

TEXAS HIGHLAND LAKES UNIT

UNIT POLICIES

Revised November 2016

1. Unit dues of Regular, Affiliate and Life-Time Members shall be \$15.00 per calendar year. **(5/06)**
2. Texas Highland Lakes Unit Regular members will be given WBCCI badges at time of installation. **(5/06)**
3. A copy of the updated CONSTITUTION and BYLAWS must be forwarded to WBCCI Headquarters for approval. The Master copy should be annotated when a copy was approved. **(5/06)**
4. The bank account for the Treasurer is to be established at a convenient bank. The account will be set up for the signatures of the President and the Treasurer, although only one signature will be required on the checks. **(5/06)**
5. Seventy-five dollars (\$75.00) may be allocated from the general fund to defray the cost of the Installation reception. The Executive Board must approve additional expenditures. **(5/06)**
6. Copies of the Texas Highland Lakes Unit Newsletter may be emailed to non members upon request. **(11/08)** . This does not entitle them to any benefits of the club. **(4/04)**
7. The following items shall be procured by the specified people for presentation at the Installation of Officers Ceremony in November: **(5/06)**
 - Plaque for the outgoing President (Treasurer)
 - Past President Flag (Treasurer)
 - New badges for Past President and First Lady (Treasurer)
 - Updated badges for incoming Officers and Trustees (Treasurer)
 - Past President Decal (Treasurer)
 - Past President and First Lady Pins (Region 9 Officer)
8. The 2nd Vice President shall be responsible for all Unit property not held by the Unit Treasurer. He/She shall monitor the condition of such property and shall recommend to the Executive Board when repair or replacement is required. The items shall be transferred to the Hosts of the next upcoming rally who will store and bring them to their rally. **(5/06)**
9. Expenditure on capital investment up to \$500.00 must be approved by a majority of the Executive Board. **(11/2016)**
10. Fifty dollars (\$50.00) may be allocated from the general fund to defray the cost of a memorial to a deceased member of Texas Highland Lakes Unit without approval by the Executive Board. **(5/00)**

11. The Texas Highland Lakes Unit shall hold a minimum of six rallies during the President's term in office. The Region rally and any Unit caravan consisting of four days or more will each count as one of the six. The President may add additional rallies at his/her discretion. **(5/06)**
12. Members may bring guests to rally meals. The rally hosts must be notified prior to the rally so that they can plan food purchases. The Treasurer will determine the price of each meal and collect from the guests. **(5/06)**
13. The 2nd Vice President will assign and oversee mentors for each new member. **(5/06)**
14. The Treasurer's books will be audited during the Installation Rally. The incoming President will appoint the Auditing Committee.
15. The procedure to be followed is: **(5/06)**
 - Review the current Treasurer's Report,
 - Compare same to the last bank statement,
 - Review income and expense items on the Annual Itemized Category Report,
 - Investigate any questionable items,
 - Review Dues, Rally Expense, and Rally Income Journals,
 - Prepare, date, and sign a statement that the audit was performed and include any comments.