

BEAVER AMBASSADOR CLUB
POLICIES AND PROCEDURES
REFLECTING BOARD OF DIRECTORS ACTIONS

Revised 11/15/10.

1. Rallies

1.1 . Definitions

- 1.1.1. International Rallies: An “international” rally is one held prior to or after an FMCA National Convention or otherwise designated as such by the Board of Directors. An international rally held on a five-year multiple anniversary of the Club may also be designated an Anniversary Rally.
- 1.1.2. Regional Rallies: All other rallies are sponsored by a single region and are designated Regional Rallies. A Regional Rally must have at least five member coaches and must run for at least two nights. A BAC member can attend regional rallies in any of the five regions.
- 1.1.3. Rolling Rallies: Rolling rallies are regional rallies that start in one place and move from place to place. The start and end points are not necessarily in the same region. Rolling rallies frequently are linked to one or more regional rallies or an international rally.

1.2. Payment of Rally Fees

1.2.1. International Rallies

- 1.2.1.1. Board Members: The Club will pay the rally fee, up to a maximum of \$150.00, for the elected officers, Membership Director and Beaver Tales Editor. A Regional Director representing the Regional Vice President in his or her absence is eligible for this reimbursement. No family shall be eligible for more than one reimbursement. Payment of the rally fee is dependent on actual attendance at the Board meeting unless in the judgment of the President, Past President and Treasurer, acting together, the absence was caused by emergency conditions beyond the member’s control.
- 1.2.1.2. Rally Masters and Co-Rally Masters: Three rally fees may be paid by the rally for the rally masters and co-rally masters, to be divided among those persons as the rally master determines. For each rally fee paid by BAC for a person who is also acting as a rally master or co-rally master under the provisions of 1.2.1.1, the number of rally fees to be paid by the rally shall be reduced by one. No person shall have more than one rally fee paid under the combined provisions of 1.2.1.1 and 1.2.1.2.
- 1.2.1.3. Early Arrivals: The Club will pay the campground fee for early arrivals as follows: the President and the Treasurer for the night before the Budget Committee meeting until the start of the rally; other Budget Committee members for the night of the Budget Committee meeting until the start of the rally; other members of the Board of Directors (including advisory members)

and persons designated by the President to deliver reports at the meeting for the night before the Board meeting until the start of the rally.

1.2.2. Regional Rallies.

1.2.2.1. President and Regional Vice President: the Club will pay the regional rally fee, up to a maximum of \$300.00, for a maximum of five regional rallies attended by the President and a maximum of three rallies for Regional Vice Presidents. The latter are eligible only for rallies sponsored by their region. A Regional Director representing a Regional Vice President in his or her absence is eligible for this reimbursement.

1.2.2.2. Rally Masters and Co-Rally Masters: One rally fee may be paid for the rally masters and co-rally masters, to be divided among those persons as the rally master determines.

1.3. Fuel Cost Reimbursement

1.3.1. President: The Club will reimburse the President 50% of fuel costs incurred in traveling to and from two international rallies each year

1.3.2. Payment of the fuel reimbursement is dependent on actual attendance at the Board meeting unless in the judgment of the President, Past President and Treasurer, acting together, the absence was caused by emergency conditions beyond the President's control.

1.3.3 Calculation: Reimbursement will be determined by applying a fuel cost per mile determined by the Treasurer to the distance from and returning to the President's home as determined by a commercial trip routing program. If the person is a full-timer or is away from his or her home 30 days before the start of the rally, the location 30 days before the rally shall be used for the calculation. If the eligible person can substantiate a different fuel cost per mile than the one used by the Treasurer, that fuel cost can be used.

1.4. Financial Support

1.4.1. It is the policy of the Club that each rally shall bear its own costs except as herein described. The Treasurer will reimburse Rally Masters for losses up to \$100.00 without further approval, up to \$1000.00 with the approval of the Regional Vice President (for regional rallies) or the President (for national rallies). Reimbursements over \$1000.00 require approval of the Board of Directors. In the case of no-cost or low-cost rallies (usually where the rally is superimposed on an FMCA rally or other event where the members are registered), no reimbursement of rally losses will be made.

1.4.2. Advertising Support for Beaver Tales. Each coach registering for a rally will be charged an assessment of \$10.00 for advertising support for Beaver Tales. This assessment should be built into the rally fee. In the event of a registration cancellation, registrants are eligible for a refund at the discretion of the rally masters.

1.5. Miscellaneous Rules

1.5.1. Each rally shall be advertised in Beaver Tales and no reservations may be accepted until the issue with the first advertisement has been distributed. In unusual circumstances where flyers are mailed or e-mailed to the entire membership, reservations may be accepted as soon as the flyers can be expected to have been received by the bulk of the members.

1.5.2. Officers have no preference in obtaining a place in a rally, except that a Rally Master may hold a place for the President or appropriate Regional Vice President for up to ten days after the rally would otherwise be full in order to give that person time to make a decision on registration.

1.5.2.1 Newly Joined First Timer Members at International Rallies:

Two rally spaces shall be held at international rallies for first-timers who joined the Club after announcement of the rally until 60 days before the rally .

1.5.3. Conflicts

1.5.3.1. No regional rally shall be held within the ten days before and after an international rally without approval of the President. This approval will normally be granted when the rally is located and timed to attract members on the way to or from the national rally.

1.5.3.2. Regional Vice Presidents are responsible for resolving conflicts in rally dates for regional rallies. The Beaver Tales Editor will provide a list of new rallies proposed for advertising to the Regional Vice Presidents and will not publish the ad until the Regional Vice Presidents approve. If the relevant Regional Vice Presidents cannot resolve a conflict, the matter should be referred to the President for resolution.

1.5.4. In addition to the Beaver Tales advertisement, Rally Masters are encouraged to provide flyers for distribution at international rallies and appropriate regional rallies. In some circumstances, the Rally Master will decide to distribute flyers to potential participants. All costs involved in preparation and distribution of flyers are borne by the rally.

1.5.5. Rally bars are ordered by the Membership Director and sent directly to the Rally Master. The Membership Director sends the rings to the Rally Master. The Rally Master must send an order for rally bars to the Membership Director at least 30 days before the start of the rally, along with a current attendee list and identification of First Timers. The rally will be billed for an amount that covers the costs of the rally bars, currently set at \$5.00 per badge.

1.5.6. Recognition should be given to First Timers at each rally. The First Timer Host should provide this recognition if the Host is attending the rally.

1.5.7. Advances

1.5.7.1. A Rally Master may obtain an advance of up to \$1000.00 to cover disbursements for a rally before adequate rally fees are received. The Treasurer will develop a form for requesting this advance, and the advance requires the approval of the appropriate Regional Vice President. This advance must be repaid as soon as adequate rally fees are received.

1.5.7.2. If an advance larger than \$1000.00 is required, the approval of the President is required.

1.5.7.3. The Treasurer may issue an advance to an international Rally Master without further approval to cover any costs of the rally to be reimbursed by Monaco. This advance is automatically repaid when the Monaco funds are received.

1.5.8. Rally Reports

1.5.8.1. The Treasurer will develop and maintain the form for submission of rally reports by the Rally Master. The Membership Director will provide this form to the Rally Master.

1.5.8.2. The Rally Master will send the report to the Treasurer with supporting receipts no later than 60 days after the end of the rally. A copy of the report shall be sent to the appropriate Regional Vice President and the President.

1.5.8.3. The Rally Master is responsible for identifying which receipts support each line on the rally report and shall provide an explanation when receipts do not fully support the amounts reported.

1.5.8.4. Regional Vice Presidents are responsible for working with Rally Masters to ensure that reports are complete, accurate and timely.

1.5.9. Rally Refunds

1.5.9.1. The Rally Master has authority to refund rally fees upon cancellation or no-show, but also authority to withhold part of the rally fee if non-refundable costs have been incurred because of the registrant's initial registration. Normally a Beaver Tales advertisement should show a date after which full refunds are not promised.

1.5.9.2. The Rally Master has authority to make a partial refund to rally participants if rally receipts significantly exceed costs. Any rally gains not refunded shall be remitted to the Treasurer with the rally report.

2. Appointed Positions

2.1. Membership Director: The Board of Directors appoints a Membership Director who shall compile and maintain membership records, collect dues, prepare directories, process new member applications, and in general maintain the books and records of Club membership in accordance with instructions prescribed by the Board of Directors. The Membership Director may be compensated as an independent contractor

and is designated an advisory member of the Board of Directors.

- 2.2. Beaver Tales Editor: The Board of Directors appoints a Beaver Tales Editor who shall be responsible for the publication, editing, distribution and in general the management of a newsletter entitled Beaver Tales, which is published quarterly. The Beaver Tales Editor shall have the authority to revise, rewrite, edit, shorten or decline to publish all articles submitted for publication. Controversial matters shall be submitted to the President for decision, and the President will inform the submitting member of any decision not to publish. The Beaver Tales Editor may be compensated for relevant expenses and is designated an advisory member of the Board of Directors.
- 2.3. Regional Directors: Each Regional Vice President may appoint a Regional Director, who serves at the pleasure of that Vice President, to assist in carrying out the responsibilities of that Vice President. The Regional Director may represent his or her Regional Vice President at national and regional rallies and at Board of Directors meetings. Regional Directors representing their Vice Presidents are eligible for rally fee payment under the same provisions as the Regional Vice Presidents.
- 2.4. First Timer Hosts: The Board of Directors appoints one or more First Timer Hosts (normally one for the eastern half of the US and one for the western half) to manage and coordinate special activities and recognition of first timers at national and regional rallies. The First Timer Hosts are responsible for getting first timer ribbons to Rally Masters based on the information provided to the Membership Director with the rally bar order.
- 2.5. Sunshine Lady: The Board of Directors appoints a Sunshine Lady who shall send appropriate cards to Club members and their families in the event of illness or death. The Sunshine Lady is designated an advisory member of the Board of Directors.
- 2.6. Web Master: The Board of Directors appoints a Web Master who is responsible for maintenance of the Club's web site.
- 2.7. Sheriffs
 - 2.7.1. The President appoints two Sheriffs, one for east of the Mississippi River and one for west of that river. In the absence of such a sheriff at any rally, the Rally Master may appoint a sheriff for that rally. A Sheriff or Rally Master may appoint deputies. Sheriffs serve for the fiscal year and are eligible for reappointment.
 - 2.7.2. The Sheriff is to encourage members to wear their name badges at all rally functions and may impose a fine of up to \$1.00 for any member not wearing a badge. No fine shall be imposed for not wearing a badge within 20 feet of the member's coach, before or after the official dates of the rally, when engaging in any athletic or other activity where wearing the badge might interfere with the activity or cause injury, or when off-site (except for official rally functions). Either the badge provided to all members or the dress badge purchased at the option of the member is acceptable.
 - 2.7.3. All fines are remitted to the Rally Master for disbursement at his or

her discretion. Fines must be accounted for in the rally report. It has been the custom to donate fines to a local charity.

3. Committees

3.1. Nominating Committee

- 3.1.1. The Nominating Committee's primary function is to select the best candidate for each office.
- 3.1.2. While the Nominating Committee is only obligated to find one qualified candidate for each office to be filled, the By-laws do not preclude the nomination of multiple candidates if, in the Committee's opinion, those candidates are qualified and willing to run in opposition to each other.
- 3.1.3. Each regional Nominating Committee member shall have full discretion in recommending one or more candidates for the office of Vice President in that member's region, and the Committee shall consider those recommendations.
- 3.1.4. Actions by the Committee shall be by majority vote.
- 3.1.5. The Committee shall deliver its report to the President prior to the winter national rally and shall report the nominations at the corporation meeting at that rally. Additional nominations may be made from the floor. Nominations from the floor must have the consent of the nominees.
- 3.1.6. Prospective candidates may be requested to submit resumes which will be forwarded to the Secretary for inclusion with the ballot. Additional candidates shall submit resumes to the Secretary.
- 3.1.7. Regional Directors: Regional Vice Presidents, together with their Regional Directors, shall make every effort to enlist members from their respective regions willing to serve as members of the Nominating Committee prior to the corporation meeting when Nominating Committee members are elected.

3.2. Tally Committee

- 3.2.1. Ballots will be provided to the Committee after being removed from the outer envelope with FMCA number identification; or as completed electronic ballots.
- 3.2.2. The Committee will report both the total number of ballots counted and the total number of votes cast for each office.
- 3.2.3. The Committee will resolve ballot discrepancies.
- 3.2.4. Any guidelines prepared by the Board of Directors for the Committee will be followed.

3.3. Audit Committee

- 3.3.1. The President will appoint a chairman of the Audit Committee annually. The chairman will, in turn, appoint additional members of the Committee. It is desirable that at least one of the members has previous Audit Committee experience.
- 3.3.2. Any guidelines prepared by the Board of Directors for the

Committee will be followed.

3.3.3. The Committee should review the books of the Corporation and rally reports. The Treasurer will provide the necessary records as soon as possible after the books are closed for the fiscal year.

3.3.4. The Committee's report shall be delivered to the President, with a copy to the Treasurer, prior to the first international rally after the close of the fiscal year audit.

3.4. Budget Committee

3.4.1. The Budget Committee shall consist of the Treasurer (who shall serve as chairman of the Committee), the President, and the immediate Past President. In addition, the President shall appoint one member recommended by each Regional Vice President.

3.4.2. The Committee shall meet prior to the Board of Directors meeting at each international rally and make whatever recommendations to the Board it deems appropriate.

3.4.3. The Committee shall propose a budget for the following fiscal year for consideration by the Board of Directors at its meeting during the summer/fall international rally.

3.5. Rally Committee

3.5.1. The President shall appoint members of the Committee and designate one of them to act as chairman.

3.5.2. The Committee shall maintain a Rally Handbook providing guidance and policies for Rally Masters. No changes shall be made to the Handbook without approval of the Committee, except that the rally report prescribed by the Treasurer may be changed by that officer on his or her own authority.

3.6. Procedures and Regulations Committee

3.6.1. The President shall appoint members of the Committee and designate one of them to act as chairman.

3.6.2. The Committee shall consider proposed changes to the By-laws or to these Procedures and Rules and make its recommendation to the Board of Directors.

3.6.3. Actions taken by the Board that affect these Procedures and Regulations should, to the extent possible, be put in the form of specific proposed changes to the document and, if adopted, shall be made in the document without further consideration.

4. Elections

4.1. If there are multiple candidates for an office, the candidate receiving the largest number of votes shall be elected.

4.2. Separate ballots will be prepared for each region in which a Regional Vice President is to be elected, to reduce the potential for spoiled ballots.

- 4.3. The Secretary will prepare separate ballots for families with two voting members and those with a single member
5. Insurance
 - 5.1. Sanctioned rallies are covered by insurance carried by FMCA. If a rally master needs a certificate of insurance naming campgrounds, caterers or other suppliers and additional named insured, such a certificate can be obtained from FMCA.
 - 5.2. FMCA insurance also bonds the Treasurer and other officers who handle Club funds.
 - 5.3. The Club is self-insured for its property.
6. Expenses
 - 6.1. The Membership Director is reimbursed by the Club for his or her telephone (including both landline and cellular) and internet service used for the conduct of Club business.
 - 6.2. Elected officers, advisory members of the Board of Directors, Regional Directors, and committee chairmen may invoice the Treasurer for reimbursement of expenses incurred in the conduct of Club business
7. Directory and Mailing Lists
 - 7.1 . The Membership Director shall arrange for the annual publication of a directory of members, a copy of which shall be provided to each member (one per family), including commercial members. The format and content of the directory shall be subject to decisions by the Board of Directors from time to time. The directory is available on the Club website at no charge. A printed copy is available upon request at a charge set by the Board to cover the cost of printing and mailing.
 - 7.2 Mailing labels may be provided to appropriate officers, rally masters, and others for the conduct of Club business.
 - 7.3. Club membership records and lists and the directory may not be used for any purpose other than the conduct of Club business and personal contacts among Club members.
8. Recognition Bars: Bars similar to rally bars will be provided to officers, holders of appointed positions and committee members. These bars will show the position or committee and the years served. Officers whose membership on a committee is automatic will not be provided a separate bar for the committee assignment. Rally masters hosting multiple rallies (5 or 10) will receive recognition bars. Members may purchase bars through the Membership

Director signifying attendance at multiple (10, 25, 50, 75, and 100) rallies.

9. Dues

9.1. Annual dues for active members renewing are \$30.00. New members pay an additional \$10.00 to partially defray the cost of badges.

9.2. Annual dues for commercial members are \$40.00

9.3. Life membership dues depend on the age of the older member of the group

Under 55	\$700.00
55-59	\$600.00
60-64	\$500.00
65-69	\$400.00
70 and over	\$300.00

9.4 The Membership Director is responsible for preparing the annual dues notices and the delinquent notices and related mailing labels and lists, working with a supplier to be selected with the approval of the President.