



KOUNTRY KLUB

OFFICER'S

MANUAL

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## **I – Bylaws**

# **BY-LAWS OF THE NEWMAR KOUNTRY KLUB**

## ***ARTICLE I*** **NAME**

The name of this entity is the Newmar Kountry Klub, hereinafter called The Kountry Klub existing under the laws of the State of Indiana.

## ***ARTICLE II*** **PURPOSE**

**The Kountry Klub is organized for the following purposes:**

- Section (1)**      **Encourage** and promote good fellowship through the use of recreational vehicles and camping among members.
- Section (2)**      Promote the development of recreational vehicle facilities and the common good of recreational vehicle owners among its members and through cooperation with other appropriate organizations.
- Section (3)**      Sponsor International, Regional, State/Provincial, Chapter meetings, rallies, special events, and caravans for its members.
- Section (4)**      Provide a forum for the exchange of information dealing with recreational vehicles and to sponsor educational programs for their safe and courteous use on the highways and at campgrounds.

**ARTICLE III**  
**MEMBERSHIP & DUES**

**Section (1)** The membership of the Kountry Klub shall consist of five classes of members:

- (a) Class 1 Members shall be general members and shall be restricted to individuals or families owning or jointly owning any Newmar recreational vehicle whose application is subject to the approval of the Kountry Klub Board of Directors. Class 1 Members shall have no ownership in any RV Dealership.
- (b) Class 2 Members shall be Newmar Corporate members and shall be restricted to employees of Newmar Corporation, and their families, nominated for membership by Newmar Corporation, subject to the approval of the Kountry Klub Board of Directors.
- (c) Class 3 Members shall be Dealer members and shall be restricted to Newmar Corporation Dealers or employees of Newmar Corporation Dealers who meet the requirements of Class 1 membership, subject to the approval of the Kountry Klub Board of Directors. A member who has ownership in any dealer of Newmar Corporation shall hold no office in the Kountry Klub, whether elected or appointed, at any level. Class 3 membership shall terminate automatically if these members cease to be an authorized Newmar Corporation Dealer.
- (d) Class 4 Members shall be Honorary members and shall be restricted to former Kountry Klub members who no longer own a recreational vehicle and which the Kountry Klub Board of Directors wish to honor for exceptional service to the Kountry Klub. Class 4 members shall hold no office in the Kountry Klub, whether elected or appointed, at any level. Class 4 membership shall terminate automatically if these members acquire ownership in a recreational vehicle of some other brand.
- (e) Class 5 Members shall be Associate members and shall be restricted to former Kountry Klub members who no longer own or have the ability to use their recreational vehicle but want to continue as members. Class 5 members shall hold no office in the Kountry Klub, whether elected or appointed, at any level. Class 5 membership must pay appropriate dues to the Kountry Klub and to any chapter of which they are members. Class 5 membership shall terminate automatically if these members acquire ownership in a recreational vehicle of some other brand.

**ARTICLE III**  
**MEMBERSHIP & DUES (CONTINUED)**

- Section (2)** All Class 1 and Class 2 Members shall be entitled to a maximum of two (2) votes at all membership meetings. For the purpose of this section, all members of the family or joint owners of a Newmar recreational vehicle shall receive a maximum of two votes at all meetings of the membership. Class 3, Class 4, and Class 5 membership shall have no vote at any meeting.
- Section (3)** No membership shall be transferable except in the event of the death of a member leaving a husband or wife surviving, in which case the membership shall automatically pass to such husband or wife.
- Section (4)** Membership shall automatically terminate if a member ceases to own a Newmar recreational vehicle. Membership in any class may be suspended or terminated, by the majority action of the Kountry Klub Board of Directors, for any activity deemed detrimental to the Kountry Klub. Membership shall terminate automatically if dues are not paid in full within thirty days of the date due. If membership is terminated for any reason, there shall be no dues refund.
- Section (5)** Members of the Kountry Klub may become members of any local Kountry Klub Chapter.
- Section (6)** To join a local Kountry Klub Chapter, one must be an active member of the International Kountry Klub.
- Section (7)** Dues shall be set from time to time by the Kountry Klub Board of Directors for membership in the International Kountry Klub. Membership shall be for one (1) year or 3 years as the Board of Directors may set. Kountry Klub Chapter membership dues shall be established by their respective Officers, a vote of the chapter membership and approved by the appropriate Regional Director.
- Section (8)** Life Member: Should a life member sell their Newmar unit, they will automatically become an inactive member. They may purchase the Kountry Klub magazine by contacting the Kountry Klub Office each calendar year.

**ARTICLE IV**  
**ORGANIZATION**

- Section (1)** The Kountry Klub shall be organized in the manner deemed most likely, by the Board of Directors, to accomplish the purposes of the Corporation. The organization shall include the International Kountry Klub, its Board of Directors, International Directors and Members-At-Large.
- Section (2)** The International Directors shall be appointed by the Kountry Klub Board of Directors and shall be responsible for the organization and supervision of the various regions. No term limit. At Newmar Corporation's discretion, the candidate for the position of the International Directors may or may not be an employee of the Newmar Corporation. The International Directors shall appoint Region Directors for each of the Regions and each such appointment shall be approved by the Kountry Klub Board of Directors. State/Provincial Directors shall be appointed, with prior approval of the International Directors, by the Region Directors within whose Region that State/Province lies. The International Directors shall have no ownership in or employment with any RV Dealer.
- Section (3)** Members-At-Large are elected into office by the general membership. Elected member is also a member of the Kountry Klub Board of Directors, representing all of the members. Term of office is three years. Members who intend to compete for the position must file notice with the International Directors prior to the established deadline. This deadline will be announced for 2 months prior to the cutoff date. Former International Directors cannot follow their term as International Directors as a candidate for the position of Board Member-at-Large until their replacement has completed their term of office as International Directors or 3 years has taken place, whichever comes first. The Members-At-Large will be determined by the candidate receiving the most votes on the first ballot. Should the Members-At-Large not complete the full term of office, the Kountry Klub Board of Directors shall appoint a member to serve in this capacity until a new election can be held at an appropriate time. The Members-At-Large shall have no ownership in or employment with any RV Dealer.



**ARTICLE IV**  
**ORGANIZATION (Continued)**

- Section (4)** The Kountry Klub Board of Directors shall, from time to time, set policy and organizational requirements for all Region, State/Provincial and local Kountry Klub Chapters. All Kountry Klub Chapters shall submit a proposed plan of organization to the International Directors, who shall be responsible for the review and approval of each plan.
- Section (5)** The day-to-day management and leadership of the Kountry Klub shall be the responsibility of the International Directors who shall have control over the affairs of the Kountry Klub, subject to these By-Laws and the approval of the Kountry Klub Board of Directors.

**ARTICLE V**  
**INTERNATIONAL BOARD OF DIRECTORS**

- Section (1)** The general affairs of the Kountry Klub shall be controlled by a Board of Directors consisting of up to seven (7) members.
- Section (2)** Up to five members of the Board may be selected and appointed by Newmar Corporation. The sixth member shall be the International Director. The seventh member shall be the elected Member-At-Large.
- Section (3)** The Board of Directors shall select and appoint the International Director, who shall also serve as a member of the Board. The Board of Directors will meet and elect a Board President, Vice-President, and Recording Secretary.
- Section (4)** The Board of Directors may hold meetings at such time and places as it deems proper. A majority of the members of the Board of Directors shall constitute a quorum and may conduct business. All actions by the Board shall require a majority vote of the Directors present. Minutes will be kept and distributed to those not present for information purposes.
- Section (5)** The Board of Directors may establish such committees as it, from time to time, deems appropriate and invest such committees with all appropriate authority. By way of illustration and not limitation, these committees may include: an executive committee, a nominating committee, an admissions committee, an information and education committee, and a government and legislative affairs committee.

**ARTICLE VI**  
**MEETINGS**

**Section (1)** Membership meetings shall consist of an annual meeting and any special meetings, which may be required. The time and place for the annual meeting shall be set by the Board of Directors and at least 30 days notice shall be provided to the membership. Special Kountry Klub meetings may be called at the direction of a majority of the Board of Directors or 25 percent of the Kountry Klub members. International Rally dates and location shall be selected by the International Directors with the approval of the Kountry Klub Board of Directors.

**Section (2)** At all meetings the order of business shall be as follows:

- (a) Read the minutes of the immediate prior meeting for information and approval.
- (b) Reports of officers and International Directors.
- (c) Reports of committees.
- (d) Old business.
- (e) New business.
- (f) Proposal of business from the floor.

**Section (3)** Unless specified otherwise, all meetings shall be conducted by the rules of parliamentary practice as contained in Robert's Rules of Order, Revised Edition.

**ARTICLE VII**  
**AMENDMENTS**

Proposed amendments to these By-Laws shall be submitted to the Kountry Klub Board of Directors in writing and must be approved by a majority of the Directors present at a legal and duly called meeting of the Kountry Klub Board of Directors.

# **BY-LAWS OF THE NEWMAR KOUNTRY KLUB**

## **REGIONS, STATES/PROVINCES & CHAPTERS**

### ***ARTICLE I*** **RULES**

**Section (1)** Kountry Klub International By-Laws shall apply to all Region, State/Province, and Chapter actions in addition to any and all By-Laws contained within the sections pertaining to Regions, State/Provinces, and Chapters.

### ***ARTICLE II*** **MEMBERSHIP AND DUES**

**Section (1)** Membership in the International Kountry Klub shall be a pre-requisite to membership in any Kountry Klub Chapter.

**Section (2)** Any International Kountry Klub member may join one or more Chapters. Chapter membership dues shall be established by the Chapter Officers, a vote of the chapter membership and approved by the Region Director. Chapter membership dues shall be for a period of one calendar year and shall expire at a time determined by the Chapter Officers. All Chapters shall be financially self-supporting.

**Section (3)** State/Provincial Directors and Chapters shall submit a Financial Report once a year. Date and details shall be determined by the International Directors.

**ARTICLE III  
ORGANIZATION**

- Section (1)** Kountry Klub Officers are as follows:  
International Directors  
Region Directors  
State/Provincial Directors  
Chapter Officers
- Section (2)** Region Directors shall be appointed by the International Directors with the approval of the Kountry Klub Board of Directors. There is a minimum term limit of three years, with one-year extensions at the discretion of the International Directors. Region Directors must be a resident of the appointed region. If a Region Director does not complete the term of office, the International Directors may appoint another member as Directors for the remainder of their term. The Region Directors may not have ownership in or be an employee of any RV dealer.
- Section (3)** State/Provincial Directors shall be appointed by the Region Directors with **prior** approval by the International Directors. State/Provincial Directors must be a resident of the State or Province appointed. There is no term limit, however, State Directors will be appointed for a one-year term, to be extended at the discretion of the Regional Directors. If a State/Provincial Directors does not complete their term of office, the Region Directors may appoint another director, with approval of the International Directors. State/Provincial Directors may not have ownership in or be an employee of any RV dealer.
- Section (4)** Chapters shall be composed of International Kountry Klub members for the purpose of local enjoyment and involvement. Six or more International Kountry Klub members shall be required to start a Kountry Klub Chapter. Chapter Officers shall consist of a President, Vice-President, Secretary and Treasurer. Office may be separate or combined for Secretary/Treasurer. Officers shall be elected for a one-year term and may be re-elected. Chapters may elect or appoint additional officers if they so desire. Each State/Province can have one or more Chapters.

***ARTICLE IV***  
**RALLIES & MEETINGS**

- Section (1)** Each Region shall have one or more rallies per year, under the jurisdiction and supervision of the Region Directors for that Region. Dates, location, and cost of Region Rallies shall be determined by the Region Directors with the approval of the International Directors.
- Section (2)** Each State/Province shall have one or more rallies per year, under the jurisdiction and supervision of the State/Provincial Directors. Dates, location, and cost of State/Provincial Rallies shall be determined by the State/Provincial Directors with approval of their Region Directors.
- Section (3)** Each Chapter shall have one rally/meeting per month when possible. All meetings shall be conducted by the rules of parliamentary practice as contained in Robert's Rules of Order, Revised Edition. Rally/Meeting dates must be approved by State/Provincial Directors.

***ARTICLE V***  
**ADVISORY BOARD**

- Section (1)** The Region Directors shall serve as advisors to the International Directors. Recommendations for changes to Kountry Klub Policy shall be submitted to International Directors **in writing**.

***ARTICLE VI***  
**AMENDMENTS**

Proposed amendments to these By-Laws shall be submitted to the Kountry Klub Board of Directors **in writing** and must be approved by a majority of the Directors present at a legal and duly called meeting of the Board of Directors

## **II - Directives**

# **Newmar Dealers Displaying Units at Klub Rallies**

## **INTERNATIONAL RALLY:**

Newmar Corporation may elect to have a display of its current products at the annual Kountry Klub International Rally. One or more “host” Newmar dealers may be selected to market, staff and sell Newmar product from such a product display. The “host” dealer(s) will be selected by the Newmar Sales Department management team based on dealer agreements, assigned sales area and other geographic considerations.

Newmar Dealer members of the Newmar Kountry Klub attending International Rallies, and not identified as a “host” dealer, cannot market themselves as a Newmar dealer nor market Newmar brands in any way. This includes, but is not limited to, displaying signs, distributing logoed apparel, quoting pricing of new Newmar product and evaluating trade in values.

The only approved Newmar dealer signage approved for use at an International Rally, other than that of the “host” dealer(s), would be those created and positioned by the Newmar Kountry Klub for the purpose of identifying Newmar dealers sponsoring the event.

## **REGIONAL, STATE/PROVINCIAL, CHAPTER RALLIES or SPECIAL EVENTS:**

Newmar dealers are allowed to display up to five units at a Region, State/Provincial, Chapter Rally or Special Event. The procedures outlined below must be followed.

- a. The Newmar dealer must be in their own Newmar Sales Agreement Territory.
- b. The Rally Host or a Klub Officer is responsible for contacting their Region Director who will then contact the Kountry Klub Office to verify the dealer allowed to have units on display. Please include the date of the rally, the name of campground and the city and state/province where the rally is being held.
- c. The Kountry Klub Office will contact the Sales Department for approval and will advise the Region Director of the approved dealer.
- d. Dealers wishing to display units at a Kountry Klub function must be Dealer members of the Kountry Klub.

**PLEASE NOTE: THIS POLICY MUST BE FOLLOWED TO THE LETTER BY ALL RALLY HOSTS. IF IT IS NOT, THIS PRIVILEGE MAY BE TAKEN AWAY FROM THE ENTIRE KOUNTRY KLUB.**

# **Newmar Kountry Klub’s “Board of Directors” Policy on Alcoholic Beverages at Rallies**

No alcoholic beverages, including beer or wine, may be served or offered at a Kountry Klub function.

Due to Kountry Klub policy as well as liability concerns, no Kountry Klub funds will be expended for alcoholic beverages. This also means that no alcoholic beverages will be consumed in any facility rented with Kountry Klub funds.



# Rallies, Special Event And Caravan Policy

## Members Attending Kountry Klub Functions

Kountry Klub Members attending Kountry Klub Rallies, Special Events and Caravans must be in a Newmar Recreational Vehicle.

## Invited Guests Attending Kountry Klub Rallies in Some Other Brand RV

Invited guests in another brand of Recreational Vehicle may attend Kountry Klub Rallies. THEIR RESERVATION MUST REFERENCE THE KOUNTRY KLUB MEMBER WHO THEY ARE A GUEST OF.

**On a limited space rally,** the guest reservation will not be taken until the registration deadline. Kountry Klub Members will have first priority.

Guests in another brand RV may attend the Kountry Klub International Rally at the discretion of the International Directors.

Family and Guests may attend selected Special Travel Events or Caravan Tours, providing space is available after the registration deadline. The selection of what Special Travel Events and Caravan Tours family and guests may go on, and the policy, will be determined by the International Directors at the time of the Special Event.

# **Newmar Kountry Klub**

## **Members-At-Large Elections**

The following is the method adopted for electing the Members-At-Large:

1. Method of voting will be by secret ballot at the International Rally. This is a three-year term of office.
2. Members who are unable to attend the International Rally will be given an opportunity to request an Absentee Ballot and must cast this ballot prior to the election according to published directions. Any member who requests and receives an Absentee Ballot will be checked against attendance at the International Rally. Should said member attend the International Rally, the Absentee Ballot would be negated.
3. Absentee Ballots will be collected and secured at the Kountry Klub Office until taken to the International Rally. There they will be opened and counted by appointed tellers along with ballots cast at the International.
4. To be eligible as a candidate or to vote, you must be a paid-up member, in good standing, and own a Newmar recreational vehicle.
5. Members who intend to compete for the position must file notice of intent by the established deadline printed in the Legacy magazine.
6. Candidates attending the International Rally may present themselves to the membership during the annual Business Meeting. Those candidates who cannot attend the International Rally may send a Letter of Introduction. Letters will be read during the Business Meeting by a member selected by the Candidate.
7. All candidates' letters will be published in the Kountry Klub's Legacy magazine, if received by the established deadline.
8. Members of same family or joint owners of a Newmar recreational vehicle shall receive a maximum of two (2) votes, either at the International Rally or by Absentee Ballot.
9. Announcement of the winner will be made at the International Rally.
10. In the event that only one person or couple declares their candidacy for the position of Members-At-Large, the Kountry Klub Board of Directors may appoint this person or couple without going through the election process.
11. The term of office for newly elected Members-At-Large will commence immediately following the International Rally.
12. Should the elected Members-At-Large not complete the full term of office, the Kountry Klub Board of Directors shall appoint a member to serve in this capacity until a new election can be held at an appropriate time.

# **Newmar Kountry Klub Region, State/Provincial and Chapter Rallies**

## **CHECKING RALLY DATES**

**Chapter host couples are to clear rally dates with State/Provincial Directors, State/Provincial Directors are to clear State/Provincial Rally dates with Region Directors; and, Region Directors are to clear Region Rally dates with International Directors to avoid duplication of rallies in the same location and at the same time.** No rally benefits if more than one rally is scheduled at the same time and in the same location.

We do understand in some states/provinces, due to more than one chapter within the state or province, it may be impossible to schedule rallies at different times but consider rally location. If you are planning a rally or event in some other state or province other than your own, you must contact the officers of that region, state or province, for approval and invite them to join in the rally.

## **RALLY HOST BARS**

*Rally Host bars* are available on request from the Kountry Klub Office. Cost will be absorbed by the Kountry Klub. We honor our First Time Rally Hosts with the bar that designates them as Rally Hosts. After hosting their fifth rally, we will again honor them with a special rally bar. You may request these from the Kountry Klub Office also. Requests for these Rally Host Bars should be verified and submitted through the Region Directors.

## **BLANK KLUB MEMBERSHIP GUEST CARDS**

Blank Kountry Klub **membership guest cards** and holders are available on request from the Kountry Klub Office. Cost will be absorbed by the Kountry Klub.

## **NEWMAR KOUNTRY KLUB LOGO**

Use of the Newmar Kountry Klub logo may only be used with approval of the International Directors. Chapters must submit their request to the State/Provincial Directors and then to the Regional Director for approval by the International Directors. The font used in our logo is Trojan Pro.



# Delinquent Klub Members

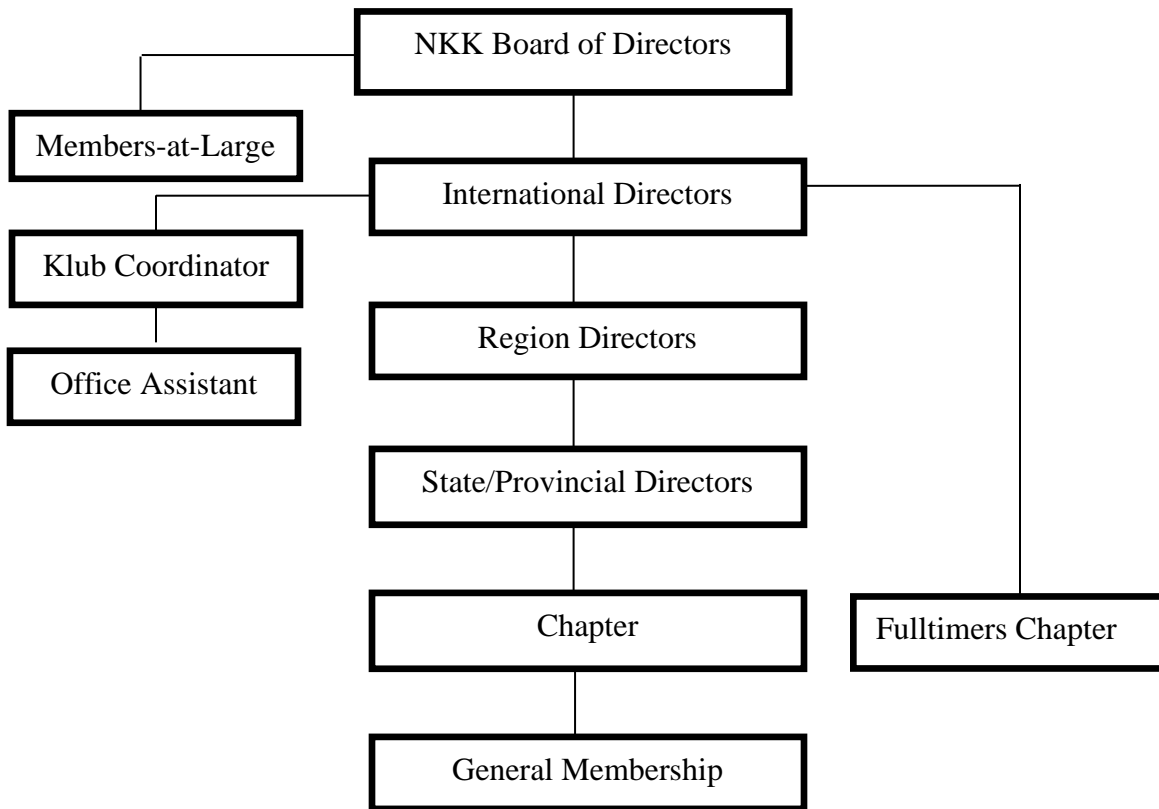
*In the section titled, Article III Membership & Dues, Section (6), it states that “To join a local Kountry Klub Chapter, one must be an active member of the International Kountry Klub.”*

The Kountry Klub has an on-going problem with Kountry Klub members who have not renewed their International Kountry Klub Membership but are still participating in Chapter activities.

It is the responsibility of the Chapter Officers as well as State/Provincial and Region Directors, to insure that both old and new chapter members are current in their International membership. To verify please email the Kountry Klub Office with the name and Kountry Klub number.

Your assistance in correcting this problem will be appreciated!

# Newmar Kountry Klub Organizational Chart



The *Newmar Kountry Klub Board of Directors* consists of up to 7 members: 5 from Newmar Corporation, the International Director and Member-at-Large, who is elected by the general membership.

The *International Directors* are selected by the NKK Board of Directors.

The *Region Directors* are appointed by the International Directors with approval of the NKK Board of Directors and serve for a minimum three-year term with the possibility of annual renewals.

The *State/Provincial Directors* are appointed by the Region Directors, with approval of the International Directors. Appointment is for one year with annual renewals. Since continuity is important, consideration should be given to renewing State/Provincial Directors unless circumstances dictate otherwise. Term can be served for an indefinite period.

*Chapters* consist of 6 or more Klub members. Membership in chapters is restricted to paid up members in the International Klub. There are no State/Provincial boundaries and no limit on the number of Chapters within a State/Province. Members may belong to more than one Chapter.

*Refer to Klub By-Laws for additional information.*

# Guidelines for Insertion in the Legacy Magazine

## Submissions of Articles for Publication

- **All Legacy magazine items are to be sent directly to your Region Directors who will in turn submit their region's items to the Kountry Klub office. The Fulltimers Chapter will forward directly to the Kountry Klub office.**
- For a heading please list what group the article is about (i.e.: Region, State/Province or Chapter name).
- Your name, Kountry Klub number and title of office held must be included at the top of your article.
- Text should be flush left, single-spaced, with one blank line between paragraphs saved as a Word document file. Please do not hit enter key after each line, just at the end of the paragraph. Keep all text in upper and lower case letters. Headings should be capitalized. A standard style font in either 10 or 12 point is necessary.
- Articles are to be Kountry Klub news related, please keep personal news brief. Report on what is going on in your area, upcoming rally plans, news on new members to your chapter, elections of officers, and pertinent news of your members. Please do not list all rally attendees only guests or special attendees.
- If you are attending someone else's rally, please do not go into detail in your article about it. Whoever is hosting a rally, caravan, luncheon, etc. should be the person writing in detail about the function. This will alleviate much duplication in articles.
- If your area is dormant and there is no Kountry Klub related news to report it is not necessary to submit an article (only exception is region directors must submit an article for each issue).
- Before submitting articles please check for grammar, spelling and any unnecessary wording.

## Providing Photographs

- Please email photos saved as a .jpg or .tif file and send as a separate attachment from your article do not add photo to the article.
- Make sure the photograph is a sharp, clear photo.
- Include a caption of pertinent information about the photo such as people included (if not large group), location, and type of event photo was taken at (such as chapter, state, regional rally or special event).
- We can work from an actual photograph but cannot use copied or faxed photos.

## Items for Calendar of Events

- Items are to be submitted to your State/Provincial Director who will forward them to the Region Director who will submit them to the Legacy magazine as well as the Kountry Klub's website. Minimum information needed to be added to the Legacy magazine is dates, type of event (chapter rally, luncheon etc.), contact person, phone # and email address. As soon as the details are completed, please submit updated information following same procedure as above. See revised *Calendar of Event* form to submit info.
- Snowbird breakfasts/luncheons are to be submitted to the Region Director where they are held, who will inform the State Director.

### **Items for Calendar of Events (Continued)**

- Be sure to clearly indicate the type of function, and if it is a chapter function be sure to include the chapter name.
- Make sure the contact person's name, Kountry Klub number, phone number and email address are included.
- Reminder – all events will be listed under the state/province the event is being held in.
- The rally host will receive notification by email of event reservations that are made thru the website.

### **Regional, State/Provincial, and Chapter Rally Advertisements**

- Include all the information in your advertisement saved as a Word document file: name of rally (State/Province or Region), location of rally and address, dates, activities, directions if needed, reservation deadline, cost, contact person, their Kountry Klub number, phone number and the address to send the reservation/check to.
- All rally advertisements are to be submitted the same way as articles as mentioned on page one.
- If a photo is to be included in the rally ad the photo must be submitted separately, not as part of the text document.
- Regional rallies are entitled to two (2) complimentary 1/2-page ads prior to the rally. State/Provincial Rallies and Fulltimers rallies are entitled to two (2) complimentary 1/4-page ads prior to the rally.
- Chapter rallies can be advertised at the expense of the chapter. Please call Kountry Klub office for the current advertising rate. Exceptions can be made for special anniversary rallies (i.e. 20<sup>th</sup> anniversary, etc.)
- You must send a separate Calendar of Events form for the event to be added to the Calendar of Event listing, it will not be automatically added from articles or a rally ad.

### **Special Feature Columns**

- If someone in your area is sick, hospitalized, or injured **email** the Klub office and provide name and Kountry Klub number so we can include them in the **“Get Well”** column.
- If a member in your area has passed away, **email** the Kountry Klub office with name, Kountry Klub number, date of death and if they were members of the local chapter or past officers and we will make mention in the **“In Memoriam”** column.
- If you know of someone who is celebrating their 25<sup>th</sup> or 50<sup>th</sup> or above anniversary supply their names, Kountry Klub number, and date of the anniversary to be included in the **“Happy Anniversary”** column.

### **Deadlines for Publication in the Legacy Magazine**

All items are to be received in the Kountry Klub from the Region Directors by the first of the month prior to issue month (example: June 1<sup>st</sup> for July/August issue). The Region Directors will provide a deadline date to receive items from their State/Provincial Directors to enable them time to review and forward to the office. If it is received after that date it may be held for the next issue.

## **III – International Directors**



# International Directors Position

The International Directors must be a friendly, enthusiastic couple or individual capable of taking complete charge of the Kountry Klub. The position requires a motivated self-starter, flexible team player with good organization and communication skills. The ability to work with all types of people is also a prerequisite. The International Directors must be a member of the Kountry Klub, in good standing, and own a Newmar product. This is an appointed position by the Kountry Klub's Board of Directors, and the International Directors serve at the pleasure of the Kountry Klub Board of Directors.

This challenging position requires leadership with vital planning and execution expertise. Your responsibilities are administrating the day-to-day operations of the Kountry Klub. You report to the Kountry Klub Board of Directors. You must communicate and keep the Kountry Klub members informed of the activities, developments, and goals of the Kountry Klub. You have a Klub Coordinator, Office Assistant, nine Region Directors, the Fulltimers Chapter, and the Hawaii Aloha Aires Chapter reporting to you. You answer to the entire membership. You spend a certain amount of time in the office. While on the road, you must keep in touch with the Klub Coordinator as needed. You ensure all activities within the Kountry Klub are conducted in accordance with the By-Laws.

You and the Klub Coordinator are the publisher, editor, salesperson, writer and columnist of the Kountry Klub's magazine, accountable for generating revenue for the magazine and other sources. Prepare a yearly budget, write reports and prepare financial statements. You handle Kountry Klub correspondence, telephone inquiries and member concerns. Planning and executing the Kountry Klub's International Rally is your responsibility each year. Attend Region, State/Provincial and Chapter Rallies all over North America. Prepare reports of Kountry Klub events for the Board and attend the Kountry Klub Board of Directors meetings as scheduled. You create, plan, negotiate and execute Special Travel Events and Caravan Tours for Kountry Klub members.

This is a challenging position, but you have the opportunity to meet a lot of wonderful people from all walks of life. The Kountry Klub offers a comprehensive compensation package to the right person(s). If you are interested in this position, please send your resume, in confidence, to the President of the Newmar Corporation.

An open position will be advertised in 3 consecutive Newmar Kountry Klub publications. Letters of interest must be submitted by the published deadline date.

# **International Directors Benefits**

1. Yearly negotiable salary and other company benefits.
2. Reimbursement of Klub related travel expenses.
3. Reimbursement of recreational vehicle maintenance expenses.
4. Special rebate on a new Newmar recreational product at end of term of office in the amount of 8% (eight percent) of the retail base price.
5. Klub Membership renewal and Legacy magazine subscription will be provided while in office.
6. Title display sign for RV will be provided.
7. International Directors name badges will be provided.
8. Special recognition at all Klub functions.

## **IV - Regional Directors**

# Region Directors Position

The position of Region Director requires self-motivated, enthusiastic, and flexible team players. The director must provide leadership and have the ability to function independently. Good communicative skills are essential, as is the ability to work harmoniously with others.

Region Directors must be a member of the Kountry Klub in good standing, own a Newmar product and reside in the respective Region. The position is open to a couple or an individual. There is a minimum term limit of three years with the possibility of extensions at the discretion of the International Director with the approval of the Board of Directors.

Region Directors work closely with the International Directors, the Klub Coordinator and office staff, and other Region Directors. Your greatest responsibility is your region. You will supervise, educate, communicate, and keep your State/Provincial Directors, Chapter Presidents, and members abreast of Klub activities, development, and goals. Directors are responsible for making sure that all activities within their Region are conducted in accordance with the Klub By-Laws.

You shall have one Region Rally a year and attend as many rallies and other outings within your Region as possible.

You will assist your State/Province Directors in organizing Chapters, acquiring new members, and maintaining present ones. You will promote your Region whenever possible. You will write a Region news column for each issue of the Klub's Legacy magazine. You will furnish Region reports and financial statements when requested by International Directors and assist as requested.

The Region Directors receive reimbursement for Klub-related expenses within their Region and other Klub benefits. This is a challenging position, but one that can be rewarding.

Region Directors may assist State/Provincial Directors in forming new chapters by applying through the Pathfinder Project for up to \$150. (See State/Provincial Director Position Directives.)

An open position will be advertised in 3 consecutive Newmar Kountry Klub publications. Letters of interest must be submitted by the published deadline date.

# Region Directors Duties

1. Have at least one Regional Rally per year. Schedule your rally through the International Directors. *We don't want 2 Regions having a rally at the same time.* The place, date and cost of rally will be determined by you. Your rally expenses should be covered in the Rally Fee.
2. Attend the International Rally each year (if possible) and assist as required. You will be reimbursed for your travel expenses. Original receipts must be provided and may be mailed or scanned and sent by email.
3. Appoint State/Provincial Directors for your region, with prior approval of the International Directors. Those interested in the position should submit a written letter to you before interviewing and selection.
4. Make sure that all State/Provincial Directors receive sufficient information and Klub materials to carry out their duties. You can provide it to them or have it sent out from the Klub Office.
5. Region Directors are responsible for providing training and insight to new State/Provincial Directors, assuring they understand the By-laws, Guidelines and Directives of the Klub.
6. Assist your State/Provincial Directors in organizing chapters within their States/Provinces.
7. Receive and approve your State/Provincial Directors year-end (December 31<sup>st</sup>) Financial Statements. They must be submitted to you by January 30<sup>th</sup>. After you review these reports, sign and forward them to the International Directors by February 15<sup>th</sup>.
8. You will be reimbursed for Klub-related expenses for your Region. Submit your original receipts attached to "Regional Director's Expense Report" form to the Klub Office by December 15<sup>th</sup>.
9. Make sure that all Newmar Kountry Klub activities in your Region are conducted according to Klub By-Laws and directives.
10. Receive and review/edit the "Calendar of Events" and articles for the Legacy magazine and website from your State/Provincial Directors. The "Calendar of Events" will be submitted to the Klub office. The articles are sent to the Klub Coordinator.
11. Write a "Regional" news article for each issue of the Klub's magazine. Keep your Region's Page on the Klub Website current.
12. Serve as Advisors to the International Directors in setting Klub policy.
13. Assist in acquiring new members and retaining present members.
14. Visit Newmar Dealers within your Region and assist them with Open House or other activities as requested by the Dealer.
15. **Your Region is your priority. Be a leader working together with your State Directors, Chapter Officers and Klub members. Have fun and be positive!**

# Region Directors Benefits

## **Klub members serving as Region Directors will receive the following benefits:**

1. Membership in the Newmar Kountry Klub and Legacy magazine subscription will be provided while in office.
2. Title display sign for RV will be provided.
3. Region Director name badges will be provided.
4. Reimbursement for expenses incurred in the performance of the Region Directors' duties. Reimbursed expenses are rally fees, vehicle fuel, overnight campgrounds, tolls, office supplies, postage, Klub phone calls, and visiting Newmar dealers.  
**NOTE: This does not include pre-rally and region rally expenses. These expenses should be covered in the rally fees.**
5. Mileage will be reimbursed at the rate of \$0.25 per mile to help cover routine maintenance, oil changes, filters, depreciation, tires, etc.
6. Reimbursement of travel expenses to and from the International Rally. All requests for reimbursement must be accompanied by receipts.
7. Reimbursement for expenses to attend the Region Directors Conference. All requests for reimbursement must be accompanied by receipts.
8. Your International Rally fee is paid by the Klub.
9. Rebate on the purchase of a Newmar RV (new unit). Rebate check issued by Newmar Corporation. Please refer to memo "RV Vehicle Rebate Program" for Region Director. Rebate is available 90 days after appointment to the position and for 90 days after position is vacated.
10. Reduced labor rate for service performed at Newmar Service Department.
11. Special recognition at all Newmar Kountry Klub functions.

# **RV Rebate Program**

## **Region Directors/Members-at-Large**

The Regional Directors and the Members-At-Large are eligible to receive a rebate from Newmar Corporation for the purchase of a new unit. This rebate is effective 90 days after they take office and expires 90 days after they leave office.

The rebate percentages are based on the Newmar posted suggested retail base price. Options are not included in the rebate program.

The rebate is **five percent**. This rebate offer may not be used in conjunction with any other incentive offered by Newmar Corporation. You must choose between the Officer Rebate or any other incentive you may be considering.

Requests for rebates along with a copy of the “Bill of Sale” signed by the Dealer and the member should be sent to the Klub Office.

# Regional Rallies

Your greatest responsibility is your Regional Rally. If you need assistance, work with your State/Provincial Directors and local Chapters. ***You have the responsibility but shouldn't be doing all the work.*** The State/Province in which your rally will be held, would and should be the Host State/Province. If the State/Province has a Chapter, they too, should be involved. The more members you have assisting, the better.

**NOTE: This does not include pre-rally and region rally expenses. These expenses should be covered in the rally fees.**

Before you set the dates for your Regional Rally, **have them approved by the International Directors.** (We don't want a conflict with other events that you may not be aware of.)

Submit a Financial Report of your Regional Rally to the Klub Office upon conclusion. **We don't want receipts; keep them for your records and send an account of monies in and monies out. Please use the form, "Rally Host Financial Report."**

**Name Badges:** Encourage Klub members to wear official Klub name badges during rally.

**Rally Bars:** Can be offered as part of the rally. Maximum size of rally bar is 3" wide by ¾" depth. Rally bars could be ordered directly from the Klub badge maker or a company of your choice.

Create a program of events, places and times. Pass these out at registration.

If you solicit donations or door prizes from Dealers, solicit only from Newmar Dealers who are in your Region.

Promote your Regional Rally in the Klub's magazine. The cost is on the Klub (no cost to the Region). The Klub offers (2) half-page display advertisements to appear prior to the Regional Rally. Ads will appear within your Region section. You must submit your emailed copy and rough layout within normal Legacy magazine deadlines. Make sure you include all the information. Photos are accepted and should be emailed as a .jpg or .tif file and sent as a separate attachment. Photostat or faxed copies not accepted.

Also, use your editorial column to create interest in your Regional Rally.

If you have any questions or need assistance, please contact the Klub office.



# **Region Directors**

## **Advance Money for Regional Rally**

The Region Directors may request, from the Klub Office, advance money to be used as deposit or for advance expenses pertaining to the Regional Rally.

This request shall be in writing, signed and submitted to the Klub Office for approval by the International Directors.

To keep bookkeeping and check writing to a minimum, please put all your anticipated advance expenses in only 1 request.

The money shall be re-paid to the Klub Office within 5 days following the conclusion of the Rally.

Maximum advance money is \$2,500 per event.

# Regional Director's Expense Report

Date: \_\_\_\_\_

Reimbursement is requested for the following expenses:

\_\_\_\_\_ (Region No.) \_\_\_\_\_ (Your Name)

For the Period \_\_\_\_\_ To \_\_\_\_\_

## Expenses

- |  |          |
|--|----------|
| 1. Office Supplies                                       | \$ _____ |
| 2. Rally Fees  | \$ _____ |
| 3. Rally Overnight Camping                               | \$ _____ |
| 4. Overnight Camping Between Rallies                     | \$ _____ |
| 5. Group Meals at Rallies                                | \$ _____ |
| 6. Vehicle Travel Fuel                                   | \$ _____ |
| 7. Tolls   | \$ _____ |
| 8. Mileage: _____ Miles @ \$0.25/mile                    | \$ _____ |
| 9. Miscellaneous Expenses:<br>Explain:<br>_____<br>_____ | \$ _____ |

**Amount to Be Reimbursed:** \$ \_\_\_\_\_

Note: All requests for reimbursement must be accompanied by original paid receipts and may be mailed or scanned and sent by email.

I hereby certify that the above expenditures represent cash spent for Klub business only and include no items of a personal nature.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## International Director's Approval

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(International Director)

Paid by check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

## **V – State/Provincial Directors**

# State/Provincial Directors Position

The State/Provincial Director must be a friendly couple or individual. The Director must be self-motivated, a flexible team player with good communicative skills and able to work with others.

The Director must be a member(s) of the Kountry Klub in good standing, own a Newmar product and reside or spend the majority of the rally season in the State/Province.

The main responsibility is your State/Province. You will be communicating with members regarding Klub activities, development, and goals. You will oversee that all activities within the State/Province are conducted in accordance with the Klub By-Laws.

You are responsible for contacting all new Newmar owners in your State or Province and inviting them to join the NKK. The information on new owners will be sent to you by the NKK office. You will check each issue of the Legacy magazine for new NKK members within your State or Province, and you or your designated representative (e.g. Chapter Presidents) will write/email welcome letters to these new NKK members informing them of chapters within your State or Province, upcoming rallies and events and providing information on how to join a chapter. You will form new chapters within your State/Province whenever possible.

You shall have one State/Provincial Rally a year and attend as many Chapter Rallies, luncheons, dinners and meetings as possible. You will assist your Region Directors and Chapter (s) when requested.

You will promote your State/Province and Chapter (s) whenever possible. You will write a State/Provincial news column for the Klub's Legacy magazine. You will furnish State/Provincial reports and financial statements when requested by the Region Directors.

The State/Provincial Directors will receive funds from the local Chapter(s) to cover most Klub-related expenses. The Klub also offers some additional benefits. This volunteer position can be challenging, lots of fun and personally rewarding.

If additional funds are needed to form a new chapter, State/Provincial Directors or sponsoring host may apply for up to \$150 in reimbursement through the **Pathfinder Project**. The funds are limited to one request per new chapter. Funds can be used for mailing, recruiting, gatherings (luncheons, dinner, or other events) that bring potential members together for the purpose of establishing a new chapter. Funds should be requested through the Region Director via the State/Provincial Director for approval by the International Directors. Reimbursement requests must include the original receipt(s). Region Directors should include these in their Expense Request with notification of who is to receive the reimbursement.

An open position will be advertised in 3 consecutive Newmar Kountry Klub publications. Letters of interest must be submitted by the published deadline date.

# State/Provincial Directors Duties

1. Have at least one State/Provincial Rally per year. Schedule your rally through the Region Directors. ***We don't want 2 State/Provinces having a rally at the same time.*** The place, date and cost of rally will be determined by you. Your rally expenses should be covered in the Rally Fee including any pre-rally planning expenses.
2. State/Provincial Directors are appointed by the Region Directors. Those interested in the position should submit a written letter to the Region Directors.
3. Organize Newmar Kountry Klub members residing in their State/Province into one or more Chapters.
4. Assure that all Chapters receive Klub information and materials as needed.
5. State/Provincial Directors shall insure that all Klub activities in their State/Province are conducted in accordance with Klub By-Laws and Directives.
6. State/Provincial Directors are responsible for providing training and insight to Chapter officers, assuring they understand the By-laws, Guidelines and Directives of the Klub.
7. State/Provincial Directors are encouraged ***not*** to serve as Chapter Officers unless necessary.
8. State/Provincial Directors will hold at least one (1) State/Provincial Rally each year.
9. A yearly Financial Statement, as of December 31<sup>st</sup>, plus copies of end-of-year Chapter reports, will be submitted to the Region Directors by January 30th each year. Please use form "State/Provincial Directors Financial Report." Original paid receipts must be attached to the State/Provincial Directors Financial Report.
10. State/Provincial Directors will assist their Region Directors at Region and International Rallies.
11. State/Provincial Directors will assist in acquiring new members and retaining present members.
12. Their chapter officers will send the "Calendar of Events" and articles for the Legacy magazine and website to the State/Provincial Director for review and then forward to their Region Directors.
13. Write a news article for each Legacy magazine. Prepare an introductory article to be included on the Klub website to be updated yearly. These are to be submitted to your Region Directors.
14. **Your State is your priority. Be a leader and advisor, working together with your Region Directors, Chapter Officers and Klub members.**

# State/Provincial Director Benefits

Klub members serving as State/Provincial Directors will receive the following benefits:

1. Membership in the Newmar Kountry Klub and Legacy magazine subscription will be provided while in office.
2. Title display sign for RV will be provided.
3. State/Provincial Director's name badge(s) will be provided.
4. The local Chapter(s) will pay \$3.00 per Chapter membership per year to help offset the Klub-related expenses of the State/Provincial Directors.
5. Each year, with the approval of the Newmar Kountry Klub Board of Directors, the State/Provincial Directors will receive a supplemental payment based on the membership numbers in their State/Province by **December 31<sup>st</sup>** of that year.
6. Funds from Chapters and the Supplemental payment must be used within the state for chapter rally registration, travel to chapter rallies or dealership, support at dealerships, campgrounds not included in rally fees, etc. **NOTE: This does not include pre-rally and state rally expenses. These expenses should be covered in the rally fees.**
7. If State/Provincial Directors wish to host a State/Provincial Rally outside of their state/province, they should first discuss the possibility with their Region Director who will contact the host location Region Director for approval and notify the Klub office.
8. Rebate on the purchase of a Newmar RV (new unit). Rebate check issued by Newmar Corporation. Please refer to memo "RV Vehicle Rebate Program" for the State/Provincial Directors. The rebate will be available 90 days after the Director is appointed and will be available until 90 days after the completion of service.
9. Reduced labor rate on service performed at Newmar Service Department.
10. Special recognition at all Newmar Kountry Klub functions.

# RV Vehicle Rebate Program

## State/Provincial Directors

The State/Provincial Directors are eligible to receive a rebate from Newmar Corporation for the purchase of a new unit. This rebate is effective 90 days after the director takes office and continues for 90 days after the completion of the term of office.

The rebate percentages are based on the Newmar posted suggested retail base price. Options are not included in the rebate program.

The rebate is **two percent**. This rebate offer may not be used in conjunction with any other incentive offered by Newmar Corporation. You must choose between the Officer Rebate or any other incentive you may be considering.

Requests for rebates along with a copy of the “Bill of Sale” signed by the dealer and the member should be sent to the Klub office.

# State/Provincial Rallies

Your greatest responsibility is your State/Provincial Rally. If you need assistance, work with your local Chapters. ***You have the responsibility but shouldn't be doing all the work.*** The more members you have assisting, the better.

Before you set the dates for your State/Provincial Rally, please have them approved by your Region Directors. We don't want a conflict with other events that you may not be aware of.

**Submit a financial report of your State/Provincial Rally to the Region Directors. Keep a copy and the receipts. Please use the form, "Rally Host Financial Report."**

**Name Badges:** Encourage Klub members to wear official Klub name badges during rally.

**Rally Bars:** Can be offered as part of the rally. Maximum size of the rally bar is 3" wide x ¾" depth. Rally bars can be ordered directly from the Klub badge maker or a company of your choice.

Make up a program of events, places and times. Pass these out at registration.

If you solicit donations or door prizes from a dealer, solicit only from Newmar Dealers in your own State or Province.

Promote your State/Provincial Rally in the Legacy magazine. The cost is on the Klub (no cost to the State). The Klub offers two quarter-page display advertisements to appear in two issues of the Legacy magazine prior to the State/Provincial Rally. Ads will appear within your Region section of the magazine. You must submit your emailed copy and rough layout within normal Legacy magazine deadlines to your Region Director. Make sure you include all the information. Photos are accepted and should be emailed as a .jpg or .tif file.

Also, use your editorial column to create interest in your State Rally.

If you have any questions or need assistance, please contact your Region Directors or the Klub office.



# Newmar Kountry Klub State/Provincial Directors Yearly Financial Report

All State/Provincial Directors shall submit an annual financial report. Close of the reporting year is December 31<sup>st</sup>. This financial report should be forwarded to your Region Directors by January 30<sup>th</sup> each year, along with a copy of each Chapter's report in your State/Province. ORIGINAL PAID RECEIPTS MUST BE ATTACHED TO THE REPORT.

Date: \_\_\_\_\_ State/Province: \_\_\_\_\_

Klub #: \_\_\_\_\_ Name: \_\_\_\_\_

Balance from Last Year: \_\_\_\_\_

Income:  
Supplement Received from Klub Office \_\_\_\_\_

Supplement Received from Chapter (s): \_\_\_\_\_

\_\_\_\_\_ Members at \_\_\_\_\_ each \_\_\_\_\_  
(Chapter Name)

\_\_\_\_\_ Members at \_\_\_\_\_ each \_\_\_\_\_  
(Chapter Name)

\_\_\_\_\_ Members at \_\_\_\_\_ each \_\_\_\_\_  
(Chapter Name)

\_\_\_\_\_ Members at \_\_\_\_\_ each \_\_\_\_\_  
(Chapter Name)

Fundraisers/Donations Collected \_\_\_\_\_

Income from Rally \_\_\_\_\_

Other: \_\_\_\_\_

Total Revenue: \_\_\_\_\_

**Disbursements:**

- 1. Postage \_\_\_\_\_
- 2. Office Supplies \_\_\_\_\_
- 3. Telephone Calls \_\_\_\_\_
- 4. E-mail \_\_\_\_\_
- 5. Rally fees \_\_\_\_\_
- 6. Copies/ faxes \_\_\_\_\_
- 7. Fundraisers/Donations Disbursed \_\_\_\_\_
- 8. Overnight Campground Site Fees \_\_\_\_\_
- 9. Group Meals at Rallies (not included in registration which require a majority of the attendees participate in the meal.) \_\_\_\_\_
- 10. Vehicle Travel Fuel \_\_\_\_\_
- 11. Tolls \_\_\_\_\_
- 12. Visiting Newmar Dealers \_\_\_\_\_
- 13. Loss From Rally \_\_\_\_\_
- 14. Miscellaneous Expenses: Explain  
\_\_\_\_\_  
\_\_\_\_\_

Total Expenses: \_\_\_\_\_

*Balance on Hand as of December 31,* \_\_\_\_\_  
(year)

Signed: \_\_\_\_\_ (State/Provincial Directors) \_\_\_\_\_ (Date)

APPROVED BY: \_\_\_\_\_ (Region Director) DATE: \_\_\_\_\_

# Newmar Kountry Klub Appointment State/Provincial Directors

Date: \_\_\_\_\_

Klub No: \_\_\_\_\_

\_\_\_\_\_ are hereby appointed  
(His) (Hers) (Last Name)

State/Provincial Directors of \_\_\_\_\_ effective \_\_\_\_\_  
(State/Province) (Date)

This appointment expires December 31, \_\_\_\_\_.  
(Year)

\_\_\_\_\_ Ensure Klub Manual is transferred from outgoing Director.

\_\_\_\_\_ Send stationery, envelopes, membership application brochures, etc.

\_\_\_\_\_ Other \_\_\_\_\_  
(Specify)

Signed: \_\_\_\_\_ (Region Directors) \_\_\_\_\_ (Date)



## Office Use Only:

Approved by International Director \_\_\_\_\_  
(Signature)

State/Provincial Directors Name Badges ordered \_\_\_\_\_  
(Initials) (Date)

RV Sign ordered \_\_\_\_\_  
(Initials) (Date)

Office actions completed \_\_\_\_\_  
(Initials) (Date)

## **VI – Chapter Officers**

# Chapter President Position

The Chapters need friendly individuals who are self-motivated, flexible team players with good communication skills and who are able to work with others.

Chapter Presidents must be a member of the Kountry Klub in good standing and own a Newmar product. They must be a resident of the state/province, unless extenuating circumstances exist, and a waiver has been granted by the appropriate Region Director.

The chapter president must be a member of the chapter in good standing.

This position is an elected one within the Chapter for one year; however, the president may be re-elected.

Your main responsibilities are to supervise, communicate and inform members of the chapter about Klub and Chapter activities, news and goals. You will oversee Chapter rallies, luncheons, dinners and meetings. You are responsible to see that all activities with the Chapter are conducted in accordance with Klub By-Laws.

You are to assist the Region and State/Provincial Directors when requested. You will solicit new owners to join the International Klub and the Chapter and maintain the present ones.

As an added benefit, Chapter Presidents will have membership in the Newmar Kountry Klub and Legacy magazine subscription provided while in office.

You will promote your Chapter when possible. You will write, or assign responsibility to a Chapter member to write, a column for the Klub magazine, Legacy. You will also prepare information to be included on the Klub website and forward it to the Region Directors. You will oversee that Chapter reports and financial statements are provided when requested by Region and State/Provincial Directors. This is a volunteer position that provides challenges, rewards, and lots of fun.

Your chapter has the option of recruiting/appointing a Membership Chairperson.

## Current Chapter Officers

Current Chapter Vice Presidents, Treasurers, and Secretaries will be provided subscriptions to the Legacy magazine while in office.

# Duties of Chapter Officers

## President

1. Run the day-to-day operations of the Chapter, make appointments as necessary, approve expenditures of Chapter funds and delegate authority to other members of the Chapter as needed.
2. Preside over and conduct Chapter business meetings in accordance with the rules of parliamentary procedures as contained in the Robert's Rules of Order, Revised Edition.
3. Submit the "Incoming Chapter Officers' Information" Form to the appropriate State/Provincial Director who will forward to the Region Director who will submit to the Klub office at the conclusion of elections each year, but not later than December 15<sup>th</sup>. Election of officers should be concluded by November 30<sup>th</sup>.  
**NOTE: This form is to be submitted yearly, even if no changes are made.**

## Meeting Format

- a. Call the meeting to order.
- b. Secretary's reading of the minutes from the last meeting. Call for corrections or additions. If none, minutes stand approved as read. If corrections are made, note them and call for a vote to accept the minutes as amended.
- c. Treasurer's reading of the Treasurer's Report. (Call for corrections or additions. If none, the Report stands approved as read.)
- d. Report of Officers.
- e. Report of Committees or Rally Hosts.
- f. Old business (Taken from minutes of last meeting).
- g. New business.
- h. Good of the Chapter. (General discussion of anything not covered in old or new business.)
- i. Close the meeting.

## Vice-President

1. Fill in for the President whenever he/she cannot be present at meeting.
2. Advise and support the President in the operations of the Chapter.
3. Take over the office of the President if he/she cannot finish his/her term for any reason.

# Duties of Chapter Officers (Continued)

## Secretary

1. Take minutes at Chapter business and special meetings.
2. Keep copies of all Chapter records and correspondence.
3. Keep an accurate and up-to-date membership list.
  - a. To join a local Klub Chapter, one must be an active member of the International Kountry Klub.
  - b. Dues should be collected on a calendar year basis.
  - c. Anyone whose dues are not paid by March 1<sup>st</sup> will automatically be dropped from the Chapter membership list.
4. To advertise your Chapter events, send a Calendar of Events form to your State/Provincial Director in a timely manner. Information will be submitted by your State/Provincial Director to your Region Director by their designated deadline date.
5. Submit a list of Chapter members as of December 31<sup>st</sup> along with a check for \$3.00 for each membership to the State/Provincial Director by January 10<sup>th</sup>. Keep all financial records (including Rally Disclaimers) for no less than 7 years and all non-financial records for no less than 3 years.

## Treasurer

1. Shall be in charge of all Chapter funds and will be responsible for writing all checks on the Chapter bank account. All Chapter bank accounts should include no less than two signatures to access funds of the account so either can access and distribute funds to allow for availability of funds in the event the Treasurer is unavailable. Newmar Corporation and the Newmar Kountry Klub does not recommend that chapters apply for and use an EIN (Employer Identification Number/Federal Tax Number) through the IRS. Although chapters are a social group, they are not independent of a for-profit organization and may not qualify according to the definition.
2. Keep an accurate record of all income and expenses of the Chapter.
3. Compile a Treasurer's report for each chapter meeting listing all income, expenses and the current balance in the Chapter Treasury since the last report.
4. Complete and submit a Chapter Financial Report to the State/Provincial Director by January 15<sup>th</sup> of each year (or send to Region Director if there is no State/Provincial Director).
5. Keep all Chapter financial records reports and rally receipts for a period for no less than 7 years.
  - a. Rally hosts may, at the discretion of the Treasurer, handle all money in conjunction with a rally which they are running.
  - b. Rally hosts shall submit a Rally Host Financial Report to the Chapter Treasurer after each Chapter Rally with copies of all receipts. Copy of the report and copies of rally receipts are to be retained by the Chapter Treasurer. Send form to the State/Provincial Directors who may consult with the Region Director.

# Newmar Kountry Klub

## Yearly Chapter Financial Report

All Chapters shall submit an annual year-end financial report. This “**Chapter Financial Report**” should be forwarded to your State/Provincial Directors by **January 15<sup>th</sup> each year**, or if there is no State/Provincial Director, forward to Region Director for your area. **The Fulltimers Chapter report will be forwarded to the International Directors.**

Date: \_\_\_\_\_

(Chapter)	State/Province
President: _____	Klub # _____
Vice-President: _____	Klub # _____
Secretary: _____	Klub # _____
Treasurer: _____	Klub # _____

Balance from Last Year Was: \_\_\_\_\_

Revenue This Year:

Chapter Membership Fees for this Year # of Memberships _____	_____
Chapter Membership Fees for next Year	_____
Fundraisers/Donations Collected	_____
Rallies Income	_____
Breakfasts, Luncheons, Dinner	_____
Sales of Chapter Merchandise	_____
Other Income	_____
Total Revenue:	_____

Expenses:

Fee to State/Provincial Directors for _____	No. of Memberships _____	_____
Fundraisers/Donations Disbursed		_____
Office Supplies		_____
Postage		_____
Phone Calls		_____
Luncheons, Breakfasts, Dinners Cost		_____
Chapter Merchandise Cost		_____
Rally Losses		_____
Miscellaneous Expenses: Explain.		_____
_____		_____
_____		_____
Total Expenses:		_____

Balance on Hand as of December 31, \_\_\_\_\_ \$ \_\_\_\_\_

Signed By: \_\_\_\_\_

Treasurer of the \_\_\_\_\_ Chapter



# Incoming Chapter Officers' Information Form

*Instructions:* All Current Chapter Presidents, PLEASE furnish to Klub office and to your Region and State/Provincial Directors, the names, addresses, telephone numbers, and NKK numbers for all the incoming/existing chapter officers. Please submit by December 15<sup>th</sup> each year. **NOTE:** **This form is to be submitted yearly, even if no changes are made.**

Effective Date: \_\_\_\_\_

Chapter Name: \_\_\_\_\_ State/Province: \_\_\_\_\_ Chapter # \_\_\_\_\_

## **President**

Name: \_\_\_\_\_  
(His) (Hers) (Last)

Address: \_\_\_\_\_  
Street City State/Province Zip

Klub # \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email \_\_\_\_\_

## **Vice-President**

Name: \_\_\_\_\_  
(His) (Hers) (Last)

Address: \_\_\_\_\_  
Street City State/Province Zip

Klub # \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email \_\_\_\_\_

## **Secretary**

Name: \_\_\_\_\_  
(His) (Hers) (Last)

Address: \_\_\_\_\_  
Street City State/Province Zip

Klub # \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email \_\_\_\_\_

## **Treasurer**

Name: \_\_\_\_\_  
(His) (Hers) (Last)

Address: \_\_\_\_\_  
Street City State/Province Zip

Klub # \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email \_\_\_\_\_

Current President's Signature: \_\_\_\_\_ Klub# \_\_\_\_\_

# Newmar Kountry Klub

## Chapter Guidelines

1. **Six** or more current paid-up members in The Newmar Kountry Klub are required to start a Chapter.
2. Chapter members shall elect their own officers. Officers shall consist of:
  - c. President
  - d. Vice-President
  - e. Secretary/Treasurer (Office may be separate or combined.)

Officers shall be elected for one (1) year term and may be re-elected. Chapter may elect or appoint additional officers, if they so desire.

3. Decide on a name for the new Chapter.
4. Chapter members set chapter dues. Chapters shall forward three (3) dollars per year, per chapter member to their State/Provincial Directors to be used for Klub-related expenses. It is recommended that Chapter dues be based on the calendar year so as to simplify record keeping.
5. Submit a New Chapter Information Form and an Incoming Chapter Officer's Information Form to the State/Provincial Directors for approval, and they will submit to the Klub Office for assignment of a Chapter number.
6. There are no set boundaries for Chapters, and there may be more than one chapter per State/Province. Members may belong to as many Chapters as desired.
7. Chapters should have monthly, when possible, functions (rallies, luncheons, meetings, etc.) during their season.
8. All meetings and activities shall be conducted in accordance with International Klub By-Laws and Directives.
9. Chapters shall submit an annual financial report as of December 31<sup>st</sup> to their State/Provincial Directors by January 15<sup>th</sup> each year.
10. Chapters should contact new International members from their area as listed in the **Legacy magazine** and invite them to attend a chapter function.
11. Chapter Officers cannot use the title name Directors for any of their Officer's positions.

**Note: Fulltimers Chapter should substitute International Directors in each instance where these guidelines indicate State/Provincial Directors.**

# Chapter General Information

Can be discussed with Chapter Members

## Review of Chapter Duties:

- a. Have rallies during camping season.
- b. How do you select hosts?
- c. Do you absorb host couple expenses in rally cost?
- d. Do you have rallies on weekends or midweek?
- e. What is best rally length of time?

## Membership:

- a. How do you attract new chapter members?
- b. Any special incentives for new members to get them to join?
- c. Special problems in large states or provinces.
- d. Welcome letters, e-mails, or phone calls?

## Financial:

- a. Are your dues adequate?
- b. Are financial reports on rallies a problem?
- c. Year-end reports.
- d. **It is recommended that chapter rallies support themselves. Chapter funds can be expended to support activities only with the approval of the majority of the members present at the time of the vote.**

## Election of Officers:

- a. Any problems in securing candidates?
- b. Consideration for longer term – two years.
- c. Is progression of Vice-President to President workable or viable option to fill election every year?
- d. Chapter Officers cannot use the title name Directors for any of their Officer's position.

## Other Fund Sources:

- a. 50/50 drawing
- b. Merchandise drawings

## Special Events:

- a. Is there a special celebration, attraction, or series of items of interest that might make a good special event or caravan to interest our Klub members? If so, have you made your State/Provincial Directors and Region Directors aware of this?

# Chapter Rally Guidelines

Your greatest asset is your Chapter Rallies. If you require assistance, please work with your State/Provincial Directors. They will be most happy to help you. The more chapter members you have involved in planning the rally, the better the rally!

Rally hosts are very important for the success of a Chapter. Rally attendees should show their appreciation and be positive in their support for the people who put in their time and effort to make the Chapter Agenda a success.

The next year's rally schedule should be planned at the last Chapter Meeting so it can be listed in the Legacy magazine and on the website's Klub Calendar. This will allow members, State/Provincial Directors, and Region Directors time to plan their Rally agenda for the year.

Before you firm up the rally schedule, please have the dates approved by your State/Provincial Directors. We do not want your rally to conflict with others in the area that you may not be aware of. Also, make sure that the campground you select does not restrict the type of RVs that are welcome (i.e. motorized, towables).

The host should give the rally information to the State/Provincial Directors as soon as possible before the rally date so it can be promoted in their news column. **Appropriate information would include:**

1. Rally fee – camping fee, meals, entertainment, postage, telephone and 5% may be added to take care of unforeseen expenses.
2. Dates.
3. Name of campground with directions to rally site.
4. Site costs and taxes if not included in rally fee.
5. Services – electric amperage, water, sewer and/or dump station.
6. Planned meals – potluck and Dutch treat.

A rally schedule of activities should include, if appropriate, the location and/or time of:

1. Meal (s)
2. Chapter meeting
3. Hospitals
4. Storm shelter
5. Churches
6. Attractions
7. General information could include a phone number to call in case of emergency, method of transportation to activities.
8. Handouts could include maps, brochures, gift advertisements etc.

## Chapter Rally Guidelines (Continued)

*Anyone who refuses to sign a disclaimer shall not be allowed to attend a Newmar sponsored rally.* Rally registration fees and disclaimers should be submitted by the registration deadline, or if there is no deadline, at the time of arrival. **NOTE: When a member registers online, they must agree to the terms (disclaimer). Please keep all rally notifications that the rally host receives for 7 years as it includes this information.**

Plan your rally activities, keeping track of all costs. Be sure to set your rally fee covering all of your rally costs.

Send a notice to all chapter members advising them of the rally dates and locations. You can also promote your rally in the Legacy magazine through the Chapter's column and the Calendar of Events. For *each* rally to be printed in the Calendar of Events, please complete the Calendar of Events form and submit it to your State/Provincial Directors.

The Rally Host Financial Report **must be completed** for each rally and sent to the State/Provincial Directors. **Do not send receipts to State/Provincial Directors.** A copy of the report, receipts for expenses, and disclaimers are to be retained by the Treasurer for 7 years from date of the rally.

**Encourage Klub members and guests to wear name tags.**

# Newmar Kountry Klub New Chapter Information Form

Date: \_\_\_\_\_

The \_\_\_\_\_ became a Chapter  
(Chapter Name)

of Newmar Kountry Klub in \_\_\_\_\_, \_\_\_\_\_  
(State) (Date)

at \_\_\_\_\_.  
(Time)

**Officers are as follows:**

**President** \_\_\_\_\_  
(Klub #) (Name)

**Vice-President** \_\_\_\_\_  
(Klub #) (Name)

**Secretary** \_\_\_\_\_  
(Klub #) (Name)

**Treasurer** \_\_\_\_\_  
(Klub #) (Name)

*(Secretary and Treasurer may be separate office or combined.)*

**Signed:** \_\_\_\_\_  
(Name)

STATE DIRECTOR APPROVAL: \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Please send the completed information to the Klub Office. The Klub Office will assign a Chapter Number and will send the original copy of the "Chapter Certification Certificate" to the Chapter President.



Office Use Only

Chapter Number \_\_\_\_\_

## **VII - Members - At - Large**

# **Board Members-At-Large Position**

The Members-At-Large must be a pleasant, friendly, self-motivated and enthusiastic individual or couple. This position also requires a self-starter and a flexible team player. This must also be an individual or couple who can provide leadership, enjoys meeting and communicating with members, and yet has the ability to function independently.

The Members-At-Large must be members of the Kountry Klub in good standing and own a Newmar product. This position is an elected office and is for a three-year term.

You are a public relations person(s) with good oral and written communication skills. You will write a news column for the Klub's Legacy magazine.

You are accountable to maintain an excellent relationship between Klub members and the Board of Directors. You will be a member of the Board of Directors, working closely with the International Directors, the Klub Coordinator, Region Directors and other Board Members. You will report membership information, ideas and concerns and develop suggested recommendations for review by the Board.

The Members-At-Large is reimbursed for Klub-related expenses. The Klub also offers the Members-At-Large some additional benefits. This is a very challenging and rewarding position if you are dedicated to the ideals of the Newmar Kountry Klub and enjoy meeting people from all walks of life.



# Members-at-Large Benefits

1. Reimbursement for Klub-related expenses such as: Office supplies, postage, faxes, business cards, telephone calls, and travel expenses. Mileage will be reimbursed at the rate of \$0.25 per mile to help cover routine maintenance, oil changes, filters, depreciation, tires, etc.
2. International Rally fee is paid by the Kountry Klub, plus travel expenses to and from the rally.
3. Reimbursement of expenses on selected approved Klub functions such as attending Board Meetings, Region Directors Conference, rallies and visiting Newmar dealers. These expenses include, but not limited to, rally fees, vehicle fuel, overnight campgrounds and tolls.
4. Rebate on choice of Newmar RV product.  
**5 percent** rebate based on Newmar suggested retail price, options not included. Rebate will be available 90 days after the Members-At-Large takes office and will remain available until 90 days after completion of term of service. This rebate offer may not be used in conjunction with any other incentive offered by Newmar Corporation. You must choose between the Officer Rebate, or any other incentive you may be considering.
5. Klub membership and Legacy magazine renewal will be provided while in office.
6. Display sign for RV will be provided.
7. Members-at-Large name badge will be provided.
8. Special recognition at Newmar Kountry Klub functions.

# Expense Report for Members-at-Large

Reimbursement is requested for the following expenses incurred in the administration of my duties as Members-at-Large.

For the Period \_\_\_\_\_

## Expenses:

(Note: All requests for reimbursements must be accompanied by original paid receipts.)

- |  |          |
|--|----------|
| 1. Postage                               | \$ _____ |
| 2. Office Supplies                       | \$ _____ |
| 3. Telephone Calls                       | \$ _____ |
| 4. E-mail                                | \$ _____ |
| 5. Rally Attendance Fees:                |          |
| _____                                    |          |
| _____                                    |          |
| _____                                    | \$ _____ |
| 6. Campground Site Fees To & From Rally: |          |
| _____                                    |          |
| _____                                    |          |
| _____                                    | \$ _____ |
| 7. Vehicle Travel Fuel                   |          |
| _____                                    |          |
| _____                                    |          |
| _____                                    | \$ _____ |
| 8. Tolls                                 | \$ _____ |
| 9. Mileage _____ x .25/mile              | \$ _____ |
| 10. Miscellaneous Expenses:              |          |
| _____                                    |          |
| _____                                    | \$ _____ |
| <b>Amount to be reimbursed:</b>          | \$ _____ |

I hereby certify that the above expenditures represent cash spent for Klub business only and include no items of a personal nature.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

International Director's Approval

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(International Director)

Paid by check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

## **VIII - Working Forms**

# Newmar Kountry Klub Official Name Badge Application

The official Klub name badge has four (4) lines of information.

## SAMPLE

12345 Newmar Kountry Klub Bob Smith Anywhere, USA
--

Please enter the name you prefer (such as nickname).

### Please Type or Print

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Klub # \_\_\_\_\_ Klub # \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State/Prov \_\_\_\_\_ State/Prov \_\_\_\_\_

Cost is **\$6.50 per badge.**

**Magnetic:** Add \$2.00 per badge

Packaging and Postage is **\$2.00 per BADGE.**

\*Example – 2 badges, \$13.00 plus postage \$4.00 – total \$17.00.

**Mail Order to:** Newmar Kountry Klub  
PO Box 30  
Nappanee IN 46550-0030

**Send Badges to:** Name \_\_\_\_\_

Address \_\_\_\_\_

City, State/Prov & Zip \_\_\_\_\_

Check Enclosed For \$ \_\_\_\_ (US) Or Charge My \_\_\_\_ VISA, \_\_\_\_ MasterCard, \_\_\_\_ Discover

Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp Date \_\_\_\_\_

3-Digit Code on Back of Card \_\_\_\_\_

Signature: \_\_\_\_\_



# KOUNTRY KLUB

## Calendar of Events Information

**Type of Event:** \_\_\_Regional \_\_\_State/Provincial \_\_\_Chapter \_\_\_Luncheon, Breakfast

Name of Event: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

### RV Park/Restaurant Information:

RV Park or Restaurant Name: \_\_\_\_\_

Location: (Full Address) \_\_\_\_\_

RV Park or Restaurant Phone: \_\_\_\_\_

RV Park or Restaurant Website: \_\_\_\_\_

RSVP by Date: \_\_\_\_\_ Rally Fee: \_\_\_\_\_

### Payment Information:

Checks Payable to: \_\_\_\_\_

Mail Payments to: (Full Address) \_\_\_\_\_

### Rally Host:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Rally Co-Host:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Additional Information:

Other instructions or detailed information about this event that the user needs to know:

# Rally Disclaimer

## Attention Rally Hosts

It is the responsibility of the Rally Host Person(s) to make sure that all members, guests and (by an adult should a minor(s) attend) sign this form before the start of the Rally, Special Event or Caravan. If anyone refuses to sign the form, they cannot participate in the Klub activity.

This statement may be found in the Legacy magazine and on our Kountry Klub Website. You may also copy this format for use at your rallies.

**Disclaimer: In order to participate, all persons attending a Klub Rally or Special Event must sign this disclaimer.**

**I agree, in consideration for being able to participate in the described Newmar Kountry Klub activity, to release and to indemnify and hold harmless Newmar Kountry Klub, its Directors and Officers and Newmar Corporation, its officers and employees, from all liability for injury or damages to my person or property, or the property of persons who accompany me to this activity. I also agree that any photos taken can be used for Kountry Klub purposes.**

**Rally or Special Event attendees will abide by National, State and local guidelines of any emergency event.**

**I understand and agree to the Klub cancellation Policy for Rallies, Caravans, and Special Events.**

**With knowledge of the type of risk or harm which might occur at such activity, I sign this release and indemnity as part of my application.**

**All adult members & their guests must sign and in so doing, assume all responsibility for minors in their care.**

**Date:** \_\_\_\_\_ **Klub #** \_\_\_\_\_

**Name of Rally or Event:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

# Newmar Kountry Klub Rally Host Financial Report

This report is to be used for all Newmar Kountry Klub functions where a Klub member collects money on the Klub's behalf. **Do not submit original receipts. Keep them for your records.**

**NOTE: Chapters send a copy of the Chapter Rally Report and copies of receipts to the State/Provincial Directors. State/Provincial Directors send a copy of the State Rally Report to the Regional Directors. Regional Directors send a copy of the Regional Rally Report to the International Directors. FULLTIMERS CHAPTER SENDS REPORT TO THE INTERNATIONAL DIRECTORS. ALL REPORTS ARE DUE WITHIN 45 DAYS AFTER THE CONCLUSION OF THE RALLY.**

Regional: \_\_\_\_\_ State/Provincial: \_\_\_\_\_ Chapter: \_\_\_\_\_

Rally Location: \_\_\_\_\_ Date: \_\_\_\_\_

Host(s): \_\_\_\_\_ Phone: \_\_\_\_\_ Klub #: \_\_\_\_\_

***Revenue:***

- |   |          |
|---|----------|
| 1. Rally Fees: _____ @ \$ _____ ea.           | \$ _____ |
| _____ @ \$ _____ ea.                          | \$ _____ |
| _____ @ \$ _____ ea.                          | \$ _____ |
| 2. Optional tours, dinners, excursions, etc.  | \$ _____ |
| 3. Cash donations from Vendors, Dealers, etc. | \$ _____ |
| 4. Drawings, Sales of Merchandise             | \$ _____ |
| 5. Other Revenue                              | \$ _____ |

***Expenses:***

- |  |          |
|--|----------|
| 1. Rally Advance Planning Cost         | \$ _____ |
| 2. Campground Fees                     | \$ _____ |
| 3. Catered Meals                       | \$ _____ |
| 4. Groceries and Supplies              | \$ _____ |
| 5. Entertainment Events                | \$ _____ |
| 6. Office Supplies, Postage and Copies | \$ _____ |
| 7. Phone Calls                         | \$ _____ |
| 8. Door Prizes                         | \$ _____ |
| 9. Host Couple Rally Expenses          | \$ _____ |
| 10. Other Costs                        | \$ _____ |
| 11. Miscellaneous Expenses:            | \$ _____ |

Total Revenue: \$ \_\_\_\_\_ Total Expenses: \$ \_\_\_\_\_ Profit or (Loss) \$ \_\_\_\_\_

Signature of Host: \_\_\_\_\_

# **Newmar Kountry Klub Membership Decal & Numbers For Your Unit.**

**Price \$12.00 for the Klub Decal  
Including Your Numbers**

*Shipping and handling included. Quoted in US Funds.*

Place your membership decal on the driver side upper portion of the outside windshield of motorized units and on the front cap of our towable units. Or alternately use a piece of plexiglass to display on the inside of the unit driver side windshield at all rally functions. If you have a white unit, we can special order your numbers in dark blue. Please let us know when you order your numbers.

## **WE ALSO HAVE TWO COLORS OF KOUNTRY KLUB LOGO DECALS FOR YOUR TOW VEHICLE!**

**Red & Black Kountry Klub Logo SIZE 6" x 2.43" – Cost \$5.00, includes shipping**

**Silver & Black Kountry Klub Logo SIZE 6" x 2.43" – Cost \$5.00, includes shipping**

To order vehicle decals, mail in the form below with check or credit card information to the Kountry Klub Office.

Please indicate which decals you would like and tell us how many of each.

KLUB Number Standard White .....	\$12.00 each
KLUB Number Special Order Blue .....	\$12.00 each
KLUB Red & Black Decal .....	\$ 5.00 each
KLUB Silver & Black Decal .....	\$ 5.00 each



ENCLOSED IS A CHECK/MONEY ORDER OR CHARGE MY:

Visa, Mastercard or Discover

**Credit Card #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    **Expiration Date:** \_\_\_\_/\_\_\_\_

**3-digit code from back of card:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Send to: **Newmar Kountry Klub**  
**PO Box 30**  
**Nappanee, IN 46550**

**Klub #:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_    **State/Prov:** \_\_\_\_\_    **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

*Note: If a new unit is purchased, there is no charge for your replacement numbers. Please complete the information below.*

Date of Purchase \_\_\_\_\_    Model: \_\_\_\_\_

Serial #: \_\_\_\_\_    Year: \_\_\_\_\_

Dealer: \_\_\_\_\_

## **IX – Special Events/ Caravan Information**

# **SPECIAL EVENTS AND CARAVANS HOST/CO-HOST QUALIFICATIONS**

This is an outline of the qualifications required to be a host or co-host for a Newmar Kountry Klub Special Event or Caravan. We want you to understand that being the Host is not always an easy job, vacation or free ride. In fact, it can be very demanding and stressful, but on the other hand, it can be very challenging, rewarding and lots of fun. Please review this very carefully, and if you think you would like to be a Host or Co-Host, contact the International Directors.

## **QUALITIES OF A GOOD HOST:**

- Be able to work harmoniously with others and understand you will be in contact with attendees 24 hours a day.
- Own a reliable, self-contained Newmar product.
- Be available to travel anywhere in North America.
- Be fully responsible for executing the entire caravan or special event.
- Be capable of fully understanding the entire itinerary and be able to work with our special event/caravan suppliers.
- Be willing to travel alone or with a group.
- Be able to prepare for and conduct formal departure and arrival briefings.
- Be able to inform members in advance, or as they develop, of any changes or substitutions to their schedule without upsetting them.
- If required, while hosting, be on call 24 hours a day for attendees needs.
- Be able to deal successfully with member's concerns without offending them.
- Be able to come up with and take any action necessary to provide members with the level of service they have been promised.
- Be willing and able to put members' and suppliers' interests, welfare and concerns ahead of your own.
- Take appropriate measures to stop a member from assuming control of the event without offending the member.

# **SPECIAL EVENTS AND CARAVANS**

## **HOST/CO-HOST QUALIFICATIONS (Continued)**

### **OTHER INFORMATION FOR HOSTS AND CO-HOSTS:**

- You may request partial advance money from your Host Stipend for travel expenses. We request you be financially independent and be able and willing to pay some of your expenses until your return from the event. At the discretion of Newmar Corporation and the Kountry Klub, a company credit card may be issued to the rally host.
- Be able to obtain appropriate assistance for routine and serious health or mechanical problems of our members. Handle roadside emergencies, including all the member's needs, and never leave a tour member behind unless all parties agree, and help is enroute to that member.
- As a Host Person, be sure that co-hosts are included in all coordination, meetings and daily planning. Openly share information with them. Assist them with compiling their reference materials. At the end of the event, prepare an evaluation of the co-host that you discuss with the co-host prior to forwarding to the Klub Office.
- If the special event or caravan is to be repeated within the next 2 years, attempt to make all reservations and arrangements with the suppliers before leaving the area. Negotiate all dates and prices for the following year and complete all contracts before forwarding them to the Klub Office.
- When serving as co-host, you are the last person to leave the campground and must remain at the rear of the caravan, assist with mechanical problems, and in the event of a major breakdown, render aid and insure the unit gets to a qualified repair facility.
- When required, the Co-Host will assume the duties of the Host.
- After the event ends, submit a report to the International Director on how the event went, reporting any problems and suggestions for changes.
- The Klub may provide portable radios for use in a caravan.
- ABOVE ALL – remember, common sense will defuse most situations.

If you would like additional information, please contact the Klub Office 877-639-5582 or [kountryklub@newmarcorp.com](mailto:kountryklub@newmarcorp.com).

# **SPECIAL EVENT HOST/CO-HOST RESPONSIBILITIES**

Compensation for host and co-hosts of Special Events and Caravans is normally based on the number of units that actually attend, the length of the event and activities involved. You will be given a contract which spells out your compensation in advance.

The Newmar Kountry Klub Special Events and Caravans have enjoyed a good reputation, primarily due to the enthusiasm and hard work of our hosts and co-hosts. We expect you will work toward preserving and building upon our already excellent reputation. We all must go to great lengths to avoid having any bad-will ambassadors (unhappy campers).

If you are the host for a Kountry Klub Special Event or Caravan, you will receive a list of members participating in the Special Event or Caravan from the Klub Office. Make sure you call, e-mail or write to each member signed up for your special event well before the event begins. This will help you establish a good rapport and will open a dialogue with each attendee. You will be able to respond to their specific questions and inquiries about the event. In addition, you will be able to determine if any participants have existing medical conditions, food allergies or physical limitations that may impact their ability to participate in any part of the event.

As a Caravan host, you will send each participant preparation information. You should anticipate questions the participant would like to have answered and include all information they will need prior to beginning their trip (i.e. weather, clothing suggestions, pot luck meals to be scheduled, passport or other identification papers necessary, border crossing information).

The Klub Office must receive all original contracts and all deposits paid to suppliers for campgrounds, meals, shows, tours, etc. The host should maintain copies of all contracts and receipts. If the contract requires payment by check, the office must receive a request at least two weeks prior to the due date.

If this event will be repeated within the next 2 years, the rally host will attempt to make reservations/preparations for next special event or caravan as you travel during the event itself. This will provide the opportunity to have the contracts finalized while you are face to face with the suppliers.

If you are hosting or establishing a Special Event or Caravan for the Newmar Kountry Klub, there are specific guidelines you are required to follow. They include:

1. Scheduling all events, tours, meals, etc. as well as campgrounds. Be sure you coordinate all dates through the Klub Office to avoid potential conflicts or overlapping events.
2. If you are planning socials, etc. during your special event or caravan, make sure you include the cost of these when you submit your contracts.
3. If there are any other expenses to be incurred after the budget and rally fees have been approved and established, approval must be requested of the International Directors prior to proceeding with the change. Otherwise, these expenses will not be reimbursed by the Kountry Klub.

## **SPECIAL EVENT HOST/CO-HOST RESPONSIBILITIES (Continued)**

4. Prepare a detailed Financial Report and send it to the Klub Office within 15 days following the conclusion of the Special Event. This report must show every expense of the Special Event, no matter how small. This report must also include the original copy of a receipt for all monies expended whether cash, check or credit card, even if the receipt is a handwritten one.
5. As Special Event hosts you will be responsible for the security and coordinating of the return to the office of the portable radios, if used.
6. Prepare a written report on the Special Event, addressing any problems or potential problems, possible changes that would improve the event or other considerations that might be necessary. This report should arrive at the Klub Office not later than 30 days following the conclusion of the Special Event.

You may request half of the agreed host fee in advance of the Special Event. The remainder will be paid to you once your Financial Report is submitted to the Klub Office and accepted as complete and correct.

If you have any questions about your duties/responsibilities, please contact the Klub Office 877-639-5582 or [kountryklub@newmarcorp.com](mailto:kountryklub@newmarcorp.com) for additional guidance and help.

# NEWMAR KOUNTRY KLUB

(Name of the event)

(Date of the event)

HOST PERSON(S)

## FINANCIAL AGREEMENT

Names: \_\_\_\_\_ Klub#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email Address: \_\_\_\_\_

### AGREEMENT:

1. The Newmar Kountry Klub agrees to pay a financial package to the Host Couple in exchange for agreed services rendered as explained in the Special Event Host/Co-Host Responsibilities and discussions with the International Director of the Newmar Kountry Klub. This financial package includes your Host Stipend in the amount of (amount), the Special Event/Caravan fee, plus actual fuel used on the Special Event/Caravan (receipts required), overnight camping fee during travel to and from event, if needed (receipts required), and mileage reimbursement.
2. The Newmar Kountry Klub may pay half of the Host Couple's fee in advance prior to the beginning of the Newmar Kountry Klub (name of the event) and the remainder paid upon completion of the Host Couple's Special Event/Caravan responsibilities and submittal of the final bills.
3. The Newmar Kountry Klub is not financially responsible for any expenditure, other than the agreed financial package fee as stated in paragraph 1. All other expenses (including mechanical problems) that exceed the agreed package sum will be the responsibility of the Host Couple.

Please Sign and Return One Copy to the Klub Office.

We/I have read, understand and agree to the above terms as Host Person(s) for the Newmar Kountry Klub (name of the event).

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# NEWMAR KOUNTRY KLUB

(Name of the event)

(Date of the event)

CO-HOST PERSON(S)

## FINANCIAL AGREEMENT

Names: \_\_\_\_\_ Klub#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email Address: \_\_\_\_\_

### AGREEMENT:

1. The Newmar Kountry Klub agrees to pay a financial package to the Co-Host Couple in exchange for agreed services rendered as explained in the Special Event Host/Co-Host Responsibilities and discussions with the International Director of the Newmar Kountry Klub. This financial package includes your Co-Host Stipend in the amount of (amount), the Special Event/Caravan fee, plus actual fuel used on the Special Event/Caravan (receipts required), overnight camping fee during travel to and from event, if needed (receipts required), and mileage reimbursement.
2. The Newmar Kountry Klub may pay half of the Co-Host Couple's fee in advance prior to the beginning of the Newmar Kountry Klub (name of the event) and the remainder paid upon completion of the Co-Host Couple's Special Event/Caravan responsibilities and submittal of the final bills.
3. The Newmar Kountry Klub is not financially responsible for any expenditure, other than the agreed financial package fee as stated in paragraph 1. All other expenses (including mechanical problems) that exceed the agreed package sum will be the responsibility of the Co-Host Couple.

Please Sign and Return One Copy to the Klub Office.

We/I have read, understand and agree to the above terms as Co-Host Person(s) for the Newmar Kountry Klub (name of the event).

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**Newmar Kountry Klub**  
***Special Travel Events & Caravan Tours***  
**Supplier Reservation/Confirmation Form**

Date: \_\_\_\_\_ Tour Event: \_\_\_\_\_

Campground: \_\_\_\_\_ Tour: \_\_\_\_\_ Entertainment: \_\_\_\_\_ Restaurant: \_\_\_\_\_ Other: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Date(s) Reserved: \_\_\_\_\_ Time: \_\_\_\_\_ Meal(s): Yes \_\_\_\_\_ No \_\_\_\_\_

Total Number of People/Rigs: \_\_\_\_\_ Number of Days: \_\_\_\_\_

Cost per Adult Rig/or per person: (US FUNDS) including Taxes/Gratuities: \$ \_\_\_\_\_

Shuttle provided from campground: Yes \_\_\_\_\_ No \_\_\_\_\_ Cost: \$ \_\_\_\_\_ Time: \_\_\_\_\_

Caravan Hosts Comp: Yes \_\_\_\_\_ No \_\_\_\_\_ # \_\_\_\_\_ Unit(s) # \_\_\_\_\_ People Based on Minimum #: \_\_\_\_\_

Credit Card Payment Accepted? Yes \_\_\_\_\_ No \_\_\_\_\_

If Necessary Check Payable To: \_\_\_\_\_

Deposit Required? Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Deposit Due Date: \_\_\_\_\_

Final Payment Due Amount: \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

Dates and total numbers of people/rigs to be confirmed 30 days prior to event date.

Date called: \_\_\_\_\_ Spoke to: \_\_\_\_\_

Host Person (s): \_\_\_\_\_