive Board. (9/06)

(d) Members or guests who attend for 1 calendar day only shall be exempt from paying rally fees. They will pay for any coupon defined functions they participate in based upon cost to the unit. (See Item 1 (a).under Rallies)- (9/06)

(e) The parking fee is paid by those attending a rally with a trailer/MH. Generally, this fee is charged on a "per night" basis, adjusted so each attendee pays the amount necessary to cover the site parking charges for the time he spends at the rally. An average Parking fee shall be determined by the Executive Board and used for all rallies at fair grounds and similar facilities with adjustment as determined appropriate by the Executive Board. Parking fees charged at private RV parks and similar facilities with restricted and/or reserved parking sites will be the actual group rate negotiated by the President and/or his Rally Advisory Chairman with adjustment as determined appropriate by the Executive Board, for members who have their coupon and fees to the Registrar or Rally Host before Indicated deadline. Members who don't have their coupon and fees in before indicated deadline may still attend the rally, but are individually responsible for their parking arrangements and fees with the RV Park (rally fees are still applicable and must be paid at the rally site). (9/06)

(f) Late Registration procedure
RV Parks: 1. Call RV Park and make individual parking arrangements.

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

2. Call Registrar or Rally Host (see coupon for phone numbers). Give day of arrival, length of stay, and optional activities if available.
3. Upon arrival present coupon with check for rally fees and activities to welcoming host.

Fairgrounds: Follow instructions for items 2 and 3 above. Payment to include parking . (9/06)

(g) Every effort will be made to refund fees for unused parking and/or activities. However, all members shall be individually responsible for late cancellation charges. These will be deducted from the refund as appropriate. (9/06)

(h) Unit sponsored meals. Cost shall be paid by those attending. This covers the cost of the meal, whether prepared by Unit members, catered, or eaten in a restaurant, tip, when appropriate; and any incidental costs usually rounded off to the next higher 25-cent level above anticipated expenses.

(i) Supply store prices paid by the member. It is Unit Policy that supplies be sold to members at cost plus ten percent (10%). Exceptions may be authorized by the Executive Board.

(j) Church "offering" shall be received at all Unit church services and deposited by the Treasurer to an account designated as "Unit Church Services Account".

Expenditures from this account will be made by the Treasurer upon authorization of the Church Committee Chairman. If the chairman is not available, another member of the Committee shall be given written authorization to act in his place. A copy of this authorization will be provided to the Treasurer.

Memoranda authorizing expenditures by the Treasurer will include the date, amount, name of payee and purpose for which payments are authorized. Guidelines for expenditures from this account shall be as follows:

(a) If a visiting minister conducts the church service, a payment up to \$50.00 may be authorized.

(b) All expenses incurred for church services shall be taken from this account, including costs applicable to the church service and/or equipment.

(c) Only the Church Services Committee may authorize excess funds to be used for:

(l) Purchase and/or maintenance of items that would enhance the church service.

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

(2) Donation to some worthy charity or cause.

(d) Prior to authorizing funds for any charitable donation or worthy cause at the end of the year, a "reserve" fund of \$50.00 shall be retained to provide for the expenses incurred for the first rallies of the ensuing year. (Cross filed - Unit Church Service Account)

138. Membership Dues Receipts. Receipts for the payment of membership dues shall be issued so that both the member and the Unit Treasurer will have a record of payment. (Cross filed under membership)

149. Advertising in Unit Publications. The 1st Vice President will be in charge of advertising for the ensuing year and may appoint an Advertising Chairman.

(a) Advertising rates for each of the above classes will be reviewed each year by the Advertising Chairman in collaboration with the Finance Committee and established for the ensuing year by the Executive Board at their regular meeting in June thus setting dues and marketing rates at the same time) It is desirable that the rates be kept reasonably uniform each year, with the amount of income controlled by the quantity of advertising sold. (Cross filed under Unit Publications)

(b) Advertising will be accepted from active members and NorCal News subscribers at no charge for "the first three lines, after which the fee is \$1.00 per line".

(c) Non-members are charged a "flat fee" of \$1.00 per line.)

(d) No advertiser will be given exclusive right to any type of advertising in a Unit publication. Each advertiser who is not a member of the Unit will be given a copy of the publication containing his advertisement. Advertising will be of the following classes:

(1) Commercial advertising in the Unit Directory. If possible, the publication and distribution costs of the annual directory containing the names and addresses of the unit members (furnished free to them), will be defrayed by the advertising income.

(2) Non-commercial advertising in the Nor Cal News. (See above.) Generally this will be the advertising for sale or purchase of an Airstream or a recreational vehicle related item by an individual.

1540. Special Activity Group Funds. To assist groups within the Unit membership who are working in concert toward some Club-related

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

objective, the Treasurer will accept funds for safekeeping from any such group under the following conditions:

(a) A written request will be made to the Treasurer asking that a safekeeping account be established for the group.

(b) The proposed account will be identified as to title, i.e., Unit Church Services Account, Rockhound Account, etc.

(c) The names of those authorized to request disbursement of funds from the account will be submitted to the Treasurer. This shall be limited to not more than three (3) persons.

(d) A request for disbursement of funds shall be made in writing to the Treasurer.

(e) The Special Activities Group moneys will be deposited with the regular Unit funds.

(f) There will be no charge for this service.

(g) No liability will accrue to the Treasurer or to the Unit for any alleged malfeasance with respect to the handling of these special accounts. However, the Treasurer will use discretion and good judgement in carrying out the wishes of the group.

(h) The Executive Board retains the right to deny the privilege of having the Treasurer hold such funds for safekeeping when, in its opinion, it would not be in the best interest of the Unit or the WBCCI. (Cross filed under Finances & Special Activity Groups)

1641. Treasurer's Report. The Treasurer shall prepare a financial report after each Rally, to be distributed at the next regular meeting of the Executive Board. A copy shall be distributed to any Officer or Director who missed the meeting and a copy posted on the bulletin board.. (Cross filed under Executive Board).

1742. New members joining during the Year. The dues structure of the Unit shall be set to conform with that of the International, and new members joining after July shall pay reduced fee as established by the Executive Board.) (Cross filed under Membership)

1843. Joint Rallies. Joint rallies with Region XII will operate under Region Rules. In the case of a joint rally with one or more units in which the Northern California Unit acts as the Host Unit, and contracts for the rally site, plans the program, meals, etc., the following financial arrangements will prevail:

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

(a) The Northern California Units average Rally fee and Parking fee as determined by the Executive Board shall be charged.

(b) The unit through which each attendee pays his International dues shall designate his unit in determining attendance at the rally.

(c) Any surplus funds remaining after all the bills have been paid will be retained by the Northern California Unit unless the other unit has agreed to fully participate in the running of the rally and sharing of expenses in which case any surplus funds will be distributed to the units according to the number of members from each participating unit attending. Guests and members of non-participating units will be considered under the Host Unit.

(d) The Host Unit shall administer registration and all other financial arrangements for the rally. (Cross filed under Administration and Rallies.)

~~1914~~. Charge for Badge Replacement. A charge will be made for each badge replacement to cover the Unit costs. (Cross filed under Badges, Trophies and Plaques, and Membership)

ACTIVITIES AND FEES (12/09)

1. Each unit activity should be self-supporting and all expenses incurred for an activity should, insofar as possible, be charged against the fees paid by the members participating in that activity. In any case, the fees should be established and/or adjusted so that all unit activities and services will be furnished to the members at cost.

2. Any Unit Special Event or joint rally with Region XII should be self-supporting and all expenses incurred for an activity should, insofar as possible, be charged against the fees paid by the members participating in that activity

MEMBERSHIP

1. Membership to Remain Unlimited. No action will be taken to limit the number of members belonging to the Unit. (Cross filed under Administration)

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

2. New Member Induction Fee. The induction fee shall be set to cover the cost of the initial badges, the Unit binder and publications presented to new members, the expenses of the Membership Committee and the general administrative costs to process new members. (See Item 6 (a) under Finances)

3. Unit Membership Dues. The membership dues paid by members shall be set to cover the annual expenses of the Unit and, when applicable the International dues. These expenses will include the general administrative costs of the Unit, including the expenses of the officers, Executive Board and committees benefitting the entire Unit, publication and distribution of the Nor Cal NEWS and other Unit publications, and plaques and gifts. (Cross filed under Executive Board & Finances - Item 7 (b)).

4. Directory identification by type: - "Unit" members are defined as those who pay their International dues through another unit, and are identified with an "x" (X) in the Unit Membership Directory - "Life" members are identified by a pound (#) symbol. (Cross filed under publications)

5. Membership Dues Receipts. Receipts for the payment of membership dues shall be issued so that both the member and the Unit Treasurer will have a record of payment. (Cross filed under Finances)

6. New Members Joining Mid-year. The dues structure of the Unit shall be set to conform with that of the International, and new members joining after July shall pay reduced fee as established by the Executive Board.)

7. Induction of New Members. It shall be the policy of the Membership Committee to induct as new members only those qualifying applicants whose completed applications have been received by the Membership Chairman, (or acting Chairman). Applicants appearing at a rally but not qualifying as above, will be introduced as visitors and candidates for membership. Extenuating circumstances should be recognized and handled in the best judgment of the Membership Chairman.

8. Members Appearing Before the Executive Board. Any member who has business with the Executive Board should make arrangements with the Corresponding Secretary prior to the Executive Board Meeting to be placed on the agenda. (Cross filed under Executive Board)

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

9. Honorary and Lifetime Members. At such times as the Executive Board determines, Honorary or Lifetime Memberships may be granted to persons who have distinguished themselves through outstanding service to the Unit or the WBCCI. Individuals so recognized shall be awarded a suitable plaque to commemorate the event, shall be exempt from the payment of Unit membership dues and shall be listed as such in the Unit Directory.

(a) On June 10, 1973, the Executive Board, meeting at Grass Valley, named Hilda Kinney as a Life Member in recognition of having served as International First Lady, WBCCI.

10. Charge for Badge Replacement. A charge will be made for each badge replacement to cover the Unit Costs. (Cross filed under Badges, Plaques & Flags and Finances)

MISCELLANEOUS

1. Selling at Unit Functions. Any member who has something he wishes to sell may do so at a Unit function. All personal sales by members shall be concluded between buyer and seller without involving club funds. On-site advertising shall be limited to a notice on the bulletin board on a 3" x 5" card giving pertinent information, including description of the item(s) for sale and the selling member's name and WBCCI number. Articles other than those too large to be kept in the tow vehicle or the trailer/MH shall not be displayed outside. (Cross filed under Caravans/Carallies and Rallies)

2. Sale of Nor Cal Store Supplies. In accordance with Executive Board policy, Supply Store articles shall be sold at "cost plus ten percent (10%)". Exceptions may be authorized by the Executive Board. - (Refer to Finances, item 6 (f).)

3. "Poppy" Decals. The "Poppy" decal is authorized to be placed on the front and rear ends of the trailers/MHs of Northern California Unit members to identify them. The decal is placed to the right of and at the same height as the red WBCCI membership number on the front of the trailer/MH, and to the left of and at the same height as the red WBCCI membership number on the rear of the trailer/MH. (Cross filed under Badges, Plaques & Flags)

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

4. Display of Flags. Display of the National flag and California State flag is encouraged by the Northern California Unit and the WBCCI. It is Unit policy for members to use 2' x 3' flags. (Cross filed under Badges, Plaques & Flags)

5. Teenager Activities. Any teenagers in the Unit are encouraged to form a committee to outline activities and to elect a representative to present their ideas and plans to the Executive Board for implementation.

6. Teen Queen. The Unit may select a Teen Queen each year to enter the competition at the Region and International levels. This selection should not be at the rally at which the annual election of officers or the installation of officers occurs. The Unit will award an amount not to exceed fifty (\$50.00) to a Teen Queen candidate selected to represent it. A Teen Queen Mother's Club is sanctioned by the Executive Board.

RALLIES

1. Rallies to be Self-supporting. Unit rallies should be self-supporting, with all expenses incurred for each rally, as far as possible, charged against the fees paid by the members participating in that rally. In any case, the fees should be established and/or adjusted so that all rally services will be furnished to the members at cost on an annual basis. In general, the sources and use of funds will be as follows:

(a) Rally fees paid by those attending a rally. The rally fee shall be set to cover the rental of the rally site, the cost of all activities in which each attendee has an opportunity to participate, including entertainment, some meals, Rally Chairman's expenses, table decorations, inexpensive contest prizes, hospitality. An average Rally fee for shall be determined by the Executive Board and used for all rallies with adjustment as determined necessary by the Executive Board.

(b) Members or guests who attend for 1 calendar day only shall be exempt from paying rally fees. They will pay for any coupon defined functions they participate in based upon cost to the unit. (See Item 1 (a).under Rallies)- (9/06)

(c) The parking fee is paid by those attending a rally with a trailer/MH. Generally, this fee is charged on a "per night" basis, adjusted so each attendee pays the amount necessary to cover the site parking charges for the time he spends at the rally. An average Parking fee shall

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

be determined by the Executive Board and used for all rallies at fair grounds and similar facilities with adjustment as determined appropriate by the Executive Board. Parking fees charged at private RV parks and similar facilities with restricted and/or reserved parking sites will be the actual group rate negotiated by the President and/or his Rally Advisory Chairman with adjustment as determined appropriate by the Executive Board, for members who have their coupon and fees to the Registrar or Rally Host before Indicated deadline. Members who don't have their coupon and fees in before indicated deadline may still attend the rally, but are individually responsible for their parking arrangements and fees with the RV Park (rally fees are still applicable and must be paid at the rally site). (9/06)

(d) Late Registration procedure

RV Parks: 1. Call RV Park and make individual parking arrangements.
2. Call Registrar or Rally Host (see coupon for phone numbers). Give day of arrival, length of stay, and optional activities if available.
3. Upon arrival present coupon with check for rally fees and activities to welcoming host.

Fairgrounds: Follow instructions for items 2 and 3 above. Payment to include parking . (9/06)

(e) Every effort will be made to refund fees for unused parking and/or activities. However, all members shall be individually responsible for late cancellation charges. These will be deducted from the refund as appropriate. (9/06)

(f) Cost of a Unit sponsored meal is paid for by those attending the meal. This covers the cost of the meal, whether prepared by Unit members, catered, or eaten in a restaurant, tip when appropriate, and any incidental expenses. It is usually rounded off to the next higher twenty-five cent (25c) level above anticipated expenses.

(g) All fees indicated on rally coupons for optional items; i.e., chef and/or catered meals, bus or train tours, theater tickets, should be enclosed with the Rally Coupon. These optional items may be selected at time of registration on a "space available basis ONLY". - Write Checks payable to Nor Cal Unit - WBCCI.

2. Reserved Parking: Reserved sites for parking will only be held as follows.

(a) Unit Rally Chairman (and Rally Co-chairman if applicable)

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

(b) Hospitality Volunteers, (including Toast & Jelly hosts).

(c) Handicapped (DMV Certified.) members will be given parking as convenient to the activities as feasible; however, reserved sites will only be held for those who have submitted a rally reservation coupon. Depending upon available space, consideration may also be given to members submitting a rally coupon indicating temporary disability (post surgery or injury.)

3. Rally Services Parking - (Early Workers)

(a) The Unit will absorb the parking fee on Tuesday night before the Rally for the following: Parking Chairman, Rally Chairman, Rally Co-Chairman and Welcoming Volunteer. (Cross filed under Finances)

(b) If necessary to stay over until Monday to settle accounts with the rally site personnel, the Treasurer, Financial Secretary or President, as applicable, will be exempt from parking charges.

4. Arriving Outside Parking Hours. Early arrivals at a rally shall park in a manner as to be readily moved upon request of the Parking Committee. Those who arrive after normal parking hours shall park in the holding area established for this purpose, and should expect to operate self-contained until the next day.

5. Rally Services. Upon arrival at a rally, each member has an obligation to connect to the electrical and water sources where instructed, with proper equipment as set forth in the Unit Handbook and providing a means of extending these services to his neighbor.

In the best interest of all those present, the Rally Services Committee has the authority to give members who do not have the proper water equipment, or are using unsafe electrical hookups, a note requesting them to correct the deficiency immediately. If this is not successful, they may deny them the use of these services or ask them to meet with the Executive Board.

6. Selling at Unit Functions. A member who has something he wishes to sell may do so at a Unit function. On-site advertising shall be limited to a notice on the bulletin board on a 3" x 5" card, giving pertinent information, including a description of the item(s) for sale and the selling member's WBCCI membership number. Articles other than those too large to be kept

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

in the trailer/MH or the tow vehicle shall not be displayed outside. (Cross filed under Caravans/Carallies and Miscellaneous).

7. Birthdays and Anniversaries. Current birthdays and anniversaries are recognized in an appropriate manner at each monthly rally. Note: January events combined with February and those in July combined with August celebrants.

8. Special Rallies. Each year one of the Unit rallies may be selected for special emphasis on each of the following:

(a) Buddy Rally. At this rally, acquaintances with a trailer, motorhome, or other recreational vehicle, not an Airstream, may be invited to share our fun. Each Unit member may invite not more than one non-member RV family .

(b) Historical Rally. At this rally, all members who have Awards or trophies won by or awarded to the Unit or to them personally; items reminiscent of past caravans, carallies or rallies, or something related to the history of the Unit, should bring them for display. This is also the time to review the background and history of our Unit, and to introduce and honor those members who have played such an important role in its growth by serving as President of the Unit.

(c) Maxi-Rally. This is an extended rally, usually scheduled over the Labor Day Holiday weekend, Wednesday through Tuesday; however, it should never be combined with any of the above.

(d) Awards and Installation Rally. This is always the final rally of the Unit Year. Friday evening is set aside to honor the outgoing president and provide the opportunity to review his year in office, and to reward those who contributed toward a successful term. Saturday evening celebrates the Installation of the new incoming Unit President, Officers and Directors for the ensuing year.

9. Chairmen's Plaques. To show the Unit's appreciation for their contribution to it's program, a plaque will be awarded to the chairman, and co-chairman, when appropriate, The plaque shall be approximately a 4" x 5" metal shield on a wooden base, suitably engraved to commemorate the event. The President will present the plaques at the evening "Awards Ceremony" on the final Friday evening of his term of office. They shall be purchased on a "most favorable cost" basis. The selection and uniformity

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

of the plaques shall be the responsibility of the President. (Cross filed under Awards, Plaques & Trophies - and Caravans/Carallies)

10. Joint Rallies with Region XII. Will operate under Region rules. In the case of a joint rally with one or more other units in which the Northern California Unit acts as the Host Unit, and contracts for the rally site, plans the program, meals, etc. The following financial arrangements will prevail:

(a) The rally fees will be predicated upon the estimated costs of the individual rally, as nearly as it can be estimated, with no gain or loss budgeted in setting the fees.

(b) The Unit through which each attendee pays International dues shall be designated his Unit in determining attendance at the rally.

(c) Any surplus funds remaining after all the bills have been paid will be distributed according to the number of members from each participating unit attending. Guests and members of non-participating units will be considered under the Host Unit.

(d) The Host Unit shall administer registration and all other financial arrangements for the rally. (Cross filed under Administration and Rallies)

SPECIAL ACTIVITY GROUPS

1. Special Activity Groups Funds. To assist groups within the Unit membership who are working in concert toward some Club related objective, the Treasurer will accept funds for safekeeping from any such group under the following conditions:

(a) A written request will be made to the Treasurer asking that a safekeeping account be established for the group.

(b) The proposed account will be identified as to title, i.e., "Unit Church Services Account", "Rockhound Account", etc.

(c) The names of those authorized to request disbursements of the funds from the account will be submitted to the Treasurer. This should be limited to not more than three persons.

(d) A request for the disbursement of funds shall be made in writing to the Treasurer.

(e) The Special Activity Group's monies will be deposited with the regular Unit funds.

(f) There will be no charge for this service.

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

(g) No liability will accrue to the Treasurer or to the Unit for any alleged malfeasance with respect to the handling of these special accounts. However, the Treasurer will use discretion in carrying out the wishes of the group.

(h) The Executive Board retains the right to deny the privilege of having the Treasurer hold such funds for safekeeping when, in its opinion, it would not be in the best interest of the Unit or WBCCI. (Cross filed under Finances)

2. Unit Church Services Account. Offering shall be received at all Unit Church services and deposited by the Treasurer to an account designated as "Unit Church Services Account". Expenditures from this account will be made by the Treasurer upon authorization of the Church Committee chairman. If the chairman is not available, another member of the Committee shall be given written authorization to act in his place. A copy of this authorization will be provided to the Treasurer.

Memoranda authorizing expenditures by the Treasurer will include the date, amount, name of payee and purpose for which payments are authorized. Guidelines for expenditures from this account shall be as follows:

(a) If a visiting minister conducts the church service, a payment of up to fifty (\$50.00) may be authorized.

(b) All expenses incurred for church services shall be taken from this account, including costs applicable to the church service and/or equipment.

(c) At the end of the year, before making any donations to a worthy charity or cause, a "reserve" fund of \$50.00 shall be retained to provide funds for the expenses incurred for the first rally of the ensuing year.

(d) Only the Church Services Committee may authorize excess funds to be used for:

(1) Purchase and/or maintenance of items that would enhance the church service.

(2) Donation to some worthy charity or cause. (Cross filed under Finances)

3. Rockhound Account. The money in this account is to be used for equipment for the rockhound group.

(a) Expenditures from this account shall be made by the Treasurer upon authorization of the Rockhound Committee

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

Chairman or his authorized representative, and shall be subject to the approval of the Rockhound Committee.

4. Special Activity Group Equipment. The property acquired by and for the use of the Rockhound group, such as replacement or new equipment, shall be accounted for annually and included on the Unit Property List. (Cross filed under Unit Property)

UNIT PROPERTY

1. Unit Property Inventory List. The President, with the assistance of the Unit Property Committee, shall prepare and maintain a Unit Property Inventory List, including all special activity group equipment, cataloging all non-expendable property of the Unit, together with the name and title, if any, of the current custodian of each item or class of property. The approved inventory list shall be delivered to the incoming President upon assuming office and shall remain in his custody for the duration of his term in office. (Cross filed with Special Activity Groups)

2. Rally Services Equipment. The Chairman of the Rally Services Committee shall be responsible for the proper maintenance and repair of the equipment normally required for rally use (electrical, water, public address system, etc.) and shall advise the Board of Directors when it should be repaired, replaced and additional equipment purchased.

3. Club equipment is currently stored in a rental storage locker under the supervision of the Rally Services Chairman. EXCEPTION: Certain equipment in the possession of some officers and/or members; i.e., flags and stands, podium, bulletin board, sound equipment, bingo supplies, library cabinet / books; Hospitality and Toast & Jelly - coffee pot, toasters and supplies, etc..

Keys to the locker may be obtained from the Rally Services Chairman and his assistant, the Unit President or 2nd Vice President. It is essential that equipment and records be surveyed annually, followed by recommendation to the Executive Board for decision re disposal of surplus items. (Cross filed under Executive Board & Caravans & Carallies)

4. Rally services equipment may be used for a Unit caravan or carally. The use of this equipment must be approved by the Executive Board, so the

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

leader of the event should make his request in writing far enough in advance that it may be acted upon at a regular meeting of the Board. A complete list of the equipment borrowed shall be given the Rally Services Chairman, and the equipment should be checked with him upon its return. Such equipment is to be returned in as good condition as when borrowed.

(a) Requests shall NOT BE APPROVED for use of Rally services equipment for other than a Nor Cal activity or an activity co-sponsored by the Unit. (Cross filed under Executive Board and Caravans/Carallies)

5. WBCCI Store Supplies. The Supply Store Chairman shall be responsible for the proper care and safekeeping of all store supplies; maintaining accurate records of stock on hand, items sold, with cost and selling price, and shall order replacement merchandise or additional items through the President so the store may always provide effectual service to our members.

6. Custody of Unit Awards and Trophies. Though stored in the Unit Storage Locker, the 2nd Vice President /Historical File Chairman, shall be custodian of all awards and trophies won by or awarded to the Unit, and should see that they are properly displayed at the annual "Historical Rally" and other appropriate times. An inventory of awards and trophies should be maintained and accounted for annually at the time of preparation for the Historical Rally. The Unit member responsible for the event for which the unit received an award or trophy may retain it in his custody. If no single member is responsible for the event, the Unit President may retain the award or trophy. A digital picture will be taken for the historical collection and placed with historical documents. The award or trophy should be made available for display if requested by the 2nd Vice President at the Historical Rally. (Cross filed under Awards, Plaques & Trophies)

5. Special Activity Group Equipment. The property acquired by, and for the use of special activity groups, such as new or replacement, sports equipment, etc., shall be accounted for annually and included on the Unit Property Inventory List. (Cross filed under Special Activity Groups)

6. Miscellaneous Property. All other Unit property, or equipment in the personal custody of an individual member, shall be accounted for annually and included on the Unit Property Inventory list the same as other Unit property.

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

7. Individual Member Custody. The current custodian of each item of Unit property should make a list of all such property in his possession, a copy of which will be delivered to the President. In the event the member relinquishes his membership in the Unit, or the position for which he has the property, it shall be delivered to the President for retention or consignment to a new custodian.

UNIT PUBLICATIONS

I. Official publications of Northern California Unit are as follows:

- Nor Cal NEWS
- Unit Directory
- Unit Handbook
- Constitution & Bylaws
- Policy File
- Rally Chairmen's Handbook
- Caravan & Carally Chairman's Handbook
- Special Event Chairman's Handbook

2. Advertising in Unit Publications. The 1st Vice President shall be responsible for advertising, however may designate an advertising chairman to assist with this responsibility.

(a) Articles will be accepted from members and non-members alike providing both commercial and non commercial advertising.

(b) Commercial advertising in the Nor Cal NEWS and Unit Handbook.

(c) Non commercial advertising in the Nor Cal NEWS. Generally this will be the advertising for the sale or purchase of an Airstream or a recreational vehicle related item by an individual.

3. Advertising rates for each of the above classes shall be reviewed each year by the Advertising Chairman in collaboration with the Finance Committee for presentation and confirmation by the Executive Board no later than their regular meeting in June, thus setting dues and marketing rates at the same time.) It is desirable that the rates be kept reasonably uniform each year, with the amount of income controlled by the quantity of advertising sold. (Cross filed under Finances)

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

(a) Advertising will be accepted from members and NorCal NEWS subscribers at no charge for the first three lines, after which the charge shall be \$1.00 per additional line.

(b) Non-members shall be charged a flat fee of \$1.00 per line.

4. The Nor Cal News shall be sent via first class mail to all members, scheduled to be delivered approximately ten (10) days before the Unit rally, providing rally coupons for prior registration. Exception: Newsletters containing information regarding a vote of membership present and voting on any Unit or WBCCI Constitutional issues at the general membership meeting, must be mailed no less than fifteen (15) days prior to the meeting at which the vote will be canvassed.

(a) All fees indicated on rally coupons for optional items; i.e., chef and/or catered meals, bus or train tours, theater tickets, should be enclosed with the Rally Coupon. These optional items may be selected at time of registration on a "space available basis ONLY". - Write Checks payable to Nor Cal Unit - WBCCI. (Cross filed under Rallies)

(b) The Nor Cal News shall also be used to distribute information regarding and pending Policy File modifications or amendments, which may be published in a condensed form if appropriate. (Cross filed under Administration)

(c) The Nor Cal News will be used as the primary dues notice. Dues notices via mail will only be sent to the members who have not paid their dues by the end of the first (1st) rally of the final quarter of the unit year. (See under Administration)

(d) Revisions regarding Unit Directory revisions shall include changes and addition of new member information to the directory; i.e., changes of name, address, phone numbers, etc. (Cross filed under Administration); .

(e) The Nor Cal News shall also be used to distribute information regarding any Policy File modifications or amendments, which may be published in a condensed form if appropriate. (Cross filed in Administration)

5. The Unit Directory shall be published annually, and shall contain the membership roster (1) alphabetically, (2) geographically (3) membership number; (4) year joined, (5) non-renewals, (6) Subscribers to the Newsletter Only; (7) names of Officers, Directors, Advisory Councils, (8)

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

Standing and Special Committees; (9) Rally, Caravan and Carally programs for the year.

Additional directory information includes listing of Past Unit Presidents; Memorial listing of deceased members during the preceding year;) and matters of general interest; i.e., "Unit" members - Those members paying International dues through another unit, are identified in the directory listing by an "x" symbol, and "Life" membership is identified by a "pound" (#) symbol .

6. Unit Handbook. The purpose of the Handbook is to provide valuable information to our members regarding the origin, history, activities, rules and regulations, and the Constitution and Bylaws of the Northern California Unit. All members are urged to read the Handbook thoroughly, to gain more knowledge regarding how the Unit operates, thereby enabling them to become better members and enhancing the enjoyment of its activities for all.

7. Policy File. Represents a compilation of the policy decisions made by the Executive Board over the years, restated to reflect the present thinking of the Executive Board. It shall be amended at the end of each Unit year to include policy changes adopted by the Board during the preceding year.

(a) All policy modifications or amendments shall be published in the Nor Cal NEWS and such amendments and/or modifications may be published in a condensed form if appropriate. (Cross filed under Administration and Executive Board) .

8. Leader Handbooks have been prepared to provide necessary information to encourage members to assume chairmanship of Unit Rallies, plan and lead Unit caravans, carallies or future Special Event rallies.

Handbooks should be reviewed and updated as changes occur to provide accurate and practical information that will be helpful, thereby encouraging more members to provide leadership for the Unit's activities. The handbooks should be distributed to such members as are affected, to provide general knowledge and encouragement to .become leaders in these various events.

9. Cover Format for the Member Handbook and Nor Cal NEWS. The cover format for the Unit Handbook is established as the color and design

Wally Byam Caravan Club International, Inc.
Northern California Unit Policy File

of the 1977 Handbook (and Directory) and that for the 1987 Nor Cal NEWS.

10. Publication Review and Revision. All the above Unit publications should be reviewed annually and revised as obsolescence dictates. Format of publications in 1995 and subsequent years provides for an inexpensive method for insertion of any modifications or amendments on "single" additional pages, utilizing decimal digits to existing page numbers; i.e., (example: PF - Page "34.1")

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