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approved by a majority vote conducted in accordance with the Unit's Constitution and Bylaws. The proposed amendment(s) shall also bear a certification by the President of the Region of which the originating Unit is a part, that the amendment has likewise been approved by a majority of the Units within that Region. Upon receipt of the proposed amendment(s) bearing the required certifications, Headquarters shall distribute copies to the Presidents of all other chartered units for ratification or rejection. When two-thirds of the club's chartered Units have ratified the proposed amendment(s) by majority votes according to their Constitution and Bylaws and the Unit Presidents have so certified to Headquarters, such amendment(s) shall be deemed to be adopted. If two-thirds of the Club's Units do not ratify the proposed amendment(s) within one year following the distribution to the Unit Presidents, the proposed amendment(s) shall be deemed to have been rejected and to be of no further effect. (6/30/93)

Sec. 2 Amendments to this Constitution may also be adopted by a two-thirds vote of the members represented by Delegates present and voting at the annual Delegates Meeting voting in accordance with Article XII of the Constitution. Such proposed amendment(s) may be submitted in writing by any chartered unit, by the Board of Trustees and by the International President. Any such amendment(s) submitted by a Unit shall bear a certification by the Unit President that it has been approved by a majority vote conducted in accordance with the Unit's Constitution and Bylaws. The proposed amendment(s) shall also bear a certification by the President of the Region of which the originating unit is a part, that the amendment has also been approved by a majority of the members of the Region Board of such region. Such proposed amendment(s) shall arrive at Headquarters by March 1. Headquarters shall distribute copies to the Presidents of all chartered Units by April 1 (a minimum of 80 days prior to the Delegates Meeting to which such proposed amendment(s) are to be presented, in order to give the units ample time to vote and instruct their Delegates.) (6/30/16)

Sec. 3 A copy of any proposal to amend the Constitution pursuant to the provisions of this article shall be submitted by Headquarters to the Constitution and Bylaws Committee prior to being submitted to the Unit Presidents. The Constitution and Bylaws Committee shall provide Headquarters with a written report containing its recommendations(s) regarding the proposed amendment(s) by March 20. Headquarters shall submit copies of this Constitution and Bylaws Committee report to the Unit Presidents with the copies of the proposed amendment(s) distributed in accordance with Sections 1 and 2 of this article. (6/30/93)

This Constitution shall become effective upon adoption.

This Constitution adopted June 30, 2011 at the Annual Delegates Meeting in Du Quoin, Illinois.

**ARTICLE I
PARLIAMENTARY AUTHORITY**

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

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

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

**ARTICLE II
CORRESPONDENCE**

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

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

**ARTICLE III
COMMITTEES**

**Sec. 1
Bylaws** The Standing Committees shall be: (7/5/16)

- | | |
|---|--|
| <ul style="list-style-type: none"> A. Budget B. Caravan C. Constitution and Bylaws D. Electronic Communications E. Ethics and Grievance F. Family and Youth G. Historical H. International Rally I. Intl. Rally Site | <ul style="list-style-type: none"> J. International Relations K. Lifetime Membership Fund L. Long Range Planning M. Membership N. National/Special Event Rallies O. Planning Guides (7/5/16) P. Publications (7/5/16) Q. Technical |
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STANDING COMMITTEES - GENERAL DUTIES

- Policy**
- A. Budget In cooperation with the Treasurer of the WBCCI, prepare and present to the incoming Board of Trustees, at its first meeting each fiscal year, budgets for the general fund and each future International Rally for which a location has been announced. The general fund budget shall project the Club's income and expenditures for that fiscal year and shall provide for funding of all usual and special club activities. It shall also allocate to each of the Standing Committees such funds, as the Budget Committee deems necessary for the efficient operation of each committee's program. Each International Rally budget shall show for each line of the original budget, any revisions to the budget, and the amount expended to the date. The budgets are to be based upon information provided by the Executive and Standing Committees, Region Presidents and the Administrator/Manager concerning fiscal implications for the year. (1/23/10)
 - B. Caravan To foster a continuing interest in National, Region, Unit and Intra-club Caravans; to administer and approve National, Region and Intra-club caravan programs; to develop and maintain the Caravan Handbook of the International Club; to establish and conduct an annual training program for Caravan Leaders and Caravan participants; to manage and disburse the budget funds of the Caravan Standing Committee in accord with International Policy; to assign the dates and times for caravan arrivals at International Rallies; to coordinate the itineraries of National Caravans with the dates and locations of National and Special Event rallies thus affording participants in National Caravans the opportunity to attend and support such rallies; to coordinate the National Caravan program of the International Club with the Caravan Program of Airstream, Inc. (for overseas caravans of the International Club, see paragraph L) (1/17/97) *
 - C. Constitution and Bylaws To conduct a continuing review and study of the International Club Constitution and Bylaws and to recommend amendments deemed desirable or necessary; to conduct a continuing review and study of the Constitution and Bylaws of all Units and of all International Board of Trustees authorized Intra-clubs, and if any be found to be deficient or in violation of the Constitution and Bylaws of the International Club to report such deficiency or violation, if not corrected, with recommendations to the Executive Committee of the International Club; to receive and review proposals for amendments to the International Constitution and to provide a written report to Headquarters containing the recommendations of the Standing Committee with regard to such proposed amendments. (1/19/96)
 - D. Electronic Communications To develop, provide and maintain an advanced community forum for present and potential club members. Provide support to individual club, Unit and Region members and other committees' effort to exploit the many features available both on and off the Internet. Through these combined efforts, the electronic medium can be used to increase the club's presence and relevance to present and potential club members. (7/5/10)
 - E. Ethics and Grievance To investigate and assess all grievance complaints made by members and others and to make recommendations thereon to the Executive Committee and to the Board of Trustees, to advise and assist units in handling grievance complaints at the unit level.

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- F. Family/Youth To develop an effective continuing program and structure to encourage Family/Youth participation in Unit, Region and International Rally and Caravan functions; to ensure that regular Family/Youth columns appear in the *Blue Beret* and in Region and Unit bulletins; to embrace electronic and social media communications with youth and their parents, to promote activities which utilize social media, electronic communications and outdoor activities, to solicit and share best practice activities and communications from, among and to units of the club, and to members and their children. (7/5/16)
- G. Historical To maintain a continuing history of the club which includes acquiring, cataloging, maintaining, and preserving historical items, and where appropriate, converting them to an electronic format for security and ease of sharing with club members. To share that history of the club with the membership by writing or soliciting articles to share the club history and providing them for inclusion in club publications. In addition, the committee shall make select items available to the membership electronically. (7/5/16)
- H. International Rally To plan and execute the current International Rally.
- I. International Rally Site To formulate the basic requirements for an International Rally Site; to seek, investigate and evaluate potential sites, and provide a list of qualified sites, including details of their evaluation, and proposals from potential International Rally sites to the International 3rd Vice President. The committee shall also place on file in the central office their findings as they become available. The committee shall seek input from members in all 12 Regions regarding potential sites and update the basic requirements and site evaluations, based on discussion with the International Rally Committee. The committee will report to and assist the International 3rd Vice President for the purpose of selecting an International Rally site pursuant to Article XVI of the Bylaws. In addition, the committee will continue to provide assistance to other members of the Executive Committee, with issues or needs related to site selection and related negotiations of contractual arrangements. Any contract generated will be filed with the site evaluations for future reference. (6/25/15)
- J. International Relations To promote the WBCCI Airstream owners lifestyle by encouraging the formation of units and caravans in fraternal countries where Airstream has a significant presence and maintain communications with these units and to assist in arranging caravans as world conditions permit. (1/14/16)
- K. Lifetime Membership Fund To administer the Lifetime Membership Fund; to meet at least once per year at the call of the Chairman of the Standing Committee; to review on an annual basis the financial status and the viability of the Lifetime Membership Fund and make recommendations to the Board of Trustees for adjustments to the one-time fee for Lifetime International Dues. (1/23/15)

- L. Long Range Planning To develop and maintain a Mission, Vision, and Long Range Plan for the WBCCI. This committee shall propose changes, consistent with the Long Range Plan. Members of this committee shall be dedicated to long term improvements which increase value for the membership, enhance the ability of the club to attract and retain new members, and improve club operations and governance. The Chairman of this committee shall be the International Third Vice President elected in the even-numbered year. The term of office for the Chairman shall be for two years. Two members shall be current Region Officers. Two additional members shall be appointed from among the club membership. In addition the president and first vice president will be ex officio members of this committee. (6/25/15)
- M. Membership To develop and implement a membership program that:
- a. Encourages present members to retain their membership
 - b. Encourages non-member owners of recreational vehicles manufactured by Airstream, Inc. to become members. (1/19/96)
 - c. Develops training seminars and promotional information for use at International and by Regions and Units. (7/5/16)
 - d. Offers inspiration, encouragement and assistance to the membership committees of the Units.
 - e. Is based on a robust, engaging social media platform (e.g. Facebook, Twitter, Instagram) which is reflective of the interests and travel lifestyles of the new Airstream owner, as contained in the most current Airstream Inc. annual owner survey. There shall be a minimum of one Standing Committee Member, dedicated solely to social media, who has experience creating content and engagement with Airstream owners who may or may not belong to the WBCCI; has the proven ability to manage and analyze customer interactions and data, and determine next steps based on current Customer Relationship Management (CRM) results. This social media Standing Committee Member shall work closely with Membership Chair and Corporate Manager to ensure messaging is clear, consistent and within the standards of the WBCCI. (7/5/16)
 - f. Utilizing electronic, social, and print media, engage members, Airstream Dealers, and non-member Airstream owners in positive, informative, and constructive communications regarding club benefits and activities. In addition, implement a strategy of action to increase the visibility of the WBCCI, especially among Airstream Dealers, Airstream owners, and the RV Community. (7/5/16)

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- N. National/Special Event Rallies To promote, coordinate and develop greater interest and participation in National and Special Event Rallies; to receive and review the reports required from Units or Regions upon the completion of a National or Special Event Rally; to receive and review applications from Units or Regions wishing to conduct a new or first time National or Special Event Rally and from Units or Regions wishing to reactivate a discontinued National or Special Event Rally; to make recommendations to the Executive Board with regard to each of such rallies; to prepare reports from the Financial Reports received from the sponsors of each National and Special Event Rally and present such reports to the International Board of Trustees at the Annual and Mid-Winter meeting of said Board. (1/19/96)
- O. Planning Guides To initiate and maintain a program to assist Units in the planning and setting of annual goals and to gather and share information on successful activities. To create and maintain a Planning Checklist and Unit Planning information which will help the officers of units in planning and conducting successful activities. In addition, to prepare and provide Unit Officer training information which may be utilized by Regions to inform and assist incoming unit officers. (7/5/16) **NOTE:** Effective after the 2015-16 Unit President's term has expired for the opportunity to complete a Unit Merit Application and processing.
- P. Publications To serve To serve as the content coordinator of club publications, in either print or electronic form. Club publications shall include the Blue Beret, News and Views, and other publications, authorized by the Executive Committee. As content coordinator, publications shall obtain assistance from the general membership, standing committees, the Administrator Manager and the Executive Committee in obtaining feature articles, photos, letters and other information which provide information, entertainment, and provide a service to the membership. (7/5/16)
- Q. Technical To distribute technical information to all club members using the *Blue Beret* and electronic medium to help them maintain their Airstreams. To provide information to club members through seminars at the International Convention/Rally and any Regional rallies where it would be practical. An appointed WBCCI Safety Officer position will report to this committee chairman. (7/5/12)

**Sec. 8
Bylaws**

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

**Sec. 9
Bylaws**

- A. Membership dues of regular members in the international club and in any unit or chartered body thereof may be collected electronically by International Headquarters on the WBCCI website or through the Unit treasurer. International Dues collected by the Unit will be forwarded to International Headquarters twice a month. Unit Dues collected by the International Headquarters will be forwarded to the unit twice a month. (6/24/16)
- B. Renewal dues of regular members and the renewal dues and the established surcharge of members at large shall be paid after July 1 for the subsequent calendar year. When dues are not received at International Headquarters by November 30, a member may not be listed in the directory for the following year. (7/5/96)
- C. Membership of regular members in the international club, and in any unit or chartered body thereof, shall be terminated on December 31 if dues are not paid electronically to WBCCI Headquarters or to and receipted by the unit treasurer on or before December 31. Any membership so terminated may be reinstated anytime within the succeeding 6 months by payment of unit and international dues for the current year anytime between January 1 and June 30. Payment by lapsed members after July 1 will include both the current year's dues and the dues for the following year. (1/23/15)
- D. Membership of a member at large in the international club shall be terminated on December 31 if international dues and the established surcharge are not received at International Headquarters on or before December 31. The membership of a member at large so terminated may be reinstated any time within the succeeding 6 months by the payment of international dues and the established surcharge for the current year any time between January 1 and June 30. Payment by lapsed members, after July 1, will include both the current year's dues and the dues for the following year. (1/23/15)
- E. New members are adults who qualify for membership in the international club pursuant to the provisions of Article VI of the international constitution and such adults have not been members of the international club in the twelve (12) months immediately prior to the date of application for membership. (1/17/97)

Policy | Membership - International dues (membership) may be transferred from one unit to another during the current dues paying year. This change does not allow or require transfer or refund of any unit dues. Transfers are permitted as follows: (7/5/16)

- A. The membership rights of original signers of a request for a provisional charter shall be transferred to the new unit. (1/17/92)
- B. In the case of the dissolution of a unit, membership rights shall be transferred to a unit of the member's choice.
- C. In the case where a Regular Member determines that their needs are best met by a different unit, whether through geographic relocation or preference. This is limited to one transfer in any year. (7/5/16)

In case of co-ownership of a recreational vehicle manufactured by Airstream, Inc. only those co-owners each paying International and Unit/MAL dues shall have all the rights and privileges of an International Club member. A co-owner is defined as one of two WBCCI members that own a single Airstream Recreational Vehicle. Existing co-owners with more than two memberships on June 25, 2005, are not subject to this provision as long as they maintain continuous membership in WBCCI. (1/13/06)

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

- A. International dues of renewing Regular Members or Members at Large (MAL's) shall be \$65.00 (US funds) per calendar year. MAL's will also pay the current IBT established surcharge. (1/14/16)
- B. International dues for new members joining during the first quarter of the calendar year will be \$65. During the second quarter, \$48, the third quarter \$32 + \$65 and the fourth quarter \$16 + \$65. The third and fourth quarter payment includes the balance of the current year's dues and next year's dues. All payments will be in US funds. (7/5/15) **NOTE:** Effective January 1, 2016.
- C. International dues for new Members at Large (MAL's) joining during the first quarter of the calendar year will be \$65. During the second quarter, \$48, the third quarter \$32 + \$65 and the fourth quarter \$16 + \$65. All payments will include the current established surcharge (as set by the IBT). The third and fourth quarter payment includes the balance of the current year's dues and next year's dues. All payments will be in US funds. (7/5/15) **NOTE:** Effective January 1, 2016.

- D. New Units Members wishing to organize a new Unit should request assistance from the Region President or from Headquarters. Such request received at Headquarters will be referred to the Region President who shall, upon determining there is a need for a new Unit within the Region, notify Headquarters and Headquarters shall forward the necessary instructions and materials to the members wishing to form the new Unit. Upon receipt of a Provisional Charter from the President of the Region, the Provisional Unit may collect Unit and International dues in the same manner as chartered Units pending the issuance of a Unit Charter by the International Board of Trustees. (1/19/96)

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

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

ARTICLE VII

MERGER, CONSOLIDATION OR DISSOLUTION OF UNITS

Sec. 1
Bylaws

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

Sec. 2
Bylaws

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

- A. A unit into which another unit wishes to merge shall send, by first class mail, a copy of the proposal to accept the merger to all regular members of the unit at least thirty (30) days prior to a business meeting or a special meeting called for that purpose. A copy of the notice of the proposal shall also be sent to the President of the region and to international Headquarters. The copy of the proposal to Headquarters shall also include the unit charter, an inventory listing of the property, bank accounts and other assets owned by the unit including international club property such as blue books. (6/27/14)

ARTICLE XIII
USE OF CLUB NAME AND EMBLEM

- Sec. 1
Bylaws** | The official emblem and insignia of the WBCCI is a blue disk with the words "Wally Byam Airstream Club WBCCI Rallies Caravans" inscribed around the outer edge and an image of the head and shoulders of Wally Byam superimposed on a world globe whose surface shows North and South America surrounded by a red compass disk. (6/24/16)
- Sec. 2
Bylaws** | The official emblem and insignia for WBCCI lifetime members is a duplicate of the above described disk surrounded by a 1" gold strip imprinted in large black letters with the words "life" at the top center and "member" at the bottom center. (7/5/93)
- Sec. 3
Bylaws** | A Blue Beret with its approved caravanner insignia of the style approved by the International Board of Trustees shall be the official headgear for formal or casual wear by any member in good standing. (1/21/91)
- Sec. 4
Bylaws** | A dark blue baseball style cap with the approved WBCCI insignia as described in Section 1 of this article and of the style approved by the International Board of Trustees shall only be worn by a member of good standing for informal or casual wear. (1/16/04)
- Sec. 5
Bylaws** | Each region and unit shall use the officially designated emblem and insignia as approved by the Board of Trustees of the international club. (1/21/91)
- Sec. 6
Bylaws** | All regions and unit shall use the official uniform badge as approved by the Board of Trustees of the international club. (1/21/91)
- Sec. 7
Bylaws** | The official Wally Byam Caravan Club International, inc. Blue Beret shall be worn without the addition of any insignia other than that approved by the Board of Trustees, which is the Wally Byam caravanner emblem presently used by the club.
- A. Any member in good standing of the international club and their dependent children and such other children who may accompany them shall be entitled to wear the emblem and other insignia as may from time to time be adopted by the board of trustees. (7/5/06)
 - B. Neither the name, emblem, insignia nor the annual membership directory of the international club shall be used for any purpose other than that authorized by the board of trustees. (1/20/95)
 - C. All stationery and publications of the various regions and units shall use the name, emblem and insignia as prescribed by the board of trustees. (6/22/91)

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

**Sec. 4
Bylaws** The International Rally Committee may make a gift to the host community provided that approval has been received at the IBT meeting prior to the start of the International Rally. This gift by the rally committee is in addition to the gifts made to various organizations and individuals in the host community from the religious service collections and other club groups such as the community service and family and youth committees. (see financial management policy 5, page 33 for documentation of gifts.) (7/5/16)

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

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

Policy Financial Management

1. All monies collected by the Wally Byam Caravan Club International, Inc. shall be deposited in a checking account in the name of "Wally Byam Caravan Club International, Inc. General Fund" at a depository designated by the Board of Trustees. Deposits shall be made weekly unless the cash exceeds \$100.00 or, in the judgment of the Administrator/Manager, the deposits should be made more frequently. Un-deposited checks should be stamped with the club endorsement "For Deposit Only". (7/5/93)
2. Identified Funds: The Treasurer shall establish identified funds within the accounting system as follows:
 - a. International Rally Fund that will accumulate the net proceeds of each International Rally. Purpose of this fund is to track net income or deficit realized by this activity. Interest earned by this fund shall accrue to the Club's general fund. The principal fund amount shall be shown on the quarterly financial statement. Withdrawals from this fund must be approved by the Executive Committee; withdrawals in excess of \$10,000 must be approved by the International Board of Trustees. (7/5/16)
 - b. Caravan Fund that shall be initially established at \$1,500.00; accumulate residue funds from National Caravans remaining after refunds to the nearest whole dollar have been made to caravan participants plus administrative cancellation charges to a maximum

fund amount of \$5,000.00 after which excess funds shall accrue to the General Fund. Charges and deposits to this fund will be authorized by the Caravan Committee Chairman. Authorized charges include: Advance monies for scouting and reservation expenses, to be repaid from Caravan Kitty; and expenses incurred by leaders in scouting and aborted caravans. Interest earned by this fund shall accrue to the Club's general fund. The principal fund amount shall be shown on the quarterly financial statement. (7/5/16)

c. Lifetime Membership Fund

1. The Lifetime Membership Fund shall be deposited in bank accounts or invested in one or more eligible securities pursuant to paragraph 4 below with maturities which, in such manner as in the judgment of the International Treasurer shall best meet projected annual payments to the WBCCI General Fund. (6/28/10)

d. Common Cents for Kids Fund

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

e. International Rally Equipment Fund

1. The International Rally Equipment Fund shall provide funds for maintenance and/or replacement of major rally equipment. Excess rally funds from future rallies may be transferred into this fund as it is expended, but the fund total shall never exceed \$20,000. Withdrawals from this fund require Executive Committee approval. Interest from this fund shall accrue to the general fund. (1/18/02)
3. The International Treasurer is authorized to designate Headquarters employees to sign checks on his behalf. All checks to be issued require the signatures of two designated Headquarter's employees. (7/5/93)
4. The International Treasurer, with the approval of the President, is authorized to invest monies of the Club in interest bearing accounts and/or certificates issued by any national bank, state bank, trust company, savings bank or savings and loan association, chartered under the laws of

the United States of America, or any state in the US whose deposits are insured by the Federal Deposit Insurance Corporation, or by the Federal Savings and Loan Insurance Corporation. The total amount of funds on deposit in any one financial institution shall not exceed the insured amount. He is also authorized to purchase Treasury Bills, Treasury Notes or Treasury Bonds issued and guaranteed by the US Government.

5. A quarterly financial statement shall be sent to the members of the IBT and Region Vice Presidents which will include a balance sheet showing the year-to-date and budget comparison, and an operating income and expense statement, with an accounting of International Officers, Region Officers, and Standing and Special Committees' quarterly expenses and year-to-date, and other reports that may be requested by the Executive Committee and IBT. (7/5/16)
6. Annual Financial Statements The International Treasurer shall, annually following the end of the WBCCI fiscal year, direct that Annual Financial Statements be prepared in accordance with generally accepted accounting principles; such financial statements to include a balance sheet, an income statement, and reconciliation of fund equity. Such financial statements shall be distributed to members of the IBT and to region vice presidents, no later than December 1st, and shall be reviewed at the Mid-Winter International Board of Trustees Meeting. A physical inventory of all properties and supplies shall be conducted annually (as soon as possible after the new officers are installed), and made available for review at the Mid-Winter International Board Meeting. (1/23/10)
7. Fiscal Year The fiscal year for the Wally Byam Caravan Club International, Inc. shall be from August 1 through July 31. (1/14/16)
8. Gifts and Bequests The Administrator/Manager, with the advice of the President and/or Treasurer is authorized to accept: a. Cash Donations, b. Property donations, (having an identifiable need and use by WBCCI), c. Bequests from a member's estate. Property Donations, when approved and accepted, become fully owned by WBCCI and are to be placed on the property inventory at fair market value. The donor will be issued a receipt upon request. Cash donations or bequests, when approved and accepted, are to be deposited in the general fund of WBCCI unless the donor specifies that the donation be deposited in the fund for club continuity or applied to a specific IBT approved project/program. All voluntary donations, once approved and accepted,

12. Any WBCCI entity, which employs the International Club tax Identification number to conduct its financial affairs shall file the appropriate financial data with the Headquarters office in accordance with guidelines and procedures established by the International Treasurer and Administrator/Manager. Guidelines and procedures shall be in accordance with current tax and fiscal practices. Each entity shall make payment to the International Headquarters for the amount of tax generated as determined by the Treasurer and Administrator/Manager. (7/5/93)
13. For the information of WBCCI members and others, all cash and non-cash gifts to the host community shall be documented as to source and to whom contributed. This documentation shall be acknowledged with pride and appreciation by the IBT at its first meeting following the International Rally. Officers and Standing Committee Chairmen responsible for gifts to the community shall provide the necessary documentation to the Treasurer, who shall prepare the acknowledging motion. (6/24/16)

Policy

Financial Disbursements

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

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

2. Should a Region President deem it necessary for his/her region to be represented at a rally within his/her region and no region officer is available to attend the rally, the Region President may designate a qualified member of WBCCI to attend as the region representative. The designee may be reimbursed in accordance with Policy, Article XVI, Financial Disbursements, paragraph 1. The amount reimbursed to the designee may be charged against a region officer's budgeted expenses. (1/19/01)

1. Supplies such as berets, flags, pennants, decals and trophies for resale to members, units and regions. (1/31/85)
 2. The President is authorized to approve the refund of dues paid between July 1 and November 15 when requested by a unit for a member, due to health or death. Requests made by December 31 will receive a full refund of all the dues paid. Requests made by June 30 will receive a refund of one-half the dues paid and requests made after June 30 will receive no refund. (6/25/15)
 3. The President is authorized to approve payment from the General Fund of expenditures incurred during the International Rally for the Annual Unit President's Appreciation Dinner, the Delegates meeting, and International Board of Trustee's Meetings. (1/31/85)
 4. Expenditures incurred in conjunction with the International Rally for the Annual Unit Presidents' Appreciation Dinner and Gifts, the Delegates' Seminar and Meeting, and International Board of Trustees' Seminars and Meetings, including but not limited to printing costs, room rental, etc., shall be paid from the General Funds of the club. (7/5/16)
 5. Expenditures incurred in conjunction with the Mid-Winter International Board of Trustees' Seminar and Meeting, including but not limited to printing costs, room rental, etc. shall be paid from the General Funds of the club. (7/5/16)
- d. Funds in the Wally Byam Caravan Club International, Inc., checking account may only be withdrawn as authorized by the International Treasurer. Such withdrawals require the signatures of two designated Headquarter's employees. (7/5/93)

2. Personnel Actions:

- a. Personnel actions affecting Headquarters personnel other than the Administrator/Manager will be in accordance with the WBCCI Personnel Manual. (7/5/93)
- b. Payroll and employee benefit procedures will be in accordance with those instituted and maintained by the Administrator/Manager. Such procedures are subject to approval by the Executive Committee. (7/5/93)

Policy

Rallies

1. Unit Rallies Planned and conducted by a Unit for the benefit and enjoyment of Unit members and guests and financed by Rally fees. (1/21/94)
2. State, Provincial, Commonwealth, Multi-Unit Rallies Planned and sponsored by one or more Units within a State, Commonwealth or Province and such rallies are primarily for the benefit and enjoyment of the members of all Units in the State, Commonwealth or Province. Such rallies shall be self supporting and financed by rally fees. Financial assistance for these rallies is not available from WBCCI general funds. The sponsoring Unit(s) shall retain any surplus and be responsible for any deficit accruing from such a rally. (1/19/07)
3. Region Rallies Planned by the Region Officers and conducted with the assistance of Units within the Region. Region rallies should be self-supporting and financed by the rally fees. Financial assistance for a Region rally is not available from WBCCI general funds. The hosting entity, upon completion of a Region rally, shall forward a written financial report of the rally to the Region Board. In Regions where a Unit or Units assume full responsibility for the financial arrangements of a Region rally and retain any surplus accruing from such a rally, the Unit or Units shall also be responsible for any deficit accruing from such a rally. (1/21/94)
4. National Rallies Planned, sponsored and conducted by one or more Units or a Region and held in conjunction with, and in the vicinity of, a well-known annual celebration or event that is of national interest or near a location or attraction of national significance or renown. The sponsors of an established National Rally shall comply with the requirements as set forth on Page 1 and Page 2 of Appendix #10 of the International Club Blue Book. (7/5/16)

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

Upon the completion of a National Rally, the sponsor(s) shall forward a written financial report, using Appendix #10, to the International Club Headquarters for record purposes and for the use

of the National/ Special Event Rally Standing Committee in providing a financial report to each member of the International Board of Trustees. (1/19/96)

5. Special Event Rallies Planned, sponsored and conducted by one or more Units and held in the vicinity of, and in conjunction with, an annual or periodic National, State, Provincial, County, Parish, City or Town celebration or festival event. Alternatively, a Special Event Rally may be held to focus or celebrate the use, history or lifestyle of Airstream travel and the WBCCI. The sponsor(s) of an established Special Event Rally shall comply with the requirements as set forth on Page 1 and Page 2 of Appendix #10 of the International Blue Book. (7/5/16)

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

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

6. Pre-Rallies planned, sponsored and conducted by a Unit or Units and held in the vicinity of, and just prior to the start of an International Rally or Region Rally. Financial assistance for any aspect of a Pre-Rally shall not be available from WBCCI general funds or International Rally funds. The Unit or Units sponsoring a Pre-Rally shall assume full responsibility for the financial arrangements of such a rally, retaining any surplus and also responsible for any deficit accruing from the Pre-Rally. At the completion of a Pre-Rally, a written financial report of the rally shall be forwarded to the Officers of the sponsoring Unit or Units. (6/21/93)
7. International Rallies Planned and supervised by the International Rally Committee for the IBT meetings and enjoyment of all members of WBCCI and held on a date(s) and site designated by the International President with the approval of the Executive Committee and Board of Trustees each calendar year. (1/10/14)
 1. Contracts: The Rally Committee is authorized to engage the services of an attorney in the area of the rally site to review and advise on contracts for local facilities, services and material required for the rally. (1/28/11)
 2. Contracts for International Rallies: Contracts shall be based on a reasonable fee for the facilities or a set fee multiplied by the number of units on site. (No minimums, no per day fee). This should be a realistic number of units estimated to be on site based on current trends and the number attending preceding years' rallies. In addition, no officer or employee of WBCCI shall contract for, or expend, more than \$20,000 prior to January 1 of the year of the International Rally for rally expenses. This limit is to include moving cargo trailer(s), registration forms, contractual deposits (other than site deposits), promotional items and travel to future rally sites. Any expenses that would exceed this amount must be approved by the current Executive Committee. (1/28/11)

6. Membership number and decals will be mailed direct from Club Headquarters to the new and current club members.
7. Membership numbers that become inactive as a result of dues delinquency or death shall remain in an inactive status and be unavailable for reassignment for a minimum of one (1) year. Membership numbers which become inactive as a result of reassignment or resignation shall become available for reassignment immediately. (6/24/16)
8. In the case of a prospective member who has purchased a recreational vehicle manufactured by Airstream, Inc. from a member of the Inter-national Club and the member, who was the former owner, does not own or contemplate future ownership of such a recreational vehicle nor the retention of the assigned International Club Membership Number, the purchaser may obtain the membership number of the former owner. A purchaser who desires to be assigned the membership number of a former owner of such recreational vehicle must obtain a written release of the membership number from the former owner. The written release must be included with a completed application for membership and forwarded to International Headquarters. The membership number of the former owner will only be assigned upon receipt of the written release and the completed application for membership. Membership numbers 101 through 999 shall not be reassigned under this procedure. (1/19/96)
9. Membership numbers, 1000 and above, may be exchanged upon written request to Headquarters on the CHANGE OF MEMBERSHIP NUMBER REQUEST FORM contained in Appendix 9, and the payment of a \$25.00 administrative fee. In the event that duplicate requests for a specific number are received at Headquarters, the request with the earliest postmark will be honored. New numbers for one recreational vehicle manufactured by Airstream, Inc. will be furnished, and the new membership number will be noted in the next issue of the ANNUAL MEMBERSHIP DIRECTORY. If the request is not received prior to November 30, the new number will not appear in the ANNUAL MEMBERSHIP DIRECTORY until the following year. The old membership number will be immediately available for reissue. EFFECTIVE SEPTEMBER 1, 1992.
10. The membership number assigned to a WBCCI member remains the member's number as long as qualifications of membership in the club are maintained. (6/22/96)

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

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

Trailers (6/22/96)

1. The numbers should be placed on the front and rear above the window, centered, with 2 inch spacing.
2. The decals should be placed on the front and rear, centered, above the numbers.
3. When applying Membership Stars, measure out from the right edge of the decal 2 inches to the centerline of the star. If applying 2 stars, repeat on the left side of the decal. If more than 2 stars are to be applied, measure out 4 1/2 inches or approximately 1/2 inch between the points of the stars and repeat on the left side, if needed.

APPENDICES

APPENDIX #1 – Deleted	6/25/15	
See pages 10 – 10.2 under Bylaws and Policy		
APPENDIX #2		
Official Badges and Inserts..... 1	1/17/92	
..... 2	1/16/09	
..... 3	1/16/09	
..... 4	7/05/09 revised	
..... 5	1/18/08	
APPENDIX #3		
Intl. & Region Officer Travel Expense Report Form..... 1	6/26/07	
Standing Committee Travel Expense Report Form 2	7/05/06	
APPENDIX #4		
Administrator/Manager Job Desc..... 1	6/22/99	
..... 2	2/11/86	
..... 3	2/11/86	
..... 4	6/22/92	
..... 5	2/11/86	
APPENDIX #5		
Administrator/Manager Conditions of Employment..... 1	7/05/93	
APPENDIX #6		
Suggested Model of Unit Constitution and Bylaws..... 1	1/13/12	
..... 2	1/23/10 revised	
..... 3	1/19/07	
..... 4	6/26/09	
..... 5	1/19/07	
..... 6	1/19/07	
..... 7	1/19/07	
..... 8	1/19/07	
..... 9	1/19/07	
..... 10	1/23/10	
..... 11	1/19/07	
APPENDIX #7		
Unit Requirements For Filing I.R.S. Reports 1	7/05/11 revised	
..... 2	1/18/08	
APPENDIX #8		
Units within Regions..... 1	7/05/16	*
..... 2	1/10/14	
..... 3	1/14/16	
Region Map..... 4	1/10/14	
APPENDIX #9		
Blue Beret Event Schedule Changes or Additions 1	1/14/16 revised	
Activities Schedule for Blue Beret 2	1/14/16 revised	
New Officer Reporting Form..... 3	1/14/16 revised	
Change of Membership Number Request..... 4	1/14/16 revised	
Region Official Ballot 5	1/14/16 revised	
Unit Official Ballot..... 6	1/14/16 revised	

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APPENDIX #10		
National/Special Event Rallies	1	7/05/16
.....	2	7/05/11
Application	3	1/10/14
APPENDIX #11		
Disciplinary Procedure Check List	1	1/23/10
Member Expulsion or Suspension	2	1/23/10
APPENDIX #12		
Official Flag Code	1	6/27/05
The United States Flag Code	2	6/26/02
.....	3	6/26/02
.....	4	6/26/02
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Flag Etiquette in Canada	6	6/26/02
.....	7	6/26/02
Display of Flags	8	1/13/06
.....	9	1/13/06
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APPENDIX #13		
Accounting Guidelines for Unit	1	7/05/90
Unit Income & Expense Journal	2	7/05/90
Unit Dues Income & Rally Income Journal	3	7/05/90
Rally Expense Journal	4	7/05/90
Treasurer's Report	5	7/05/90
Authority to Open Account	6	7/05/90
Signature Card	7	7/05/90
APPENDIX #14		
Membership Manual	1	1/21/00
.....	2	1/21/00 revised
.....	3	6/26/02
.....	4	1/21/00
.....	5	1/21/00
.....	5.1	6/27/05
.....	6	1/21/00
.....	7	1/21/00
.....	8	1/21/00
.....	9	1/21/00
.....	10	1/21/00
.....	11	1/21/00
Membership Application	12	6/26/06
APPENDIX #15 – Deleted		
See www.wbcci.org , under Members' Info, General Info and Forms		
APPENDIX #16		
WBCCI Conflict of Interest Policy	1	1/16/09
.....	2	1/16/09
.....	3	1/16/09
APPENDIX #17		
WBCCI Privacy Policy	1	1/14/16
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UNITS WITHIN REGIONS**REGION 1 - 5 Units:**

Cape Cod Massachusetts -167
Charter Oak Connecticut - 25
New England - 64

Quebec Canada - 125
White Mountains NH - 65

REGION 2 – 17 Units:

Al-Mon-O Pennsylvania - 131
Berkshire New York - 70
Central Maryland - 166
Central Pennsylvania - 164
Delaware Valley New Jersey - 36
Delmarva - 26
Hudson Mohawk New York - 71
Keystone Pennsylvania - 92

Metropolitan New York - 72
Mid-Atlantic - 53
New Jersey - 66
New York Finger Lakes - 2
Ontario Canada - 124
Penn Lehigh - 93
Pennsylvania - 91
Washington DC - 170
Watchung New Jersey - 68

REGION 3 – 20 Units:

Big Bend Florida – 153
Carolinas of North Carolina - 21
Coastal Georgia - 37
Eastern North Carolina - 144
Everglades Florida - 28
Florida Airstream - 27
Florida Springs - 174
Florida Suncoast - 129
Florida Treasure Coast - 162
Georgia - 32

Northern Virginia - 110
Palmetto State South Carolina - 22
Piedmont North Carolina - 161
Shenandoah Valley of Virginia - 149
South Carolina Coastal - 150
South Florida - 30
Southeastern Camping - 12
Tidewater Virginia - 111
Virginia - 109
Western North Carolina - 169

REGION 4 - 14 Units:

Akron Ohio - 77
Appalachian West Virginia - 115
Auglaize Valley Ohio - 136
Cincinnati Ohio - 78
Columbus Ohio - 80
Land-O-Lakes of Ohio – 81
Mahoning Valley Ohio - 82

Metropolitan Detroit MI - 137
Miami Valley of Ohio - 84
Michigan - 52
Mid-Eastern Michigan - 140
Mohican Valley Ohio - 85
Northern Ohio Virtual Airstream - 6
The Western Reserve Camping - 79

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 or near a location or attraction of national significance or renown. 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. (7/5/16)
- 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. Alternatively, a Special Event Rally may be held to focus or celebrate the use, history or lifestyle of Airstream travel and the WBCCI. 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. (7/5/16)
2. A National or a Special Event Rally should be scheduled for a duration appropriate to the event. The sponsor must provide for the participation of rally attendees at least as spectators. The sponsor may, alternatively, provide the participants with the necessary information to ensure they can make arrangements and pay for their participation. (7/5/16)
3. The sponsor(s) must assume responsibility financial obligations for the rally if any obligations are incurred. Expenses may be paid directly by the participants to an entity outside the WBCCI (i.e. campgrounds, event organizer, city, county, etc.). 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. (7/5/16)
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)