

REGION 9 POLICIES AND PRACTICES GUIDELINES
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REGION 9 POLICIES AND PRACTICES GUIDELINES

ARTICLE 1 **PURPOSE**

The International Club and its chartered Units have, over the years, developed detailed Constitutions and Bylaws. In contrast, the Regions of the International Club do not have Constitutions or Bylaws, but generally operate with Policy Statements.

The purpose of these guidelines is to document Region 9's policies and practices for ready reference and guidance in conducting the activities and business of the Region. Any policy or practice of Region 9 is subject to review and approval by the WBCCI International Board of Trustees. The policies and practices in this document shall be in conformance with those prescribed by the WBCCI Blue Book. These Region 9 Policies and Practices Guidelines have been developed specifically to:

- 1- Assist new Region Officers in the ways in which the Region functions
- 2- Define each Region Officer's responsibilities
- 3- Prevent misunderstandings and confusion
- 4- Increase the effectiveness and administration of the Region

Any member of the Region 9 Board of Directors shall submit proposed amendment(s) to these POLICIES AND PRACTICES GUIDELINES in writing to the Region President

ARTICLE 2 **DEFINITIONS**

Region 9 is a part of the Wally Byam Caravan Club International (WBCCI), Inc. which is an organization, existing as a non-profit corporation under the laws of the State of Ohio, sometimes hereafter referred to as the International Club. The Wally Byam Caravan Club International, Inc., is a non-profit corporation and no part of its income or profits shall inure to the benefit of its members. The geographic area of Region 9 includes the states of Oklahoma and Texas, except that portion of Texas lying within the Mountain Time Zone.

ARTICLE 3 **OBJECTIVES**

The objective of the International Club shall be to furnish encouragement and assistance in the development of **Regions**, Units and Intra-clubs; to afford opportunities for outdoor fraternization of recreational vehicle owners; to encourage safe driving and assist in improving the general welfare of the recreational vehicle public through assistance and active participation of all its members in building a strong organization for the betterment of good will toward recreational vehicle travel; to coordinate the interest and activities of its **Regions** and Units; to cooperate with other organizations within its sphere of interest which are seeking to elevate the standards and ethics of the various groups; to disseminate information of an advisory and educational nature which will be of value to its members and the public; to study, advise and recommend legislation in the interest of the recreational vehicle public and to oppose all legislation which is discriminatory and injurious to the recreational vehicle public and to encourage government and private agencies to provide more and better recreational vehicle parks and facilities.

ARTICLE 4
CLUB INSURANCE

The Wally Byam Caravan Club International, Inc. has a comprehensive general liability insurance policy to cover club functions and activities in the United States and Canada. This policy is written to protect all of the Units and Unit, Region, and International Officers and employees while engaged in official, authorized business for WBCCI and the facilities being used or leased for such functions. The policy covers claims, which may be brought against the above-named individuals as a result of accidents resulting from their negligence.

WBCCI does not provide insurance for property owned by a Region or Unit. These properties must be insured by the ownership entity. WBCCI's insurance policies are not a substitute for an individual member's personal liability or property insurance.

To determine what coverage is available for a WBCCI rally or caravan outside the United States or Canada, contact WBCCI Headquarters Office at least 6 months in advance.

ARTICLE 5
CLUB ORGANIZATION

The International Club may charter Units and shall organize such Units into **Regions**. Said Units and **Regions** shall be bound by the Articles of Incorporation, Constitution and Bylaws, rules and policy of the International Club as then in existence and as thereafter amended.

Applications for Unit Charters shall be made in writing to the WBCCI International Board of Trustees through the President of the **Region** in whose geographic area the proposed unit seeks to organize. The **Region** President may, upon being satisfied that the proposed Unit has complied with the minimum qualifications, as fixed by said Board, issue to such proposed Unit a provisional charter. Any such charter so issued shall terminate on the Fourth of July next following the date of its issuance unless sooner terminated by action of said Board in granting or denying such application. A Provisional Unit may elect officers, collect Unit and International dues and engage in usual Unit activities, but until issued a permanent Unit Charter shall not be entitled to vote or otherwise participate in the Annual Delegates Meeting.

The administrative body of each Region shall be a Region Board, which shall be composed of the Region President, 1st Vice President and 2nd Vice President as the Region Officers, and the Presidents of all the Units within the Region.

Region 9 is totally staffed and managed by volunteers. As per the WBCCI Bylaws and Policy page-43 "No WBCCI member may be reimbursed for use and display of his talents and equipment."

ARTICLE 6
CALENDAR OF IMPORTANT WBCCI DATES

January

- Annual Membership Directory Issued
- IBT Mid Winter Meeting
- 15 March Blue Beret Deadline
- 31 (Step #4) Region Officer Election Ballots to Unit Presidents (Even Years)

February

- 15 April Blue Beret Deadline

March

- 01 Proposed Constitutional Amendments to Headquarters
- 01 International Nominating Committee Report to Headquarters
- 15 May Blue Beret Deadline
- 20 International Constitution & By-Laws Committee issues recommendations on proposed Constitutional amendments.
- 31 Region Treasurer's End of 3rd Quarter Financial Report

April

- 01 Headquarters distributes Delegates Meeting Agenda items to Unit Presidents and the IBT
- 15 June Blue Beret Deadline
- 25 (Step # 5) Region Officer Election Ballots to the Region Executive Committee (Even Years)

May

- 01 Agenda items for the June IBT Meeting to Headquarters
- 05 (Step # 6) Region President notifies Headquarters results of Region Officer Election (Even Years)

June

- 15 August Blue Beret Deadline
- June IBT Meeting & Delegates Meeting at Annual International Rally
- 30 WBCCI Fiscal Year Ends
- 30 Region Treasurer's End of Fiscal Year Financial Report

July

- 01 Agenda items for July IBT Meeting at Annual International Rally
- 01 (Step # 2) Region Nominating Committee Report to Region Executive Committee (Odd Years)
- July IBT Meeting at International Rally
- 05 New Region Officers take office (Even Years)
- 05 Through Dec 31 (Odd Years) Candidates for Region Officer may make campaign visits to the units
- 15 September Blue Beret Deadline

August

- 01 Units/Headquarters mail out Membership Dues reminders.
- 15 October Blue Beret Deadline

September

- 01 (Step # 1) Region Nominating Committee Appointed (Even Years) to members
- 01 (Step # 3) Region President Distributes Region Nominating Report to Unit Presidents (Odd Years)

15 November Blue Beret Deadline
30 Region Treasurer's End of 1st Quarter Financial Report

October

15 December Blue Beret Deadline

November

01 Unit Activity Schedule to Headquarters for Membership Directory
01 Unit Officer Reporting Form to Headquarters for Membership Directory
01 Region Schedule of Activities to Headquarters for membership Directory
15 Annual Unit/International Dues to Unit Treasurers
15 Deadline for International Nominating Committee to receive nominations
30 Annual Unit/International Dues to Headquarters for Membership Directory

December

01 Pre-registration deadline for Mid Winter IBT Meeting
01 Agenda items for Mid Winter IBT to Headquarters
15 February Blue Beret Deadline
31 Inactive Members removed from Membership Rolls
32 Region Treasurer's End of 2nd Quarter Financial Report

Unspecified Dates:

Beginning of Unit/Region Fiscal Year: Establish goals, select Chairman, and establish New Member Recruitment Campaign.

Prior to Delegates Meeting at International Rally: Units select Delegate and Alternate Delegate, votes on agenda items at business meeting. Unit President and Secretary sign Delegates form.

45 days prior to a revised event: Units and Region submit Revisions to Activities Schedule to Headquarters for next *Blue Beret*.

45 days prior to Region Rally: Region forwards business agenda to Units.

Prior to Region Rally: Units votes on Region agenda items.

15 days after Unit/Region business meeting: Recording Secretary forwards minutes of business meeting to President, including motions and officer voting results, dates WBCCI-approved activities, changes in operating policies etc.

Unit/Region Newsletters: Furnish 8 copies to Headquarters to distribute to International officers.

Once every 5 years or as needed: Submit updated Unit Constitution and Bylaws to International Constitution and Bylaws Chairman through Headquarters.

ARTICLE 7
REGION OFFICERS

Section 1, Elected Region Officers

Region 9 President
Region 9 1st Vice-President
Region 9 2nd Vice-President

As chief executive officer, the Region 9 President shall be charged with the day-to-day administration of Region affairs between meetings of the Region Board of Directors, with the help of a Region Executive Committee, comprised of the Region 9 President, the Region 9 1st Vice-President, and the Region 9 2nd Vice-President.

Section 2, Appointed Region Officers & Chairmen

The Region President for the purpose of management and welfare of the region shall promptly appoint officers and Chairmen of the Region to serve for a two-year term, concurrent with the Region President's term of office. These appointed officers shall be:

Treasurer
Recording Secretary

In addition, the Region President may appoint such other chairmen as are needed to conduct the business of Region 9 such as:

Blue Beret Contributing Editor
Caravan Chairman
Community Services Chairman
Equipment Chairman
Family/Youth Chairman
Historian
Legislative Chairman
Membership Chairman
Nominating Committee Chairman
Parliamentarian
Teen Queen Chairman
Web Site Chairman

ARTICLE 8
BOARD OF DIRECTORS MEETINGS

Section 1

1. The administrative body of the Region shall be the Region Board of Directors, which shall be composed of the Region President, 1st Vice President and 2nd Vice President as the Region Officers, and each President of the 13 Units within the Region.
2. The Region Board of Directors has full administrative authority in all matters pertaining to the Region and shall exercise general control and supervision of Region Officers and Committees. The Region Board of Directors shall define, approve, and revise policies and practices for Region 9.
3. Voting results shall be governed by a simple majority vote of the total Region 9 Membership voted by each respective Region 9 Unit President when a quorum of the Board of Directors is present in a regular or special meeting. A quorum shall consist of fifty percent, plus one, of the Region Board members. Voting for the election of Region President and Vice Presidents will be by a simple majority vote of the Region 9 Unites. Each Unit will have one vote. Although serving as presiding officer, the Region President may discuss any item on the agenda, but shall not be entitled to vote except when members are equally divided on any question. (6-29-02) (4-8-03)
4. The members of each chartered Unit in Region 9 may vote and otherwise participate in the annual Region 9 Board Meeting through their respective Unit President. The voting strength of each Unit shall be determined by the Region president calling WBCCI Headquarters two weeks prior the Region 9 Board meeting date and obtaining the number of International dues paying members of each Region 9 Unit recorded at the WBCCI Headquarters. Each Region 9 Unit shall cast the number of votes to which their unit is entitled; unless such vote is to be unanimous. The number of Unit Votes cast may be divided to accommodate individual Unit Member's desires. (4-8-03)

Section 2

1. The Region President shall schedule at least one meeting of the Region Board of Directors each year, to be held during a Region Rally. The Region President may call other special meetings of the Region Board by giving thirty (30) days prior written notice to the Region Board members, giving the time, the place, and the agenda of such meeting. Items not on the agenda may not be acted upon at a special called meeting.
2. In the event a Unit President is unable to attend a meeting of the Region Board of Directors, the next ranking Unit Officer may attend in the place and stead of the absent Unit President.

Section 3

1. Items, motions or other actions requested by Units to be presented at the annual Region Board of Directors Meeting must be approved by those Units and submitted to the Region President 45 days prior to the annual meeting.
2. The Region Recording Secretary shall present minutes of the last Region Board of Directors Meeting and the Region Treasurer shall present a current Region Financial Statement.
3. Region Officers shall report their activities during the past year and Region Committee Chairmen shall report on activities of their committees. Plans for programs during the coming year will be discussed.

Section 4

All meetings of the Region Board of Directors and the preparatory seminar before each Region Board Meeting are open to all Region members, and within ground rules, which may be established, the general membership of Region 9 is encouraged to speak at the preparatory seminar. (4-8-03)

Section 5

The minutes of Region Board Meetings will be distributed to all Region Board Members, Region Officers and Committee Chairman within ten (10) days. In addition all correspondence normally distributed to the Region President will also be forwarded to the 1st and 2nd Region Vice Presidents.

ARTICLE 9 **EXECUTIVE COMMITTEE MEETINGS**

Section 1

1. The executive administrative body of the Region shall be the Region Executive Committee, which shall be composed of the Region President, the Region 1st Vice President and the Region 2nd Vice President.
2. The Region Executive Committee shall plan and conduct the Region's business that requires action between the normally scheduled Board of Directors Meetings. A quorum shall consist of at least two of the Region Executive Committee members.

Section 2

The Region President shall schedule three meetings of the Region Executive Committee each year, to be held during the Region Rally in March/April, the International Rally in June, and the Winter WBCCI International Board of Trustees' Meetings in January. The Region President will announce these meetings and may call other special meetings of the Region Executive Committee by giving ten (10) days prior notice to the Region Executive Committee members, with the time, place, and purpose of such meeting.

Section 3

The Region Executive Committee will prepare and present to the Region Board of Directors a projected budget for the club year (July 1 to June 30). The budget may be presented as a two-year budget concurrent with the Region President's two-year term of office. A Long-Range (6-year) Budget may also be utilized to project through each of the Region Officers' term of office. The budget of projected operating expenses will be presented at the annual meeting of the Board of Directors and shall provide for funding of all usual and special Region office expenditures as may be necessary for the efficient operation of Region activities. The budget is subject to approval by the Region Board of Directors.

Section 4

Most of the meetings of the Region Executive Committee are open, and the general membership of Region 9 may attend any meeting that has not been closed for a special stated reason.

Section 5

The minutes of all open and closed Region Executive Committee Meetings will be distributed to all Region Board Members, Region Officers and Region Committee Chairmen within ten (10) days.

ARTICLE 10
REGION ACTIVITIES

Section 1, Region Rally

1. One or more Region Rallies will be held each year, at the prerogative of the Region Board of Directors. The Region President shall set the time and the place of the Region Rallies and shall announce said Rallies at the preceding Region Rallies, if possible. ***"The Region 9 Rally"*** is understood to mean the large, general rally, which includes the Annual Region 9 Board of Directors meeting. ***The Region 9 Rally*** is planned by the region officers and hosted by all units in the region. Responsibilities for specific rally activities and the Region President will assign programs to each unit or to specific individuals within the Region. Region officers will be assigned to coordinate a group of rally activities, while unit presidents are responsible to see that specific duties assigned his/her unit are performed satisfactorily.
2. The Region Rally is normally 6 days in duration, starting and ending at the discretion of the Region 9 President. The Region President determines the Rally location. Accesses to the rally site and the existence of adequate parking, building and utility services are major considerations. (6-29-02)
3. The Region President with the assistance of the Executive Committee should establish a Rally Budget and determine the rally fee and conditions of its payment. The fee should be adequate to cover all estimated costs and should include a "contingency" factor to allow for unanticipated costs. The Rally Budget must also cover the cost of:
 - a. Region storage expenses of supplies and their transport to and from the rally site.
 - b. Purchases of equipment to improve the rallies (i.e. coffeepots, signs).
 - c. Since there are no Region dues collected, the rally must make enough money to underwrite the Region's annual Operations Budget.
4. Rally Planning - Careful and complete planning is essential to a successful rally. This should include all major functions such as:
 - a. Site Layout
 - b. Parking
 - c. Registration
 - d. Ribbons and Rally Plaques
 - e. Programs, seminars, evening entertainment, workshops, games
 - f. Meals
 - g. Tours
 - h. Vendors and Airstream displays
 - i. Crafts
 - j. Door prizes
 - k. Non-Denominational Church service
 - l. Other Rally features
5. The Rally normally includes the following events:
 - a. Six nights parking
 - b. Six meals (3 breakfasts and 3 dinners)
 - c. Five nights entertainment
 - d. Five nights of ice cream
 - e. Rally Ribbons, Program Books, Rally Brag Board Plaques
 - f. Greeter Gifts distributed at registration / parking
 - g. Presidents' Appreciation Meal
 - h. Chairman Appreciation Gifts
 - i. Competition Awards and Trophies

- j. Rally Promotion Materials
 - k. Stage and Table Decorations
 - l. A VIP Dinner/Reception for visiting and past International/Region Officers
6. Rally Promotion - Promotion and publicity for the Region Rally is very important. Publicity in the Blue Beret should be utilized fully and flyers and other publicity material should be made available to Region Units, at other rallies and other International Club events. A Region Rally registration coupon should be made available in the Blue Beret to all Units in the Region and at other rallies.
 7. Region Rally Job Descriptions - A Job Description Sheet for each Rally Chairman and Coordinator will be developed and updated as necessary after each Rally.
 8. Region Officer on Duty. Each day of the Region Rally, a Region Officer will be 'On-Duty' and physically on the rally grounds. The Region Officer on Duty will handle emergency and unscheduled events where necessary. Verbal and written reports if necessary, will be made to the Region President and Vice Presidents at the earliest convenience. In addition, (if appropriate) the rally host facility management and WBCCI Headquarters will also be notified within an appropriate time schedule. The Region President, 1st Vice President, and 2nd Vice President will be assigned Region Duty Officer days and times by the Region President:

Section 2, Region Computer Rally

1. Additional Region rallies will be identified by the specific activity or purpose of the rally, such as *The Region 9 Computer Rally*. All region rallies will operate under the supervision of the Region Board of Directors and subject to the Region 9 Policies and Practices Guidelines. They are subject to oversight by the Region Executive Committee.
2. A Chairman, appointed by the Region 9 President, shall administer the Region 9 Computer Rally. The Region 9 Computer Rally Chairman may select a Rally Committee to assist in developing a rally schedule, curriculum, and budget. In addition the Rally Committee may assist in the many administrative details necessary for a successful rally. Each Rally Committee member should have a Job Description Sheet similar in structure to those utilized by the Region 9 Rally Committee Chairmen. Committee members that may be considered (but are not limited to) are:
 - a. A Local Area Coordinator
 - b. An Instructor for each training session
 - c. Parking Crew
 - d. Registration & Finance
 - e. Food Coordinator
3. The primary purpose of the Region 9 Computer Rally is to provide participants an opportunity to improve their understanding of computers and their skills in operating their computers.
4. The location and rally dates are to be set by the Region 9 President in cooperation with the Region 9 Rally Chairman. The entire Region 9's Schedule should be considered prior to deciding on the Region 9 Computer Rally dates. Once a rally date has been established, it should be published about a year in advance to enable each of the Region's Units to plan their Unit Rally Schedule. Normally the Region 9 Computer Rally is held in the spring starting on a Sunday and ending on a Friday. The days of the rally shall be dependent upon the availability of the host park or facility. When possible, setup and Beginners' Sessions should be held on Sunday (or Saturday and Sunday) with the regular schedule of sessions following on Monday morning and ending on Friday afternoon. Hopefully the beginners will gain experiences necessary to join the regular sessions during the week.
5. The rally normally includes:
 - a. Six nights parking
 - b. Five main meals (lunch and/or dinner, Mon-Fri)
 - c. Five breakfasts (Mon-Fri)
 - d. Ten instructional sessions (one in the morning and one in the afternoon, Monday-Friday)
 - e. Optional demonstration sessions may be scheduled in the evenings (Mon-Fri)
 - f. Preference for a rally location has usually been at a WBCCI/Airstream RV park within Region 9's geographical area. However, any suitable location within Region 9's area may be utilized.
6. A Rally Budget shall be developed and submitted to the Region 9 Executive Committee for approval at least 6-months prior to the planned rally start date. After the Budget is approved the Rally Chairman will be authorized to make expenditures on budgeted items.
 - a. A bank account under the name of the Region 9 Computer Rally may be established at a bank, with FDIC on funds deposited, as determined by the Rally Chairman. This bank account shall have at least

two approval signatures (the Rally Chairman and the Region 9 Treasurer) in case of an emergency when the Rally Chairman is not available.

- b. The Rally Chairman/Rally Treasurer shall keep the financial records listing each source of income and each expenditure with backup receipt(s). A statement of operations, which summarizes the income and expenditures, shall be prepared quarterly and submitted to the Rally Chairman and the Region 9 President. Additional statement of operations shall be submitted at the end of each month prior to, during, and after the Region 9 Computer Rally.
- c. A final end of rally report shall be made after all accounts for the annual rally are closed out. This final report may be one of the monthly reports after the rally is completed. The final report shall include a complete record of all income and expenses with receipts (or copies) to substantiate a future audit of the Region 9 Treasurer's Records at the end of his/her 2-year term. All funds remaining after the close out of the rally shall be transferred to the Region 9 Treasurer's Records and identified as assets that may be used for the next year's Region 9 Computer Rally. As an assist to the Region 9 Computer Rally's checking account a small residual of funds may be requested to remain in the Region 9 Computer Rally's Checking Account to prevent closing the account and/or occurring low checking account balance extra fees. Should the rally have a deficit, the following year the deficit will be planned into the new rally budget so as to make up the prior year's deficit. A contingency fund should be built up and utilized for any future rally loss. The amount of this contingency fund is to be established by the Region 9 Board of Directors and recorded in the Region 9 Treasurer's Paragraph 7b of Article 11, Section 3.
- d. Rally Fee/Budget Categories.
 - (1) The Rally Fee criteria shall be the same for all attendees of the rally regardless of their position in the WBCCI and/or their function/responsibility at the rally. The Rally Fee shall be based upon the number of registrations anticipated and the planned budget expenses for the rally.
 - (2) Any cancellation fee shall be based upon the direct expenses incurred that are not recoverable as a result of the cancellation. In order to not jeopardize the WBCCI Club's non-profit status with the IRS, no profit shall be realized in the collection of cancellation fees.
 - (3) The campground parking fees are determined by the host facility. If a building/facility rental is figured separately, this pro-rated charge will be added equally to each participant's fee.
 - (4) Meals are planned and budgeted based upon the host facilities, willingness, and ability to provide them. The host facility should establish a firm cost for the meals provided. The negotiated price for some commercial caterers may require that a gratuity is to be paid. However, for host WBCCI/Airstream facilities, a gratuity (up-charge) is not appropriate.
 - (5) Administrative/Instructor/Materials Expenses shall be kept to a minimum, through the prudent use of US postage, phone calls, and copies. Messages within a computer user's group should utilize e-mail whenever possible. Materials that must be sent to each participant prior to the rally should also be sent using e-mail where possible. The reimbursement for these expenses should be for budgeted items only and are limited to the amount in the approved budget. Each refund request shall be approved by the Rally Chairman for receipted expenses only and directly related to the budget/materials provided to each rally attendee. (No WBCCI Club member should be paid, or even a hint of being paid, for services rendered in the support of a WBCCI rally or event. It is the Club's and the Region's policy that we are all volunteers and that we serve without financial compensation.)

Section 3, Region Sponsored Caravans

1. Region Caravans will be identified by the purpose of the caravan, such as *The Region 9 Fall Foliage Caravan* and shall be administered by a specific Caravan Leader named by the Region Executive Committee.

2. All Region Caravans will be subject to oversight by the Region Executive Committee.
3. In the caravan planning process a caravan budget and "kitty fee" is to be established to cover caravan costs such as parking, meals, entertainment, admissions to attractions, and caravan planning costs. The Caravan Leader develops an itinerary and schedule, stops and reservations, meals and other caravan features. The number of Caravaners to be included in the caravan is to be established.
4. The Caravan Leader develops a Drivers manual, which shows the routing, stops, attractions and becomes the Caravaners guide. During the caravan, a Caravan Journal Chairman and Committee is established with the purpose of writing a day-to-day record of experiences.
5. At the time the caravan is formed, specific provisions should be established regarding the disposition of any surplus monies remaining after all caravan costs are paid. Generally, such surplus is refunded on a proportional basis to members of the caravan. A similar agreement is needed to deal with a caravan deficit.
6. A final report shall be sent to the Region 9 President who will forward it to the Region 9 Treasurer to be included in the bi-annual Audit. Caravan fees shall be paid directly to the specific Caravan Chairman.
7. A fee of \$10.00/RV shall be in the caravan budget to build a Region Caravan Contingency Fund to be utilized in the event that a Region Caravan is cancelled. These monies will be sent to the Region 9 Treasurer for deposit in the Region's Caravan Contingency Fund. The goal amount of this contingency fund is established in Article 11, Section 3, and Region Treasurer and Region Funds Paragraph 7b. Each caravan's budget should show how many units it takes to be successful. The caravan should be cancelled by a specified date in the event the number of units signed up is below this break even number of units. (6-29-02)

Section 4, Region Breakfast/Luncheon at the Annual WBCCI International Rally

1. The Region Executive Committee will sponsor a breakfast/luncheon meeting for all Region members during the annual WBCCI International Rally. The purpose of this meeting is to provide opportunities for furthering communications, fellowship, and closer ties among the units of Region 9; to allow members an opportunity to become better acquainted with International and Region officers, and to provide the setting for the recognition of Unit Presidents and their spouses, the recognition of the out-going Region President and First Lady/First Mate, and the installation of the new Region 1st and 2nd Vice Presidents.
2. Tickets are sold during Registration at the International Rally and at the Region Rally.
3. The following are normally invited to attend as guests of Region 9:
 - a. Sitting Members of the International Board (Except Region Officers who purchase their own tickets)
 - b. Region Teen Queens

Section 5, Region Appreciation Meals

1. The Region may invite Unit Presidents and their spouses to be its guests at the Unit Presidents Appreciation Luncheon/Dinner at the Region Rally.
2. The Region may invite Unit Presidents and their spouses to be its guests at an Appreciation Picnic, Luncheon or Dinner at the International Rally. At the Region President's discretion, and in consideration of cost and space availability, Region Committee Chairmen and their spouses and Past Region 9 Officers and their spouses, may also be invited. (4-8-03)

Section 6, National/Special Event Rallies

To help promote, coordinate and develop greater interest and participation in National and Special Event rallies within the Region. To receive and review the reports from Units upon the completion of a National or Special Event Rally. To receive and review applications from Units wishing to conduct a new or first time National or Special Event Rally and from Units 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 Annual Board meeting.

ARTICLE 11 **REGION OFFICER RESPONSIBILITIES & DUTIES**

Section 1, General

1. The Region President and Vice Presidents shall consult with, assist, train, and advise the Unit Officers in the Region in their duties. The Region President and Vice Presidents shall visit each Unit in the Region at least once during their two-year term of office. The Region President shall insure that the Region President or one of the Region Vice Presidents visits each Unit in the Region at least once during each year. At the invitation of the Unit Officers, the Region Officers may sit in on the Unit Executive Committee and Unit Board Meetings as an observer and may participate in Unit membership meetings bringing members up-to-date on developments in the Region, International Board of Trustees and International Club. Region Officers may conduct seminars or other training sessions during Unit visits.
2. Meetings, rallies, caravans, and other activities as deemed in the best interest of the Region and its units shall not be in conflict with the International Constitution, By-Laws, Rules and Regulations.
3. Merger, Consolidation or Dissolution of a Unit: The details and procedures to assist in these events are described in detail in the WBCCI Blue Book's By-Laws and Policy Article VII. The Region Officers will assist to a conclusion that is in the best interests of each Unit involved and to the Region.
4. The Region President has the authority to approve those expenses that have occurred throughout the year in accordance with the budget, which has been approved. (4-1-08)
5. WBCCI Blue Books are furnished to the Region President, and each Region Vice President. Each outgoing Officer shall pass their WBCCI Blue Book on to their successor. The outgoing Region President may be presented with the WBCCI Blue Book they had utilized during their terms of office. In this case the new Region 2nd Vice President will be issued a new WBCCI Blue Book from the Region Operational Budget.
6. Region Officers' flags and the Region President's parade flagpole will be passed on with normal succession of office. When replacements are necessary, expenditure will be charged to the respective Region Officer's WBCCI expense account.
7. In the event of the death, resignation, or inability to fulfill the duties of their office, of an elected Region officer, the next ranking Region Vice President shall advance thereto. In the event of a death of an elected (Present or Past) Region Officer, a member of the Region Executive Committee shall be empowered to spend up to \$50 for a flower arrangement or other appropriate token of esteem. The death of the spouse of a region officer shall be recognized in the same manner. In the event the vacancy occurs with the office of the Region 2nd Vice President, the Region President shall notify each Unit President of the vacancy and request each one's assistance in identifying interested and qualified candidates. The office of 2nd Vice President shall be filled by a majority vote of the Region Board from nominees

submitted by the Region Executive Committee. To allow sufficient time for the Unit Presidents to contact their members, the office of Region 2nd Vice President will not be filled in less than sixty (60) days from notification to the Unit Presidents of such vacancy.

Section 2, Elected Positions

The Region President:

1. The Region President shall be an ex-officio member of all Region appointed Committees except the Region Nominating Committee.
2. The Region President shall be responsible for the conduct of an election in accordance with the time schedule for the election of Region Officers as contained in Section 3, Appointed Positions, under Region Nominating Committee Chairman, Paragraph 2.
3. The Region President has the ultimate responsibility for all functions of the Region Office. However, the Region President may delegate responsibilities to the Vice Presidents, to those holding Region appointed positions and to appointed Chairmen of Region Committees.
4. The Region President will serve as the Region's representative on the WBCCI International Board of Trustees (IBT) and will attend all IBT meetings, both Midwinter meetings and the meetings immediately preceding and following the International Rally. The Region President will discuss items to be considered at the IBT meetings with the Region Vice Presidents and Unit Presidents as a guide to actions to be taken at the IBT Meetings.
5. The Region Rally will be a major responsibility of the Region President. The Region President will conduct the rally with the assistance of each of the Region's Units. The Region President will assign various Chairmen to coordinate with the Region Officers and/or the Region Units. However, the ultimate responsibility for the Region Rally will be with the Region President.
6. The Region President shall insure that the President and/or at least one Vice President of the Region attend all National Rallies held within the Region.
7. Each year the Region President shall schedule a meeting of the Region Board of Directors. This meeting is usually held at the time of the Region Rally, but the Region President if necessary may call additional Board meetings.
8. The Region President, with the assistance of the Region Vice Presidents, shall prepare an annual or a two-year budget to be presented to the Region Board of Directors for their approval. For planning purposes this budget may be part of a long-range (6-year) planning budget.
9. The Region President should prepare a Region Newsletter to be mailed to all Unit Presidents and Region Officers and Committee Chairmen, in the Region. Copies may also be sent to Past Region Presidents, the International Club Headquarters, International Officers, and the Presidents of other Regions. Unit 1st Vice Presidents should be added to the distribution list starting with the May issue, until they become Unit President. The Region Newsletter should be published monthly (at least 10 times per year) with the goal of keeping Units informed of Region activities and programs and on IBT and International Club programs and developments. The Region Newsletter may contain appropriate pre-paid commercial advertisements from non-WBCCI members that may be of interest to Region 9 members.
10. The Region President should develop a list of Region Officers (both elective and appointed) and Unit Presidents in the Region. This list should be published and updated in the Region Newsletter. Included

should be the name, title, address, telephone number, and Membership Number. Fax and e-mail numbers may be included if available.

11. The Region President shall report to the International Club Headquarters, usually before November 1, the names, titles, addresses, and telephone numbers of all Region elective officers and appointed positions and Region committee chairmen. Also all Region activities scheduled for the year shall be reported.
12. Region officers are usually available to conduct officer installations for incoming unit officers each year. The Region President will meet with the Region Vice Presidents at the International Rally each year to develop a preliminary schedule of Unit installations. The schedule will provide for a rotation of assignments so that the Region President and each Region Vice President shall contact the most units possible during their respective terms of office. Units will be notified in advance of the Region Officer suggested for the installation. Individual units may request a specific officer for their installation, or they may request a past Unit, Region or International Officer or other members to serve as the installing officer.
13. From the WBCCI International Executive Committee, each retiring Region President is presented a Past President flag, a Regional Past President's Pin, a service award consisting of a base mounted miniature Airstream with three miniature National Flags and appropriate Identification Badges at the close of the International Rally. The cost of the foregoing items is charged to the General Fund of the International Club.
14. At the end of his/her term of office, the Region President shall be presented an honorarium, either gift or gift certificate, in the amount of approximately \$100. In addition, he/she will be presented a plaque to commemorate his/her term of office. The Region First Lady/Mate will be presented a gift of flowers, or a gift, at the Region Rally. These gifts are funded by the Region Operational Budget.
15. Grievances may be filed with the International President, and/or a Unit President in accordance with the WBCCI Blue Book.
16. Guidelines for Qualifications and Requirements for a Candidate for the Region President's Position are defined in the WBCCI Blue Book as follows:

He/She must be capable of performing and willing to undertake and carry out the following:

- a. Promote a full program of Unit activities within the Region, which is of interest to the majority of the membership, both men and women, and within WBCCI concepts.
- b. Participate in all possible official and social functions held during a Unit visit. He/She should make every effort to insure that the official WBCCI Blue Book is available, current and understood by appropriate personnel.
- c. Support Unit activities through visits, letters, bulletins, phone calls, etc., and encourage visiting between Units. He/She must be an ambassador of good will and a promoter of good fellowship. He/She must promote harmony within any Unit where dissension or discord appears to be developing.
- d. Perform ceremonial functions, i.e., installation of officers, presentation of past presidents pins, certificates, letters of appreciation, etc., all to enhance the dignity, prestige and public recognition of deserving members, and, through them, of the Club.
- e. Function as a vital link in the Club communication chain, explaining interests, needs and actions of constituent Units or members to the International officers, committees, and others, and vice versa.

- f. Assume, in a true sense, the "Trustee" responsibility for the concepts, policies, activities and management of the Club as a whole, striving to influence its progress and improvement.
- g. Assist Unit officers and delegates to understand items to be considered at the delegates' meeting.
- h. Supervise the planning and operation of Region rallies and caravans and the organization of New Units within the Region.
- i. Attend the National Rallies held in his/her Region and assist as requested.
- j. Conduct Region Board meetings, appoint committees and conduct other necessary Region business, maintaining proper records of regional affairs. Keep the Region Vice Presidents informed of relevant matters and request their assistance to a maximum extent possible. Full development of the potential of each Vice President is essential.
- k. Coordinate with other Region Presidents and with International Committees as needed and represent the Units and the Region Board at International Board and Committee meetings on special matters as requested by them.
- l. Assist the International President and other officers and Committees in the conduct of Club business as requested, and assist the International Rally Committee planning for and in the operation of the International Rally.
- m. Attend all International Board of Trustees (IBT) meetings and participate in the deliberations of the Board. He/She must study the Committee Reports and the minutes of previous meetings and otherwise prepare to be an effective participant.
- n. Foster, through constituent Units, a program of assuring that non-member Airstream owners become aware of the Club and the benefits of membership, and that they are given an opportunity to apply for membership.
- o. As Past Region President he/she must continue to act as an ambassador for the WBCCI and assist the Units, current officers and committees as requested.
- p. Enforce the International Constitution, Bylaws, and Policy.

The Region 1st Vice President:

1. The Region 1st Vice President shall attend all business meetings of the Region and the Region Executive Committee. The 1st Vice President shall perform duties specified as the Region President may assign. The 1st Vice President shall assist the Region President in the affairs of the Region and shall assume the duties of the Region President in the absence of said officer. In the event of the death, resignation or removal from office of the Region President, the 1st Vice President shall assume the duties of the office of Region President.
2. The Region 1st Vice President is encouraged to attend the meeting of the IBT during the Midwinter and at the International Rally. In the absence of the Region President, the 1st Vice President shall sit on the International Board of Trustees.
3. The Region 1st Vice President shall visit each unit within the Region at least once during his/her two year term of office. He/She will consult with, advise, and assist the unit officers in their duties. Wherever practicable, these visits should allow time for getting better acquainted with all members.
4. The Region 1st Vice President shall conduct Unit Officer installations under the direction and scheduling of the Region President.
5. A major responsibility of the 1st Vice President will be toward developing plans and programs for the forthcoming term as Region President, the Region Rally, Region Caravans and the recruitment of qualified members to serve in appointive Region positions during the term of office as President of the Region.

6. The Region 1st Vice President, as incoming Region President, shall appoint an individual or a committee to audit the books and accounts of the Region being maintained by the Region Treasurer.
7. Support the Region President in the performance of his/her duties.

The Region 2nd Vice President:

1. The Region 2nd Vice President shall attend all business meetings of the Region and the Region Executive Committee. The 2nd Vice President shall perform duties as the Region President may assign. The 2nd Vice President shall assist the Region President and 1st Vice President in the affairs of the Region and shall assume the duties of the 1st Vice President in the absence of said officer and shall assume the duties of the Region President in the absence of the President and 1st Vice President.
2. The Region 2nd Vice President is encouraged to attend the meeting of the IBT during the Midwinter and at the International Rally. In the absence of the Region President and the 1st Vice President, the 2nd Vice President shall sit on the International Board of Trustees.
3. The Region 2nd Vice President shall visit each unit within the Region at least once during his/her two year term of office. He/She will consult with, advise, and assist the unit officers in their duties. Wherever practicable, these visits should allow time for getting better acquainted with all members.
4. The Region 2nd Vice President shall conduct Unit Officer installations under the direction and scheduling of the Region President and 1st Vice President.
5. Support the Region President and 1st Vice President in the performance of their duties.

Section 3, Appointed Positions

The Region Treasurer

1. The Region Treasurer shall be appointed by the Region President and shall serve for a term of two years concurrent with the Region President's term. The Region Treasurer shall not be entitled to a vote on the Region Board or the Region Executive Committee.
2. The Region Treasurer shall maintain the official financial records of the Region and shall receive all monies and promptly deposit them in the bank previously chosen by the Region Executive Committee. The Region Treasurer and the Region President shall be authorized to sign checks on the Region Account. The Region Treasurer shall pay, from the Region account, all claims submitted by Region officers and others that have been approved by the Region President.
3. The Region Treasurer shall submit a quarterly Region financial statement at the end of March, June, September, and December. Copies of the financial statement shall be provided to the 3 Region Officers and each Region 9 Unit Presidents. The financial statement will include an Income Statement and a Balance Sheet, with all Region assets, liabilities, and an Inventory of all Region equipment. The end of June Financial Report is also the end of the physical year Financial Report and shall be filed with the last Region Board Meeting's Minutes as part of the Regions Official Records and that they be kept as long as there is a Region 9. (4-8-03)
4. In addition to the quarterly statements above, the Region Treasurer shall also submit a Region financial statement to the 3 Region Officers and each Unit Presidents within the Region at the end of April that reflects the close out of the final Region Rally Income and expenses.

5. The Region Treasurer shall make a summary financial report at the annual meeting of the Region Board of Directors. Copies of this report will be provided to each Board member and to those in the audience. In addition a copy of this report shall be posted on the Region Rally Bulletin Board.
6. The Region Treasurer shall assist the Executive Committee in developing and maintaining a Long-Range Budget Plan for the next 6 Years.
7. At the end of the Region Treasurer's term of office (two years), the books shall be audited by an individual or committee appointed by the incoming Region President. The Treasurer shall deliver all monies, books and records, and property of the Region promptly to the incoming Treasurer. (6-29-02)

The Region Treasurer and Region Funds

1. The Region Treasurer shall disburse region funds at the direction of the Region President within the limits established by the approved bi-annual budget, which will cover the two-year term of the Region 9 President.
2. There shall be no Region dues. The principal source of Region funds is derived from the surplus remaining from the Region Rally after all rally expenses have been paid.
3. Cross funding by the Treasurer within the budget is permitted to a limit not to exceed 1% of the line item in the approved bi-annual budget.
4. The Executive Committee will not transfer Funds/Expenses, which are not budgeted, without prior approval.
5. All transactions must be completed within the two years for which the approved bi-annual budget applies. The fiscal year for all WBCCI and Region 9 business is July 1 through June 30.
6. The Treasurer is authorized, with prior approval of the Region Executive Committee and the Region Board of Directors, to invest monies in interest bearing accounts and/or certificates of deposit issued by any FDIC or FSLIC approved National or State bank, Trust Co. Or Savings Bank chartered under laws of the United States of America and insured by the FDIC or FSLIC.
7. Region Treasury Funds: The Region Treasurer shall establish three identified funds within the Region 9 Treasury. These funds are identifiable in that they will contain separate monies previously designated for different purposes as herein described.
 - a. General Fund: Monies dispersed from this fund will be designated to defray the costs accrued in the process of producing the annual Region rallies. Also, to pay the routine expenses, which develop in the process of running Region business within the limits, described and established in the approved bi-annual budget. Overages are not to exceed 1% of the line item in the approved bi-annual budget without prior approval of the Region Executive Committee. Region income, including investment interest, will accrue in this fund contingent upon policies as expressed in the WBCCI Blue Book. Disbursements to Region Officers are prohibited without prior approval by action of the Region Executive Committee.
 - b. Contingency Fund: This Fund is funded by each identified Region Rally or Caravan and maintained to provide a source of funds that may be required to fund a cancelled or unplanned low attendance at a Region sponsored Rally or Caravan. Funds earned in excess of this fund's limit are to be transferred to the General Fund, annually, prior to the end of the fiscal year. This fund is normally capitalized annually in a certificate, that will mature on the appropriate Rally/Caravan date, to a limit of the following: (4-8-03)

Region Rally	\$15,000.00	Maturity Date about April 1
Region Computer Rally	\$1,500.00	Maturity Date about March 1

<u>Region Caravan</u>	<u>\$1,000.00</u>	Maturity Date, Start of the caravan
TOTAL	\$17,500.00	

- c. Investment Fund: This fund is for investment to specific future uses after prior approval by the Region Executive Committee and the Region Board of Directors. One of the purposes of this fund is to provide funds for any "up front" requirements to promote future region rallies. Any "up front" expenditures from this account are normally returned when the event they provided for is completed.
8. The Region Treasurer shall assist in developing an annual and bi-annual Region Budget with the incoming Executive Committee. Such budget shall project the Region's income and expenditures for the next two fiscal years and shall provide for funding of all usual and special region activities. In the development of the Region's Operational Budget the following items should be considered:
- a. Region newsletters, 10 issues mailed to each Region 9 Unit President, and Unit 1st Vice Presidents, all current Region 9 Officers and Committee Chairmen, all past Region 9 Presidents, current International Officers and all other current Region Officers.
 - b. Paper, printer ink, envelopes, and postage for correspondence other than newsletters.
 - c. Copies.
 - d. Telephone calls.
 - e. Unit President's Appreciation meal at the International Rally.
 - f. Region Breakfast tickets for sitting members of the International Board and Region Teen Queens.
 - g. End of term gifts for the retiring Region President and Spouse.

The Region's Operational Budget or Rally Budget shall not include the following expenses that may be incurred by the Region Officers, Committee Chairmen, or other Region members: Travel expenses associated with the preparations for a Region activity are permitted within current approved budgeted amounts and in accordance with travel reimbursement criteria established in the WBCCI Blue Book, Page 35.2, Sentences 1 and 2 under Financial Disbursements. Travel expenses to and from the actual Region activity are a personal expense and are not reimbursable from Region Funds. (4-8-03)

- a. Travel expense or rally fees when visiting Units or doing installations.
- b. Region or International regulation dress (clothing allowance).
- c. Personal Get well or condolence and other cards sent to members. (Cards sent on behalf of the Region are exempt.)
- d. Officer's business cards.

Region Recording Secretary:

1. The Region Recording Secretary shall be appointed by the Region President and shall serve for a term of two years concurrent with the Region President's term. The Region Recording Secretary shall not be entitled to vote on the Region Board or the Region Executive Committee.
2. The Region Recording Secretary shall record the attendance of Region Officers and Unit Presidents (or their substitutes) at the annual meeting of the Region Board of Directors and any Executive Committee Meetings. The presiding officer shall be informed if a quorum is present.
3. The Region Recording Secretary shall record and preserve minutes of all official meetings of the Region Board of Directors and the Executive Committee. A narrative account shall be prepared of all the significant actions at the Region Board of Director Meetings and the Region Executive Committee Meetings. Copies of these minutes shall be maintained in the Region Files and distributed to each Region Board Member and Region Committee Chairman within ten (10) Days.

Region Blue Beret Contributing Editor:

1. The Region President will appoint one person as Contributing Editor to serve for a term of two years concurrent with the Region President's term. This Editor shall submit Region news copy to the Blue Beret Editor on a timely basis. The name of the Contributing Editor will be submitted to the Blue Beret Chairman by August 1 of each calendar year.
2. The Contributing Editor works with the Editor of the Blue Beret, in preparing material related to the Region, which may be of interest to all readers of the Blue Beret. The Contributing Editor also assists in providing information on Region activities. The types and quantity of information submitted to the Blue Beret are governed by the publication regulations of the Blue Beret.
3. No material, articles or coupons for individual Unit activities are permitted. Coupons for National, Region and Special Event Rallies and for Post Region Rally Caravans may be printed. Coupons will be printed in only three issues.
4. Each region is allowed 60 column inches per year to promote region rallies, caravans and multi-unit rallies as well as other news, specifically about the region, deemed newsworthy to its members by the Region President. Regions are permitted an additional 11 column inches for each Region Caravan conducted. Articles will be permitted for multi-unit rallies provided the Region Executive Committee has approved the rally and authorized the charge of space required against the region space allowance. All region news submitted for publication must be accompanied by the written authorization of the Region President or his/her designate. State rallies within the borders of a region shall be exempt from the region space allocation.
5. WBCCI State, Special Events and National Rallies shall be permitted 14 column inches per year, excluding coupons, within the Blue Beret for promotional purposes. State Rally publicity shall be coordinated with the Region President and/or Contributing Editor within whose Region the rally shall occur. Such rally articles submitted for publication shall be accompanied by the written authorization of the Region President or his/her designate.

Region Caravan Chairman:

1. To foster an interest in National, Region, Unit and Intra-Club Caravans; to administer the Region caravan program.
2. To support and assist in the training program for Caravan Leaders and Caravan participants.
3. To assign the dates and times for caravan arrivals at Region Rallies.
4. To coordinate the itineraries of Region and Unit Caravans with the dates and locations of National and Special Event rallies thus affording participants in Region and Unit Caravans the opportunity to attend and support such rallies.
5. To coordinate the Region Caravan program with the National Caravan Program of the International Club.
6. To make recommendations to the Executive Board with regard to each Region and Unit Caravan; to prepare reports from the Financial Reports received from the sponsors of each of these caravans and present such reports at the Annual Board meeting.

Region Community Services Chairman:

Develop a continuing service program to benefit the host community at the annual International Rally, and develop a Community Service database of ideas that can be utilized by Unit, Region, Special Event, and State Rallies.

Region Equipment Chairman:

1. This responsibility may be performed/assigned to the Region Treasurer or a separate individual reporting to the Treasurer.
2. The Equipment Chairman will maintain a current inventory of all the Region's equipment. The inventory will provide each item's purchase date, cost, accumulated depreciation, current worth, current location, and who has current custody.
3. An Inventory Report will be provided to the Region Treasurer who will include it as part of the Region's Financial Report.

Region Family/Youth Chairman:

1. Develop an effective continuing program and structure to encourage Family/Youth participation in Unit, Region and International Rally and Caravan functions.
2. Ensure that regular Family/Youth columns appear in the Region and Unit bulletins.
3. Provide liaison with other Standing and Special Committees.
4. Consider and develop ways and means of implementing new Family/Youth programs.

Region Historian:

The Region President may appoint the Region Historian for a term of two years concurrent with the Region President's term. The Region Historian may maintain a record of Region activities and statistics recognize Region Events (rallies, caravans, etc.), contributions of Region personnel and may prepare articles for the Region Newsletter or for the Contributing Editor's column in the Blue Beret. The Historian may keep a file of news releases, articles, photos, etc. of historical interest to Region Members. The Historian may prepare a Region 9 President's History Book.

Region Legislative Chairman:

1. The Region President may appoint the Region Legislative Chairman for a term of two years concurrent with the Region President's term. The Region Legislative Chairman works closely with the International Legislative Standing Committee Chairman in documenting local, state or national laws, regulations or other actions, which may be of interest or concern as related to the activities of its members of the International Club. The Legislative Chairman may prepare reports on articles on such legislative matters

and suggest their consequences, interest or concern to members of the International Club. The Legislative Chairman usually presents a report to Region members at the Region's annual meeting.

2. Units should appoint an active Legislative Chairman to work with the entire Local, State and Provincial authorities on legislation concerning the ownership and operation of recreational vehicles. The Unit should advise the Region President and Region Legislative Chairman of any activities of a governmental nature that may require the assistance of the International Legislative Chairman.

Region Membership Chairman:

The Region Membership Chairman shall develop and implement a membership program that includes a program for membership retention.

Region Nominating Committee Chairman:

1. In even years when Region Officers are elected and installed, the Region President shall select a Region Nominating Committee Chairman plus two additional members from the Region (traditionally the Chairman has been the immediate Past Region President and the two members that have been appointed by the current Region Vice Presidents). This committee with the help of the Unit Officers shall identify and consider all interested and qualified candidates on the basis of qualifications without regard to the geographic area or unit of the candidate. The Nominating Committee shall nominate one candidate for each Elected Region Office and submit a written report, including resumes of all candidates considered, to the Region Executive Committee.
2. A summary of the Region 9 Officer Nominations and Elections in accordance with the WBCCI Blue Book shall occur on or before the following dates:

- | | |
|-------------------|--|
| July 5, Even Year | New Region Officers take office. |
| Sept 1, Even Year | Region Executive Committee appoints 3-member Nominating Committee |
| July 1, Odd Year | Nominating Committee issues report to Region Executive Committee |
| Sept 1, Odd Year | Region President distributes copies of report to Unit Presidents |
| Dec 31 Odd Year | Unit Presidents receive voting instructions from their unit |
| Jan 31 Even Year | Region President mails ballots to Unit Presidents |
| Jan-Mar Even Year | Unit Presidents cast Unit vote on candidates (Ballots should be mailed to the Region Secretary at least 2 weeks prior to the Region Rally) |

Region Secretary counts votes in the presence of at least one incumbent elected Region Officer no later than the first day of the Region Rally (Results to be announced at the Region Rally Board meeting.) The candidate for each office receiving a plurality of the votes cast shall be declared elected. In the event of a tie vote occurs, the Region President shall break such by casting a vote.

- May 5 Even Year Region President certifies election and notifies candidate, Units, and WBCCI Headquarters
- Jun 28-July 2 Even New Region 1st VP and 2nd VP are installed during the Region breakfast or luncheon at the International Rally
- July 5 Even Year New Region Officers take office and attend the IBT meeting

Region Parliamentarian Chairman:

The Region President may appoint the Region Parliamentarian for a term of two years concurrent with the Region President's term. The Parliamentarian functions as a consultant and advisor to the Region President or other presiding officer on questions of parliamentary procedure. The Parliamentarian should be familiar with the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED, the manual of Parliamentary Law adopted by the International Club. The Parliamentarian, when requested by the presiding officer, may answer questions of parliamentary procedure.

Region Teen Queen Chairman:

1. Contest rules are defined in the WBCCI Blue Book, allowing one Teen Queen candidate from each unit within the Region. Unit presidents shall determine whether his or her unit has a Teen Queen candidate and shall notify the Region President of the name of such candidate by mail, postmarked no later than December 1. Teen Queen candidates should obtain contest entry forms from the sponsoring unit they wish to represent. In addition to sending the completed form to WBCCI Headquarters as directed, copies should also be sent to the sponsoring Unit President and Region President. (Candidates whose applications are late will forfeit their appearance at the Region Rally presentation.) Applicants should follow the requirements specified in the WBCCI Blue Book. Candidates should make every effort to attend and perform at a unit function before seeking a unit's support. In the event that there is more than one Teen Queen candidate from any unit in any year, the unit president shall schedule a local runoff contest and shall announce the time and place. The responsibility for conducting this runoff shall lie totally with the unit. Expenses incurred by the Teen Queen candidates shall be borne by the candidate. The sponsoring unit shall provide a tiara and a state and/or a unit charm and may help with other expenses.
2. The Region provides a US Savings Bond valued at \$50.00 (\$25.00 cost) for each Teen Queen candidate that will represent the Region at the International Rally.

Region Web Site Chairman:

1. The Region Web Site Chairman shall develop and maintain the Web page highlighting the Officers and events within the Region. This person should possess knowledge of the workings of the World Wide Web and the process of transferring files to and from the local web server. This person would need skills in the use of web editing and file transfer protocol software (FTP).
2. The Region Web Site Chairman would work closely with the Region President to publish information on the Region 9 Web Site, of interest to WBCCI members.

Section 4, Unit Presidents of Region 9

1. Unit presidents shall forward copies of the completed New Officer Reporting Form and their Rally Activities Schedule to the Region 9 President and Region Vice-Presidents by November 15 of each year. Although not the responsibility of the Region, the Region President should follow up to see that the Units submit their reports on time so these materials can be published in the International Cub Membership Directory for the upcoming year.
2. Unit presidents are encouraged to send a copy of their Unit's newsletters to each Region Officer, Region 9 Unit Presidents, WBCCI International Officers and WBCCI Headquarters Office in order to communicate the activities of their unit to all interested parties. As a courtesy, copies may be sent to the Past Region Officers, if desired.
3. WBCCI Headquarters furnishes WBCCI pins for the outgoing Unit President and First Lady or First Mate of each unit. The installing officer usually makes the presentation of these pins.
4. Their Unit furnishes WBCCI Blue Books to the Unit Presidents. Each outgoing Officer shall pass their WBCCI Blue Book on to their successor.