



# OPERATIONS MANUAL

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# I – Bylaws

# **Bylaws 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 and Dues**

- Section (1)** The membership of the Kountry Klub shall consist of five classes:
  - 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, 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 restricted to individuals or families who do not 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 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.

**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 surviving spouse, in which case the membership shall automatically pass to such spouse.

**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 Kountry Klub Chapter.

**Section (6)** To join a Kountry Klub Chapter, one must be an active member of the Kountry Klub.

**Section (7)** Dues shall be set from time to time by the International Directors for membership in the Kountry Klub with approval by the Kountry Klub Board of Directors. Membership shall be for one year, three years, or other terms as the International 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 Directors.

**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 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 International Directors may or may not be an employee of Newmar Corporation. Duties, responsibilities, and benefits are listed in the Operations Manual. The International Directors shall appoint Region Directors, and the Special Events Directors 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. Special Events Hosts shall be appointed, with prior approval of the International Directors, by the Special Events Directors. 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 members are also members of the Kountry Klub Board of Directors, representing all the members. Duties, responsibilities, and benefits are listed in the Operations Manual. 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 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-~~S~~-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.

**Section (4)** The Kountry Klub Board of Directors shall, from time to time, set policy and organizational requirements for all Region, State/Provincial Country Klub Chapters and Special Events. 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 Bylaws and the approval of the Kountry Klub Board of Directors.

## **Article V – Newmar Kountry Klub 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 Directors. The seventh member shall be the elected Members-At-Large.

**Section (3)** The Board of Directors shall select and appoint the International Directors, 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 times 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 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 Bylaws 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.

## **Article VIII – Rules for Regions, States/Provinces, and Chapters**

Newmar Kountry Klub Bylaws shall apply to all Region, State/Province, Chapter, and Special Events activities.

## **Article IX – Membership and Dues for Regions, States/Provinces, and Chapters**

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

**Section (2)** Any Newmar 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)** Regional Directors/Special Events Directors, State/Provincial Directors and Chapters shall submit a Financial Report once a year. Date and details shall be determined by the International Directors.

## **Article X – Organization for Regions, States/Provinces, and Chapters**

**Section (1)** Kountry Klub Officers are as follows:

- International Directors
- Region Directors/ Special Events Directors
- State/Provincial Directors/ Special Events Hosts
- Chapter Officers

**Section (2)** Region Directors shall be appointed by the International Directors with the approval of the Kountry Klub Board of Directors. Duties, responsibilities, and benefits are listed in the Operations Manual. Region Directors will be appointed for a three-year term, 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 International Directors may appoint an Interim Region Director from outside of a Region if no candidate is available within the Region.

**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. Duties, responsibilities, and benefits are listed in the Operations Manual. 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. Regional Directors may appoint an Interim State Director from outside the state if no candidate is available, with prior

approval of the International Directors. If appropriate, two or more states may be combined when filling the position of State Director, with approval of the Region Directors and prior approval of the International Directors.

**Section (4)** Chapters shall be comprised of Kountry Klub members for the purpose of local enjoyment and involvement. Six or more Kountry Klub members shall be required to start a Kountry Klub Chapter. Duties, responsibilities, and benefits are listed in the Operations Manual. Chapter Officers shall consist of a President, Vice-President, Secretary and Treasurer. The offices may be separated or combined for Secretary and Treasurer. Officers shall be elected for a one-year term and may be re-elected. Chapters may elect or appoint additional officers if they desire. Each State/Province can have one or more Chapters. It is strongly recommended that all Chapter Officers reside within the State/Province where the Chapter is located.

**Section (5)** Special Events Directors shall be appointed by the International Directors with the approval of the Kountry Klub Board of Directors. Duties, responsibilities, and benefits are listed in the Operations Manual. The Special Events Directors will be appointed for a three-year term, with one-year extensions at the discretion of the International Directors. If the Special Events Directors do not complete the term of office, the International Directors may appoint another member as Directors for the remainder of their term. The Special Events Directors may not have ownership in or be an employee or contractor of a tour company.

**Section (6)** Special Events Hosts shall be appointed by the Special Events Directors with prior approval of the International Directors, after completion of a Kountry Klub approved training program. The International Directors will determine the number of Host positions. Duties, responsibilities, and benefits are listed in the Operations Manual. There is no term limit, however, Special Events Hosts will be appointed for a one-year term, to be extended at the discretion of the Special Events Directors. Special Events Hosts may not have ownership in or be an employee or contractor to a tour company.

## **Article XI - Rallies and Meetings for Regions, States/Provinces, and Chapters**

**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 a year or more 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.

**Section (4)** Special Events Directors shall coordinate their Special Events Hosts to provide events for members of the Kountry Klub. A concept proposal shall be presented to the International Directors to discuss event viability before approval to proceed is given. A final formal proposal shall be presented to the International Directors for approval and load added prior to funds being placed on the event, or promotion by the Klub.

**Section (5)** Special Events Hosts shall plan and/or execute one Special Events as Lead or Co-Host each year, to remain active, under the direction of the Special Events Directors with approval by the International Directors.

## **Article XII – Advisory Board**

The Region and Special Events Directors shall serve as advisors to the International Directors. Recommendations for changes to the Kountry Klub Policy shall be submitted to the International Directors in writing.

## **Article XIII – Operations Manual**

The Operations Manual shall be the governing document of the Kountry Klub, by which the Klub shall conduct business. The Operations Manual, with the exception of the Bylaws, may be revised by the International Directors for updates, additions, and deletions, with the President of the Board of Directors being made aware of changes. Any changes that affect monetary benefits must be approved by the Newmar Kountry Klub Board of Directors.

# **II - Policies**

# Newmar Kountry Klub Organization

The Newmar Kountry Klub Board of Directors consists of up to seven Members. Newmar Corporation appoints up to five Members. The Board of Directors appoints the International Directors as the sixth Member and the Members-At-Large are elected by the General Membership as the seventh Member.

The **International Directors** are appointed by the Kountry Klub Board of Directors. 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 the Bylaws and the approval of the Kountry Klub Board of Directors.

The **Members-At-Large** are elected by the General Membership. The Members-At-Large report membership information, ideas, and concerns, and develop suggested recommendations for review by the Board.

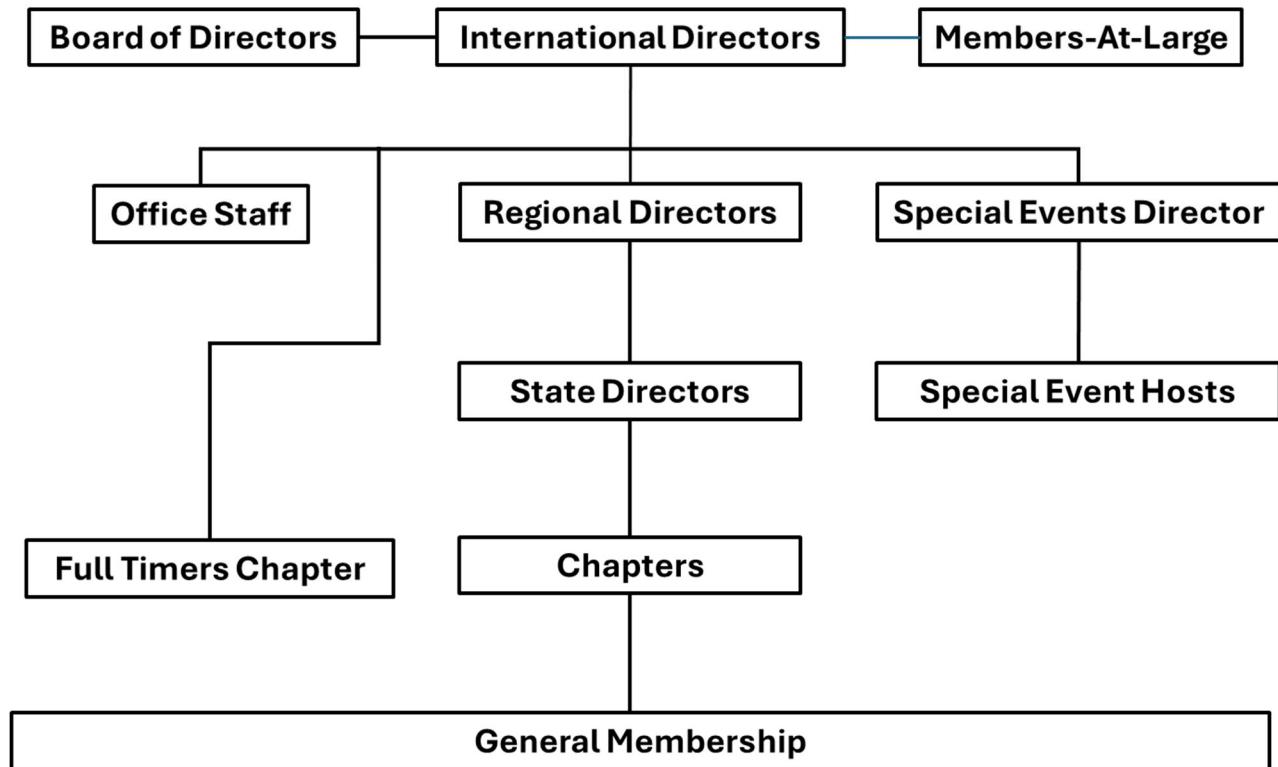
The **Region Directors and Special Events Directors** are appointed by the International Directors with approval of the Kountry Klub Board of Directors and serve for a three-year term with the possibility of annual renewals.

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. Appointment can be held for an indefinite period.

**Special Events Hosts** are appointed by the Special Events Directors, with the approval of the International Directors. Appointment is for one year with annual renewals. Since continuity is important, consideration should be given to renewing Special Events Hosts unless circumstances dictate otherwise. Appointment can be held for an indefinite period, as long as the Hosts have served on a Special Event in the current or preceding year or is the assigned Host or Cohost for an approved future event.

**Chapters** may be formed by six or more Kountry Klub Members. Membership in Chapters is restricted to Members in Good Standing in the Newmar Kountry Klub. Chapters are not limited by State/Provincial boundaries and there is no limit on the number of Chapters within a State/Province. Members may belong to more than one Chapter.

# Newmar Kountry Klub Organization Chart



# Regions

Region 1	Arizona, California, Colorado, Hawaii, Nevada, New Mexico, Utah
Region 2	Alaska, Idaho, Montana, Oregon, Washington, Wyoming
Region 3	Arkansas, Kansas, Louisiana, Missouri, Oklahoma, Texas
Region 4	Illinois, Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin
Region 5	Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Virginia
Region 6	Indiana, Kentucky, Michigan, Ohio, West Virginia
Region 7	Connecticut, Delaware, District of Columbia, Maryland, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
Region 8	New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec
Region 9	Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan, Yukon

## Chapters as of 1/6/26

Region	State	Chapter Name	Chapter Number
1	AZ	Arizona Sun Catchers	94
1	CA	CA Golden Aires	18
1	CA	California 49ers	38
1	CA	CA Golden Bears	70
1	CO	Kruisin' Aires	13
1	NM	Chile Peppers	58
1	NV	Mother Lode	65
1	UT	Utah Pathfinders	100
2	ID	Idaho Gems	42
2	OR	Oregon Explorers	35
2	WA	Evergreen Aires	44
3	AR	Razorback Kountry Klub	24
3	KS	Kountry Sunflowers	16
3	LA	Bayou Kruisers	82
3	MO	Mid-Mo Wanderlust	3
3	OK	Okie Kountry Klub	10
3	TX	Kountry Lonestars South	33
4	IL	Illini Kountry Kuzzins	9
4	MN	Minnesota Loons	7
4	SD	Rushmore Roamers	40
4	WI	WI Northern Aires	19
5	AL	Alabama Dixie Aires	50
5	FL	Emerald Koast Sandpipers	23
5	FL	Florida Manatees	52
5	FL	Florida Pelicans	74
5	FL	Florida Sea Turtles	77
5	GA	Peach State Krackers	55
5	NC	Tarheel Kountry Klub	32
5	SC	Palmetto Pals	37
5	TN	Volunteer Kruisers	72
5	VA	Virginia Wheels	30
6	IN	Hoosier Kountry Klub	2
6	KY	Kentucky Thoroughbreds	66
6	MI	Michigan Aire Kampers	5
6	MI	Michigan Great Lakers	53
6	OH	Buckeye Kountry Travelers	4

<b>Region</b>	<b>State</b>	<b>Chapter Name</b>	<b>Chapter Number</b>
6	OH	Lake Erie Drifters	99
6	WV	WV Traveling Mountaineers	95
7	MD/DE/DC	Chesapeake Travelers	102
7	NEW ENG STATES	New England Aires	36
7	NJ	Garden Aires	29
7	NY	New York Lakers	57
7	NY	Hudson Aires	96
7	PA	Penn's Friends	97
7	PA	West Penn Travelers	98
	FT	Full Timers Chapter	26

## Code of Conduct

Newmar Kountry Klub Members are expected to conduct themselves respectfully and with consideration for others. A Member's character and actions reflect the Kountry Klub's reputation. A Member shall not behave in a manner that adversely affects the reputation of the Kountry Klub.

To help prevent and manage conflicts, we have a Code of Conduct for our Members. Members may be subject to suspension or termination of Membership for any of, but not limited to, the following reasons:

- Discrimination is not acceptable and will not be tolerated. This includes discrimination based on sex, race, color, nationality, ethnicity or national origin, ancestry, citizenship, religion or belief, age, physical or mental disability, medical condition, sexual orientation, veteran status, marital status, genetic information, or characteristics.
- Members are expected to refrain from displays of aggressive, violent, or abusive behavior, and to maintain control of their temper when around other Members, guests, and staff at any event. This also applies in our Kountry Klub-managed online platforms, including discussion forums and social media groups.
- Members are expected to refrain from language or behavior that is unsolicited, unwanted, and deemed harassment of a Member, guest, or staff of the Kountry Klub, or at any Kountry Klub event.
- Members are to refrain from delinquency, nonpayment of fees, dues, charges, or other financial obligations owed to the Kountry Klub or Chapters. Nonpayment of fees includes unpaid returned-check charges and bank processing fees that are not remitted upon request.
- Members are expected to follow park rules and requests made by Kountry Klub or park staff while staying or participating at a park or at a Kountry Klub event. This includes those set by the organizers and the venue or property where the event is taking place.
- Members are expected to comply with all local, state, and federal guidelines, authorities, laws, or rules of the location of the events including, but not limited to, health and emergency guidelines, local pet/leash laws, parking restrictions, trash disposal, and other ordinances.
- Members should not spread harmful, misleading, or defaming information about others, Newmar Kountry Klub, Newmar, its suppliers, nor infringe upon copyrights.

- Members should refrain from discussions regarding controversial topics during events, activities, functions, in facilities or online communication platforms and groups bearing the Kountry Klub name that may cause conflict with others. Our activities should remain respectful and welcoming.
- Out of respect for privacy, Members are not permitted to use information associated with other Members for personal gain or in assisting in the commercial gain of others. In addition, Members are not permitted to make promotional posts or send unsolicited messages to Members of our social media pages or groups. This includes chain letters, multi-level marketing, advertising, and promoting other products, services, websites, or groups.
- Members or Member-sponsored guests engaging in improper behavior may receive a warning from Kountry Klub activity organizers or leaders and/or may be asked to leave the Kountry Klub activity and a flagged warning may be added to their account. Membership privileges can be suspended or terminated after consideration by the International Directors. The International Directors, in their sole discretion, will interpret what is a violation of this Code of Conduct. Should termination occur, there will be no refund of money paid by the Member to the Kountry Klub.

# **Cancellation Policy**

## **For Region, State/Provincial and Chapter Rallies**

The Kountry Klub experiences increased administrative burden and financial losses from commitments made during the planning stages of events.

The Region, State/Provincial, and Chapter Rally Cancellation Policy is as follows.

1. An administrative fee of \$10/person will be charged for all cancellations. This fee covers costs associated with processing rally registration.
2. Members who register for a rally and then:
  - For whatever reason, cancel a minimum of 35 days prior to the start of the rally will receive a full refund, less an administrative fee of \$10/person.
  - Cancellations 34 to 8 days prior to the start of a rally will be charged for any non-refundable commitments made on their behalf in addition to the \$10/person fee.
  - Cancel 7 or less days prior to the start of a rally will receive no refund on any portion of the rally fee paid.
3. All refunds will be made at the conclusion of the rally.
4. Members who register for a rally and do not advise the Hosts that they will not be attending will receive no refund.

Please note: Planning any rally requires long-term organization. Many service providers require non-refundable financial commitments. Because these deposits and financial commitments are often made well in advance of any rally, this policy becomes a necessity. We recommend that you consider third- party trip insurance.

# Special Events and International Rally Cancellation and Refund Policy

Significant financial commitments are made in the planning for Special Events to secure reservations and services for the benefit of our Members. To reduce the impact of cancellations on the Kountry Klub and fellow Members, the following Cancellation and Refund policy applies to all land-based Special Events and International Rallies.

Cancellation requests must be made in writing via email to the Kountry Klub Office.

A \$100.00 per person cancellation fee plus a portion of the event price will be charged anytime an event registration is cancelled.

- For reservations cancelled 150+ days prior to the start of the event, you will receive a full refund less a \$100 per person cancellation fee.
- For reservations cancelled 149-90 days prior to the start of an event, you are responsible for 25% of the event price plus \$100 per person cancellation fee.
- For reservations cancelled 89-30 days prior to the start of an event, you are responsible for 50% of the event price plus \$100 per person cancellation fee.
- For reservations cancelled 29-15 days prior to the start of an event, you are responsible for 75% of the event price plus \$100.00 per person cancellation fee.
- If cancellation is made less than 15 days prior to the start of an event, you are responsible for 100% of the event price and there will be no refund.

Number of Days Prior to the Start of Event				
150+ Days	149-90 Days	89-30 Days	29-15 Days	14-0 Days
\$100/Person Cancellation Fee	\$100/Person Cancellation Fee + 25% of Event Price	\$100/Person Cancellation Fee + 50% of Event Price	\$100/Person Cancellation Fee + 75% of Event Price	100% of Event Price Not Refundable
Refund	Refund	Refund	Refund	Refund Deposit
Deposit	Deposit	Deposit	Deposit	

# Travel Insurance and Event Cancellation Protection

## Travel Insurance

The Kountry Klub recommends that Members purchase third-party travel insurance to help offset their financial obligation should the Member decide to cancel their participation in a Special Event or International Rally. The Kountry Klub does not recommend specific third-party insurance providers nor does the Kountry Klub have financial interest in the sale of third-party travel insurance.

## Optional Event Cancellation Protection Benefit

As a benefit to Kountry Klub Members, the Kountry Klub offers Members the opportunity to purchase Optional Event Cancellation Protection. Like third-party travel insurance, the Kountry Klub Event Cancellation Protection Benefit lessens the Members' financial obligation when the Member cancels their registration for a Kountry Klub Special Event or International Rally. The Optional Event Cancellation Protection Benefit is priced at \$100.00 per participant, per event registration, and must be purchased at the same time as the Member's initial event registration. This benefit does not apply to events led by third parties on behalf of the Klub, such as cruises or co-branded caravans.

When purchased, the Optional Event Cancellation Protection Benefit provides the following:

- Should the Member cancel their event registration for any reason at any time, they are not responsible for the \$100 per person cancellation fee.
- Should the Member cancel their event registration for any reason at any time 30 days or more prior to the event start date, they will receive a full refund of all event payments.
- Should the Member cancel their event registration for any reason at any time less than 30 days prior to the event start date, they will receive credit for the portion of their settled payment that would not otherwise be refundable per the Special Events and International Rally Cancellation and Refund Policy.
- A credit from the Optional Event Cancellation Protection Benefit may be applied toward the Member's payment for future land-based Special Events or International Rallies where the Member's registration for the future event occurs within two years of the start date of the event with the cancelled registration.
- Credits from the Optional Event Cancellation Protection Benefit are not transferable and may expire without the Member's opportunity to apply the credit to an event suitable to the Member. Unused credits will not be refunded.

## **Alcoholic Beverages Policy**

- No Kountry Klub, Regional, Provincial, State, Chapter, or Special Events funds collected or received will be expended on alcoholic beverages.
- The Kountry Klub may allow a licensed catering service or vendor to sell alcoholic beverages to Members of legal age, pursuant to venue policies.
- For clarity, any personal consumption of alcoholic beverages, or any purchased or provided by an individual, is the personal responsibility and at the individual risk of said person or persons.

## **Event Food Sensitivities Policy**

Food arrangements for Kountry Klub events are planned and generally paid for in advance of the actual event. Menus are selected to provide guests with a variety of options. Event Hosts will make reasonable efforts to accommodate a Member's dietary requirements. Event guests should notify the event Host of necessary dietary requirements in writing at the time of their event registration.

Many venues offer alternate selections to address specific food sensitivities and preferences (food allergies, vegetarian, or gluten-free diets); however, offerings are frequently limited, and Event Hosts may be unable to accommodate the food request. Guests should be prepared to supplement and provide for their specific needs should alternative arrangements not be offered by the event or venue. No refund will be provided for unused meals.

We ask that all Member contact with a restaurant or venue be managed through the Event Host. For the International Rally, Members shall contact the Kountry Klub Office/International Directors.

## Event Pet Policy

The Newmar Kountry Klub welcomes all well-behaved pets at our events. As guests of campgrounds where our events take place, we are subject to their rules and restrictions. Where not otherwise specified, the following guidelines are provided:

- Pets are to be kept on a leash whenever outside your coach (unless enclosed in dog pens or at a campground dog park).
- Always pick up after your pet.
- Do not leave your pet unattended outside your coach.
- No excessive barking.
- Control aggressive/antisocial behavior.
- No pets are to be present where event-sponsored food is being served.
- In the event of long days away from your coach, pet owners are responsible for arranging for the care of their pets.
- Any additional pet fees assessed by contracted campgrounds are the responsibility of the individual pet owners.
- If traveling into Canada or Mexico, pet owners are responsible for any required documentation, (inoculations, health certificates chips, etc.).

Note: Service animals are governed by applicable local, state, and federal guidelines.

# **Newmar Dealers Displaying Units at 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 prices for new Newmar product, or evaluating trades.

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.

## **Region, State/Provincial, Chapter Rallies and Special Events:**

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

1. The Newmar dealer must be in their own Newmar Sales Agreement Territory.
2. The Rally Host or a Kountry Klub Officer is responsible for contacting their Region Directors who will then contact the Kountry Klub Office to verify the dealer is 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.
3. The Kountry Klub Office will contact the Sales Department for approval and will advise the Region Directors of the approved dealer.

Note: This policy must be followed for all events or the authorization to have display coaches will be withdrawn.

## Attendance at Events

### Members Attending Kountry Klub Functions

Rally, Special Event and Caravan participants must be a Member of the Newmar Kountry Klub and must attend in a Newmar recreational vehicle unless written approval is provided by the International Directors in advance. Guests traveling in Member coach must be registered at the time of the member registration. Guest fees will not be prorated if the guest is unable to attend the entire event.

### Guests Attending Kountry Klub Rallies in Non-Newmar Brand RV

Guests in non-Newmar brand of recreational vehicles may attend Kountry Klub events provided their reservation references the Kountry Klub Member of whom they are a guest. Guest reservations will not be taken on limited space events until the registration has been open for 30 days or the deadline has passed to allow Members to have priority.

Provided space is available, guests in non-Newmar brand recreational vehicles may be allowed to attend events at the discretion of the event host.

## Setting Event Dates

To minimize the opportunity for events to overlap or detract from other Kountry Klub events, it is intended that dates for the International Rally be set first, followed by Region Rallies, State Rallies, and Chapter Rallies, respectively. The following approvals are required prior to making commitments in the planning process.

- Dates for Chapter rallies shall be approved in advance by the respective State/Provincial Directors, then submitted to the respective Regional Directors for final approval.
- Dates for State/Provincial rallies shall be approved in advance by the respective Region Directors.
- Dates for Region rallies shall be approved in advance by the International Directors.
- Dates for Special Events shall be approved in advance by the International Directors. The Special Events Directors shall ensure that events within a Region are coordinated with the respective Region Directors prior to seeking approval of the International Directors.

Events conducted outside the home area of the Host Chapter, State/Province, or Region should be coordinated with the respective Region Directors of the event location.

## **Name Badges**

New Kountry Klub Members receive Name Badges upon enrollment in the Kountry Klub. Name Badges should be worn during all Kountry Klub events to identify our Members to each other, aid Event Hosts in identifying paid participants, and to show community members our positive impact on their economy.

Various Name Badge colors have been used by the Kountry Klub in the past. Members may continue to wear their existing Name Badges regardless of color. New and replacement Name Badges will be issued using the current color scheme, which is as follows:

- Members – white with black lettering
- State and Provincial Directors – gray with black lettering
- International Directors, Members-At-Large, Region Directors and Special Events Directors – black with white lettering
- Emeritus International Directors, Members-At-Large, Region Directors and Special Events Directors – gold with black lettering

## **Host Rally Bars**

We honor our first-time Rally Hosts with a rally bar that designates them as Rally Hosts. Host Rally Bars are provided by the Kountry Klub Office upon request. Rally Hosts that host five rallies will be honored with a special Host Rally Bar. Requests for Host Rally Bars should be verified and submitted through the respective Region Directors.

## **Newmar Kountry Klub Logo**

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



## **Members in Good Standing**

Members are in good standing with the Kountry Klub if they are current on their Kountry Klub dues, do not have any overdue balances, and are not in violation of any Kountry Klub policies.

Chapter Officers are responsible for ensuring that new and existing Chapter Members are in Good Standing with the Kountry Klub. Chapter Officers should review the current roster of Kountry Klub Members with their respective State/Provincial and Region Directors to determine if Members are in good standing. If there is any doubt, the Chapter Officer may verify a potential Chapter Member's status with the Kountry Klub Office.

## **Pathfinder Project**

State/Provincial Directors may apply for up to \$150 in reimbursements to assist with the formation of new Chapters. Requests require the approval of the respective Region Directors and the International Directors. The funds are limited to one request per new Chapter and may be used for mailings or recruitment gatherings that bring potential Members together for the purpose of establishing new Chapters. Once approved, the Region Directors should include the reimbursement request on their next expense report along with scanned or hard copies of the related receipts, and identification of the payment recipient.

## Membership Levels and Pricing

Newmar Corporation appreciates the owners of its products and promotes Membership in the Newmar Kountry Klub. To show their support for the RV lifestyle, the Newmar Corporation provides new owners of any new or previously owned Newmar recreational vehicle with a \$35 discount off the initial \$65, one-year Membership in the Newmar Kountry Klub. Memberships run on a calendar year, and the initial membership expires on December 31 in the year following the year of purchase.

The Kountry Klub provides new Members with a numbered Membership Decal for your RV, personalized Kountry Klub Membership Card, Name Badges identifying you as a Member of the Kountry Klub, and access to the Kountry Klub Publications. These benefits are available to new Members who have not previously belonged to the Kountry Klub. Replacement decals, name badges, and magazine subscriptions are also available for purchase.

For renewing Members, the following membership periods and prices are available:

Length of Membership	Price
One Year	\$65.00
Three Years	\$150.00
Lifetime	\$900.00

### Limited Time Benefits for Multi-Year Memberships

From time to time, Newmar Corporation makes special benefits available to Members of the Kountry Klub. These benefits are temporary and may not be renewed in future periods. For the period ending December 31, 2026, the following benefits are offered exclusively to Kountry Klub Members with multi-year Memberships. These benefits may not be combined with any other offer and may be discontinued at any time.

Benefit	Multi-Year Membership	Lifetime Membership
Discount off annual chassis or house maintenance provided at the Newmar Service Center. Discount is available only once per year and must be requested at time of service.	\$200/year	\$400/year
Kountry Klub Lifetime Member bar identifying you as a Lifetime Member *	-	Yes
Lifetime Member display sign for RV *	-	Yes
Free participation in the Optional Event Cancellation Protection Benefit *	-	Yes

\* Benefit is available to new Lifetime Memberships enrolled after October 1, 2025

## Klub Calendar

- The Klub Calendar is the official listing of approved Kountry Klub Events. To have an item added to the Klub Calendar, the event organizer should submit a completed Klub Calendar Request Form to their respective State/Provincial Directors. State/Provincial Directors will review and approve the information and forward it to the respective Region Directors for final approval. Region Directors will review and approve the information and submit it to the Kountry Klub Office. This process ensures the responsible parties are informed of events within their area of responsibility and have approved them.
- Items on the Klub Calendar may be published in the Kountry Klub Magazine, Newsletter, Website, and Social Media. Events will be listed by their respective geography and by the date of the event.
- Required information is listed on the Klub Calendar Request Form. “TBD” may be used as a place holder when a detail has not yet been finalized but must be replaced with date/time/cost information prior to the event opening for registration.
- Breakfasts and luncheons are to be submitted to the respective Region Directors who will submit the Klub Calendar Request Form.
- Submission of an Article for Publication or an Event Advertisement does not place an event on the Klub Calendar. Placing an event on the Klub Calendar is a distinct process.
- Hosts will receive notification by email of event registrations that are made through the website.

## **Newmar Kountry Klub** **Klub Calendar Request Form**

Type of Event:      Region \_\_\_\_\_ State/Provincial \_\_\_\_\_ Chapter \_\_\_\_\_ Meal \_\_\_\_\_

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

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

### **Venue Information**

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

Venue Phone: \_\_\_\_\_

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

Venue Website: \_\_\_\_\_

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

### **Payment Information**

For all payment types, add to memo line: NKK#, Your Name, & Name of Event

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

Mail Checks to: \_\_\_\_\_

Zelle Phone: \_\_\_\_\_ or Zelle Email: \_\_\_\_\_

Venmo Phone: \_\_\_\_\_ or Venmo Email: \_\_\_\_\_

### **Rally Host Name:**

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

**Rally Cohost Name:** \_\_\_\_\_

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

### **Additional Information:**

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

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# **Kountry Klub Magazine**

## **Article Submission**

- All items intended for inclusion in the Kountry Klub magazine or other Kountry Klub communications should be sent through the respective Region Directors who review and consolidate their region's items prior to forwarding them to the Kountry Klub Office. The Full Timers Chapter will forward items directly to the Kountry Klub Office.
- Include a heading that identifies the Region, State/Province, or Chapter name.
- Include the Author's name, Kountry Klub number, and title of Office held.
- Text should be left justified, single-spaced, with one blank line between paragraphs saved as a Word document. The enter key should only be used at the end of a paragraph and not at the end of each line. Text should be in "Sentence case" using upper- and lower-case letters. Headings should have each word capitalized. A standard font in either 10- or 12-point should be used.
- Articles should be Kountry Klub related, keeping 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 to your Members. Please do not list all rally attendees, only guests or special attendees.
- If you are attending events hosted by others, do not go into detail about it in your article. The event Host should write about the event.
- If your area is dormant and there is no Kountry Klub related news to report, it is not necessary to submit an article (the only exception is Region Directors, who must submit an article for each issue).
- Please check spelling, grammar, and for the use of unnecessary wording.

## **Deadlines for Publication in the Kountry Klub 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 items to the Office. Items received after deadlines may be held for the next issue.

## Photographs

- Please email photos saved as a .jpg or .tif file and send them as a separate attachment from your article. Do not add photo to the article as layout will be performed later.
- 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 the type of event at which the photo was taken (such as Chapter, State, Regional Rally, or Special Events).

## Event Advertisements

- Advertisements may be included in Kountry Klub publications such as the magazine and newsletter. Advertisement requests are submitted using the same formatting as is used for Articles for Publication and Photographs.
- Advertisements should include all the information from the Klub Calendar Request Form (previously submitted by the event Host), so that the reader can make an informed decision. Registration deadlines, contacts, prices, locations for the event and addresses for payments are important parts of the advertisement.
- Regional rallies are entitled to two (2) complimentary 1/2-page ads prior to the rally. State/Provincial Rallies and Full Timers 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.)
- Requests for advertisements should not be submitted prior to the submission of the approved Klub Calendar Request Form.

## Special Feature Columns

- If someone in your area is sick, hospitalized, or injured, email the Kountry Klub Office and provide their 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 wedding anniversary supply their names, Kountry Klub number, and date of the anniversary to be included in the “**Happy Anniversary**” column.

# **III – Klub Officers**

## Directors and Special Event Hosts Benefits

The Kountry Klub appreciates the Directors, Members-At-Large, and Special Events Hosts who support the organization and its Members. The section below outlines the benefits provided in appreciation for their service.

Benefit	International Directors	Members-At-Large	Region Directors & Special Events Directors	State Directors & Special Events Hosts
Kountry Klub Membership while in office	Yes	Yes	Yes	Yes
Access to the Kountry Klub Magazine	Yes	Yes	Yes	Yes
Title display sign for RV	Yes	Yes	Yes	Yes
Official Name Badge	Yes	Yes	Yes	Yes
Special recognition at all Newmar Kountry Klub functions	Yes	Yes	Yes	Yes
Special Events Discount Benefit	-	-	-	Yes
Participation in RV Vehicle Rebate Program	Yes	Yes	Yes	Yes, for State/ Provincial Directors
<b>Maintenance Expenses</b>				
Reduced labor rate on service performed at the Newmar Service Center	-	Yes	Yes	Yes, for State/ Provincial Directors
Reimbursement of RV maintenance expense	Yes	-	-	-
\$0.25 per mile reimbursement to offset routine maintenance, oil changes, filters, depreciation, tires, etc. related to Kountry Klub travel	-	Yes	Yes	-

Benefit	International Directors	Members-At-Large	Region Directors & Special Events Directors	State Directors & Special Events Hosts
<b>Travel Expenses</b>				
Potential to receive yearly supplemental payment with Kountry Klub Board approval based on year-end Membership. Funds to be used in-state for Chapter rally registrations and required travel in support of responsibilities. Not offset costs for State/Provincial Rallies	-	-	-	Yes, for State/ Provincial Directors
Access to in-State \$3.00 per Chapter Member fee to offset Kountry Klub related expenses	-	-	-	Yes, for State/ Provincial Directors
Reimbursement for International Rally fee and related travel	Yes	Yes	Yes	-
Reimbursed travel expenses for Region Directors' Conference	Yes	Yes	Yes	-
Reimbursement for Kountry Klub related travel including, but not limited to rally fees, vehicle fuel, in transit campgrounds and tolls	Yes	Yes	Yes	-
Annual cellphone reimbursement for one month's base service billing, up to \$100	Yes	Yes	Yes	-
Annual reimbursement for roadside assistance membership, up to \$160. i.e., Coach Net	Yes	Yes	Yes	-
<b>Other Benefits</b>				
Reimbursement for Kountry Klub related office supplies, postage, phone calls, and visiting Newmar dealers	Yes	Yes	Yes	-
Negotiated salary and other company benefits	Yes	-	-	-
Participation in the Completion of Service Benefit	Yes	Yes	Yes	-

## RV Rebate Program

Officers identified in the table below are eligible to receive a rebate from Newmar Corporation for the purchase of a new recreational vehicle. The rebate is effective 180 days after the Officer 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 may not be used in conjunction with any other incentive provided by Newmar Corporation. The Officer must choose between the Officer Rebate or any other incentive they 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 Kountry Klub Office.

Office	Rebate Percent
International Director	8% maximum
Member-At-Large	5%
Region Director	5%
Special Events Directors	5%
State Directors	2%

The International Directors becomes eligible for a 2% rebate after 180 days of service. The rebate for the International Directors increases to 5% after two years of service and increases to a maximum of 8% upon completion of three years of service.

## **Completion of Service Benefit**

At the completion of service for retiring International Director, Members-At-Large, Region Directors, and Special Events Directors, the Kountry Klub may at the discretion of the International Directors provide the following completion of service benefits. To be eligible, the Members must be in Good Standing with the Kountry Klub at the time of their retirement, must complete their current term in Office, and must have served a minimum of three years in any combination of the listed positions.

1. Special Emeritus Gold Badge
2. Lifetime Membership in the Kountry Klub

## Special Events Discount Benefit

As a thank you to the Kountry Klub's Officers, the following discounts are offered off the price of land-based Special Events:

- The first State/Provincial Director to register for a land-based Special Event will receive a 10% discount on the full price of the event. To be eligible, the Director must be in office for at least six months and must have held a rally in the past year or have one scheduled. The Director must identify themselves as such upon registering to receive the discount.
- Active Newmar Kountry Klub Special Events Hosts / Cohosts attending as paid guests on special events / caravans receive a 10% discount on the full price of the event.
- The first Chapter officer to register for a land-based Special Event will receive a 5% discount on the full price of the event. To be eligible, the individual must be an Officer of an active chapter with at least one rally held in the past year. The Officer must identify themselves as such upon registering to receive the discount.

## International Directors Position

The International Directors are a friendly and enthusiastic couple or individual that manages the day-to-day operations of the Kountry Klub. The position requires a motivated initiative-taker, flexible team player with good organization and communication skills. The ability to work with all types of people is a prerequisite. The International Directors must be a Member in Good Standing of the Kountry Klub 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. You are responsible for administrating the day-to-day operations of the Kountry Klub. You must keep the Kountry Klub Members informed of the activities, developments, and goals of the Kountry Klub. You have a Kountry Klub Coordinator, Office Assistant, Region Directors, Special Events Directors, and the Full Timers Chapter reporting to you and supporting your activities. You support the entire Membership.

You maintain the Kountry Klub's Membership rolls and are responsible for Membership growth and satisfaction. You are responsible for the Kountry Klub's overall financial performance. You manage Kountry Klub social media, website, branded merchandise, and correspondence. The planning and execution of the annual International Rally is your responsibility. You attend Region, State/Provincial and Chapter Rallies across North America. You prepare reports on Kountry Klub activity for the Board of Directors and participate on the Board. You work closely with the Special Events Directors and their Hosts who create, plan, negotiate, and execute Special Events under your guidance and approval. You are the publisher, editor, salesperson, and columnist of the Kountry Klub's magazine.

You will work remotely for much of the year with periodic time in the Kountry Klub Office required for administrative tasks. While working remotely, you will stay in regular contact with the Kountry Klub Office.

This is a challenging position where you will meet wonderful and interesting people. The Kountry Klub offers comprehensive compensation for this position. If you are interested in this position, please send your resume, in confidence, to the President of the Newmar Corporation or complete an application process on the Winnebago Industries website as directed in related advertisements.

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

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

The Members-At-Large are a friendly, enthusiastic couple or individual capable of informing and supporting the initiatives of the Kountry Klub. The position requires motivated, flexible team players with good organizational skills, the ability to function independently, and effective communication skills. The ability to work well with all types of people is a prerequisite. The Members-At-Large must be a Member in Good Standing of the Kountry Klub and own a Newmar product. This position is elected by the Membership during an International Rally. The term in Office begins upon the Candidates election and extends for a three-year term. The Members-At-Large term may be extended or shortened based on the timing of the subsequent election.

You are a public relations liaison for the Kountry Klub who is accountable for facilitating positive relationships between the Kountry Klub Members and the Board of Directors. You will write a news column for the Kountry Klub magazine and other communications. You are a Member of the Board of Directors, working closely with the International Directors and the Office staff, Region Directors, Special Events Directors and other Board Members. You will report Membership information, ideas and concerns to the Board of Directors and develop recommendations for Board action.

The Members-At-Large position is a volunteer position, receives reimbursement for Kountry Klub related expenses, and is provided with other benefits. This is a challenging position where you can impact the direction of the Kountry Klub.

## Members-At-Large Elections

The following steps are used for the election of the Members-At-Large:

1. A secret ballot election is conducted at the annual International Rally.
2. Members who are unable to attend the International Rally may request an Absentee Ballot from the Kountry Klub Office. Completed Absentee Ballots must be returned to the Kountry Klub Office per the published directions.
3. Absentee Ballots will be collected and secured at the Kountry Klub Office until taken to the International Rally. Absentee Ballots will be opened and counted by appointed tellers along with ballots cast at the International Rally. Absentee ballot of Members who also attend the International Rally will not be counted.
4. To be eligible as a candidate or to vote, you must be a 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 Kountry Klub magazine or other Kountry Klub communications.
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 magazine, or other means of communication 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. If 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 may appoint a Member to serve in this capacity until a new election can be held.

## Region Directors Position

Region Directors are self-motivated, enthusiastic, and flexible team players. Region Directors provide leadership and have the ability to function independently. Effective communication 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 recreational vehicle, and reside in their respective Region. The position is open to a couple or an individual. Region Directors serve a three-year term which may be extended at the discretion of the International Directors and the approval of the Board of Directors.

Region Directors work closely with the International Directors, the Kountry Klub Office staff, other Region Directors, and the Special Events Directors. Your greatest responsibility is your Region. You will supervise, educate, communicate, and keep your State/Provincial Directors, Chapter Presidents, and Members aware of Kountry Klub activities, procedures, and objectives. Region Directors are responsible for ensuring activities within their Region are conducted in accordance with the Kountry Klub By-Laws.

You will have one Region Rally each year and attend as many Kountry Klub events within your Region as possible.

You will assist your State/Provincial Directors in the formation of new Chapters, acquiring new Members, and maintaining existing Chapters and Members. You will promote your Region whenever possible. You will write a Region Directors column for each issue of the Kountry Klub magazine. You will furnish Region reports and financial statements when requested by International Directors and assist with Kountry Klub activities as requested.

Region Directors may assist State/Provincial Directors in the formation of new Chapters through application for the \$150 Pathfinder Project reimbursement.

The Region Directors position is a volunteer position, receives reimbursement for Kountry Klub related expenses within their Region, and other Kountry Klub benefits. This is a challenging and rewarding position.

Open Region Directors positions will be advertised in 3 consecutive Newmar Kountry Klub publications. Letters of interest should be submitted by the published deadline date.

# **Region Directors Key Areas of Responsibility**

## **Leadership**

- Ensure activities within the Region are aligned with the Kountry Klub Bylaws and Policies
- Develop and support current and future leaders within your Region
- Promote harmony within the Membership and mediate issues as they arise
- Attend the International Rally and lead the assigned responsibilities
- Support the Region through attendance at as many Chapter and State/Province events as possible
- Support Newmar Dealers within your region

## **Management**

- Plan and conduct at least one Region Rally each year
- Lead meeting of all the Region's Officers at the International Rally or via Teams
- Write Region articles and review and approve State/Provincial and Chapter articles for the Kountry Klub Magazine
- Approve dates for rallies within the Region to avoid conflicts between events
- Review and approve Klub Calendar Request Forms
- Assist State/Provincial Directors in organization of Chapters

## **Financial**

- Submit expense reports timely and accurately including required receipts
- Complete the Host Rally Report documenting the finances of the Region Rally
- Complete the Annual Region Financial Report timely and accurately
- Review and approve State/Provincial and Chapter rally and annual financial reports

## **Membership**

- Encourage behaviors that provide a warm welcome to Members and prospects
- Distribute New Owner and New Member list to State/Provincial Directors
- Track Membership by state/province using the Membership list distributed by Kountry Klub Office
- Distribute non-renewals to State/Provincial Directors for follow-up
- Assist in the recruitment of new Members

## Region Rallies

The Region Directors are responsible for planning and conducting the Region Rally. The State/Provincial Directors, in which the Region Rally is located, along with local Chapter Members, should assist with conducting the rally. The more Members assisting with the Rally, the more enjoyable it will be for everyone.

Dates for Region Rallies should be approved by the International Directors before being set to avoid conflicts with other Kountry Klub events.

Budgeting for Region Rallies should include pre-rally and Host expenses in the rally fee when attendance is expected to exceed twenty coaches. The rally fee should be set to ensure the event achieves breakeven, at a minimum. The Rally Host Financial Report should be submitted in accordance with the instructions on the form to the Kountry Klub Office at the conclusion of the event.

Attendees at all Kountry Klub events should be encouraged to wear their official name badges during the event.

Rally bars can be offered as part of the rally. The Maximum size of rally bar is 3" wide by  $\frac{3}{4}$ " tall. Rally bars may be ordered directly from the Kountry Klub's badge maker or a company of your choice.

A program of events, places, and times should be distributed 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 Kountry Klub's magazine and social media. The Kountry Klub provides limited advertisements in the Kountry Klub's magazine at no cost to the Region. The Region Rally should also be noted in the Region Directors' article in the magazine. You must submit your advertisement and article copy and rough layout within normal Kountry Klub magazine deadlines.

## **Cash Advances for Region Rallies**

Region Directors may request a cash advance from the Kountry Klub Office to be used for deposits or for pre-paid expenses pertaining to the Regional Rally.

Signed requests must be submitted in writing to the International Directors for approval.

To keep bookkeeping and check writing to a minimum, please put all anticipated advances in a single request.

Advanced funds shall be repaid to the Kountry Klub Office within 5 days following the conclusion of the event.

The maximum advance money is \$2,500 per event.

## Special Events Directors Position

The position of Special Events Directors requires self-motivated, enthusiastic, and flexible team players. Special Events Directors provide leadership and have the ability to function independently. Effective communication skills are essential, as is the ability to work harmoniously with others.

Special Events Directors must be a Member of the Kountry Klub in Good Standing and own a Newmar recreational vehicle. The position is open to a couple or an individual. Special Events Directors serve a three-year term which may be extended at the discretion of the International Directors and the approval of the Board of Directors.

Special Events Directors work closely with the International Directors, the Kountry Klub Coordinator and Kountry Klub Office staff, and Region Directors. Your greatest responsibility is overseeing Special Events Hosts and the events they plan. You will train, mentor, supervise, and communicate with the Special Events Hosts to ensure their alignment with Kountry Klub goals. Special Events Directors are responsible for making sure that all Special Events under their purview are conducted in accordance with the Kountry Klub Bylaws and policies.

Kountry Klub Special Events are intended to provide Members with a high quality, fun, and entertaining experience that they will enjoy with fellow Newmar owners. Proceeds from Special Events are intended to partially offset the Kountry Klub's administrative costs. Whether a unique experience or an itinerary similar to events offered by third-party tour companies, Special Events should be priced as a benefit to the Kountry Klub Members.

You will assist the Special Events Hosts in planning, organizing, and executing Special Events in accordance with Kountry Klub guidance. You will ensure that Special Event concepts and proposed dates are approved by the International Directors prior to extending significant planning efforts, as well as obtaining final approval of event plans and pricing prior to the event being offered. You will write a news column for each issue of the Kountry Klub's magazine. You will furnish reports and analysis when requested by International Directors and assist with Kountry Klub activities as requested.

The Special Events Directors position is a volunteer position, receives reimbursement for approved Kountry Klub related expenses, and other Kountry Klub benefits. This is a challenging and rewarding position.

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

# **Special Events Directors Key Areas of Responsibility**

## **Leadership**

- Ensure Special Events activities are aligned with the Kountry Klub Bylaws and Policies
- Identify future Special Event Hosts and recommend for approval by the International Directors
- Train, mentor, supervise, and communicate with the Special Events Hosts
- Promote harmony within the Kountry Klub and mediate issues as they arise
- Attend the International Rally and lead the assigned responsibilities

## **Management**

- Advise Special Events Hosts in the planning, organization, and execution of Special Events in accordance with Kountry Klub guidance
- Ensure that Special Event concepts and proposed dates are approved by the International Directors prior to extending significant planning efforts
- Review and approve proposed Special Event plans and budgets, and review them with the International Directors for final approval
- Author articles for the Kountry Klub magazine or other forms of communication as requested by the International Directors
- Coordinate Special Events with appropriate Region Directors to maximize benefits for Kountry Klub Members
- Develop proposed policies and best practices for Special Events governance

## **Financial**

- Submit expense reports timely and accurately including required receipts
- Receive proposals from Special Events Hosts and evaluate projected costs for events and items
- Prepare reports and analysis as required by International Directors

## **Membership**

- Encourage behaviors that provide a warm welcome to Members and prospects
- Assist in the recruitment of new Members

# Newmar Kountry Klub

## Special Events Directors - Financial Report

Period covered by this report:

Signature Special Events Director:

Date:

## **State/Provincial Directors Position**

The position of State/Provincial Directors requires self-motivated, enthusiastic, and flexible team players. State/Provincial Directors provide leadership and have the ability to function independently. Effective communication skills are essential, as is the ability to work harmoniously with others.

State/Provincial Directors must be a member of the Kountry Klub in Good Standing, own a Newmar recreational vehicle, and reside or spend the majority of the rally season in the State/Province. The position is open to a couple or an individual. State/Provincial Directors are appointed by the Region Directors with the approval of the International Directors. State/Provincial Directors serve a one-year term which may be extended at the discretion of the International Directors.

Your greatest responsibility is your State/Province. You will supervise, educate, communicate, and keep your Chapter Officers and Members aware of Kountry Klub activities, procedures, and objectives. State/Province Directors are responsible for ensuring activities within their State/Province are conducted in accordance with the Kountry Klub Bylaws and policies.

You are responsible for contacting all new Newmar owners in your State/Province and inviting them to join the Kountry Klub. The information on new owners will be sent to you by the Kountry Klub Office. You will check each issue of the Kountry Klub magazine for new Members within your State/Province. You or your Chapter Presidents will contact new Kountry Klub Members to inform them of Chapters within your State/Province, upcoming events and providing information on how to join a Chapter. You will form new Chapters within your State/Province whenever possible.

You will Host at least one State/Provincial Rally each year and attend as many Kountry Klub events within your State/Province as possible.

You will write a news column for each issue of the Kountry Klub's magazine. You will submit State/Provincial reports and financial statements per guidance.

Region Directors may assist State/Provincial Directors in the formation of new Chapters through application for the \$150 Pathfinder Project reimbursement.

The State/Provincial Directors position is a volunteer position, receives designated funds from the local Chapter(s) to cover some Kountry Klub related expenses, and other Kountry Klub benefits. This position can be challenging and personally rewarding.

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 Key Areas of Responsibility**

## **Leadership**

- Ensure activities within the State/Province are aligned with the Kountry Klub Bylaws and policies
- Develop, train, and support the leaders within your State/Province
- Identify and develop future leaders
- Promote harmony within the Membership and mediate issues as they arise
- State/Provincial Directors are encouraged not to serve as Chapter Officers except, as necessary. Dual service requires written approval of the Regional Directors and the International Directors with a plan to fill one of the positions within one year.

## **Management**

- Prepare an introductory article to be included on the Kountry Klub website and updated annually
- Write news articles for each issue of Kountry Klub magazine
- Submit Klub Calendar Request Forms to the Region Directors.
- Plan and conduct at least one State/Provincial Rally each year
- State/Provincial Directors assist their Region Directors at Region and International Rallies.

## **Financial**

- Complete the annual State/Provincial Financial Reports per guidance
- Complete the Host Rally Report documenting the finances of the State/Provincial Rally per guidance
- Review and approve Chapter Rally and annual Financial Reports

## **Membership**

- Encourage behaviors that provide a warm welcome to Members and prospects
- Organize Newmar Kountry Klub Members into one or more Chapters
- State/Provincial Directors will assist in acquiring new Members and retaining present Members.
- Work with Chapter Officers to follow up on non-renewals
- Assist in the recruitment of new Members

## State/Provincial Rallies

State/Provincial Directors are responsible for planning and conducting the State/Provincial Rally. State/Provincial Directors should utilize local Chapter Officers and Members to assist with Hosting Rally. The more Members assisting with the Rally, the more enjoyable it will be for everyone.

Dates for State/Provincial Rallies should be approved by respective Region Directors before being set to avoid conflicts with other Kountry Klub events.

Budgeting for State/Provincial Rallies should include pre-rally and Host expenses in the rally fee when attendance is expected to exceed twenty coaches. The rally fee should be set to ensure the event achieves breakeven, at a minimum. The Rally Host Financial Report should be submitted in accordance with the instructions on the form to the Region Directors at the conclusion of the event.

Attendees at all Kountry Klub events should be encouraged to wear their official name badges during the event.

Rally bars can be offered as part of the rally. The Maximum size of rally bar is 3" wide by  $\frac{3}{4}$ " tall. Rally bars may be ordered directly from the Kountry Klub's badge maker or a company of your choice.

A program of events, places, and times should be distributed at registration.

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

Promote the State/Provincial Rally in the Kountry Klub's magazine and social media. The Kountry Klub provides limited advertisements in the Kountry Klub's magazine at no cost to the State/Province. The State/Provincial Rally should also be noted in the State/Provincial Director's article in the magazine. You must submit your advertisement and article copy and rough layout within normal Kountry Klub magazine deadlines.

## **Special Events Hosts Position**

The position of Special Events Hosts requires self-motivated, enthusiastic, and flexible team players. Hosts must provide leadership and have the ability to function independently. Effective communication skills are essential, as is the ability to work harmoniously with others.

Special Events Hosts must be Members of the Kountry Klub in Good Standing and own a Newmar recreational vehicle. The position is open to a couple or an individual. The Special Events Directors nominate potential Special Events Hosts before they enter the Special Events training program. Special Event Hosts qualify for the position once they successfully complete all aspects of the Special Events training program. The Special Events Host position is a volunteer position that is appointed by the International Directors. The Special Events Hosts term runs one year from the time of their appointment and may be extended at the discretion of the Special Events Director with the concurrence of the International Directors.

Special Event Hosts shall plan and execute Special Events under the direction of the Special Events Directors and the International Directors. They must be willing and able to execute a Special Events independently or with a Cohost and be available 24 hours a day while on the event. Special Events Hosts will conduct all activities in accordance with the Kountry Klub Bylaws and procedures.

Special Events Hosts will be reimbursed for expenditures identified in the approved Special Events Proposal. Approved expenditures may include stipends, mileage, fuel, per diem, camping and tolls while travelling to, from, and during a Special Event. Additional compensation may be provided as determined by the International Directors.

Individuals interested in serving as Special Events Hosts should contact the Special Events Directors or the International Directors who will evaluate the Kountry Klub's need for additional Special Events Hosts.

# **Special Events Host Responsibilities**

## **Qualifications**

- Be Members in good standing of the Newmar Kountry Klub and own a reliable Newmar Corporation recreational vehicle
- Possess strong organizational, communication, and computer skills
- Have good teamwork skills and be able to work well with other Hosts and Members
- Willing and able to devote considerable time and energy for the benefit of other Members
- Must have problem-solving skills and be adaptable to changing circumstances

## **Responsibilities**

- Complete the Special Events Host training, which covers additional guidance specific to Special Events
- Identify concepts and proposed dates for Special Events for approval by the Special Events Directors and the International Directors prior to development
- Prepare Special Event proposals for review and approval by the Special Events Directors and the International Directors
- Make all arrangements for and conduct the Special Event with responsibility for the event's success
- Develop publications and advertisements for the Special Event
- When on the Special Event, be available for your guests

## **Financial**

- Manage the Special Event budget, before, during and after the event, keeping the Special Events Directors informed of potential unplanned expenditures
- Submit Special Event Expense Report to the Special Events Directors within 15 days following the conclusion of the event. The expense report should include scanned or hard copies of the receipts for all expenditures.
- Submit timely and accurate reports and other required documentation, in accordance with guidelines, following the conclusion of the Special Event

## **Membership**

- Support the Newmar Kountry Klub by being active at the Newmar Kountry Klub Chapter level
- Be a positive ambassador for the Newmar Kountry Klub and its programs

## Other Information for the Hosts and Cohosts

- Special Event Hosts are required to be financially independent and be able and willing to pay some expenses until their return from the event. Prior to the Special event, the Host may request a partial cash advance from the Kountry Klub to pay for approved travel and other expenses. At the discretion of the International Directors, a company credit card may also be issued to the Special Events Hosts to be used for approved expenditures.
- Be able to coordinate appropriate assistance for routine and serious health or mechanical problems of our guests during the event. Provide assistance during roadside emergencies to ensure the guests' safety. Do not leave a Special Event guest behind unless appropriate help has been arranged.
- Special Events Hosts should ensure that Cohosts are included in all coordination meetings and daily planning. Openly share information with them. Assist them with compiling their reference materials.
- When serving as Cohost, you are the last person to leave the campground and must remain at the rear of the caravan. In the event of a mechanical issue, the cohost will help to ensure the guests are safe and necessary arrangements have been made.
- When required, the Cohost will assume the duties of the Host.

# IV - Chapter

## Chapter Officer Benefits

The Kountry Klub appreciates the Chapter Officers who support the organization and its Members. The section below outlines the benefits provided to Chapter Officers in appreciation for their service.

Benefit	Chapter Presidents	Vice Presidents	Treasurers	Secretaries
Kountry Klub dues paid while in office	Yes	-	-	-
Special Events Discount Benefit	Yes	Yes	Yes	Yes
Access to the Kountry Klub Magazine	Yes	Yes	Yes	Yes

## Chapter President Position

Chapters need friendly individuals who are self-motivated, flexible team players with effective communication skills and who can work with others.

Chapter Presidents must be a Member of the Kountry Klub and Chapter in Good Standing, own a Newmar Recreational vehicle, and be residents of the state/province. When approved by the Region Directors and International Directors, Chapter Presidents from other areas may be approved to meet Kountry Klub needs.

The Chapter President Position is a volunteer position, elected by the Chapter Members during a duly called meeting. The Chapter President term is for one year and is eligible for re-election.

Your greatest responsibility is to supervise, communicate and inform Members of the Chapter about Kountry Klub and Chapter activities, news, and goals. You will oversee Chapter rallies, luncheons, dinners, and meetings. You are responsible to see that all activities within the Chapter are conducted in accordance with Kountry Klub Bylaws and policies.

You assist the Region and State/Provincial Directors when requested. You will solicit new owners to join the Kountry Klub and the Chapter and maintain current Membership.

Chapter Presidents receive Membership in the Newmar Kountry Klub and access to the Kountry Klub magazine 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 Kountry Klub magazine or other communications. You will also prepare information to be included on the Kountry Klub website and forward it to the Region Directors as requested. You will ensure Chapter reports and financial statements are provided when requested. This is a fun, challenging and rewarding position.

# Chapter Officers Responsibilities

## President

- Run the day-to-day operations of the Chapter, making Officer appointments as necessary, approving expenditure of Chapter funds within chapter bylaws or standing rule guidelines, and delegating authority to other Members of the Chapter as needed.
- Preside over and conduct Chapter business meetings in accordance with the rules of parliamentary procedures as contained in Robert's Rules of Order, Revised Edition.
- Submit the Incoming Chapter Officers' Information Form to the appropriate State/Provincial Directors who will forward to the Region Directors who will submit to the Kountry Klub Office at the conclusion of elections each year, but not later than December 15th. Election of Officers should be concluded by November 30th. Note: This form is to be submitted yearly, even if no changes are made.

## Vice-President

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

## Secretary

- Take minutes at Chapter business and special meetings.
- Keep copies of all Chapter records and correspondence.
- Keep an accurate and up-to-date Membership list.
- To join a local Kountry Klub Chapter, one must be an active Member of the Kountry Klub.
- Dues should be collected on a calendar year basis.
- Anyone whose dues are not paid by March 1st will automatically be dropped from the Chapter Membership list.
- To advertise your Chapter events, send a Klub Calendar Request Forms to your State/Provincial Directors in a timely manner. Information will be submitted by your State/Provincial Directors to your Region Directors by their designated deadline date.
- Submit a list of Chapter Members as of December 31<sup>st</sup> along with a check requested from the Treasurer for \$3.00 per chapter member to the State/Provincial Directors by January 10th.

- Keep all financial records (including Event Releases) for no less than seven years and all non-financial records for no less than three years.

## **Treasurer**

- Maintain custody of Chapter funds, with responsibility for all disbursements. All Chapter bank accounts should allow signatures of at least two Officers from different households to ensure access to the account in the event the Treasurer is unavailable. The president authorizes expenditures and the Treasurer makes the actual disbursement.
- Newmar Corporation and the Newmar Kountry Klub do 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 Newmar Corporation, and they are not non-profit organizations.
- Keep an accurate record of all revenue and expenses of the Chapter.
- Prepare and present the Treasurer's report for each Chapter meeting listing all revenue, expenses, and the current balance in the Chapter Treasury since the prior report.
- Complete and submit a Chapter Financial Report to the State/Provincial Directors by January 15<sup>th</sup> of each year. The State/Provincial Directors will forward the Report to their respective Region Directors.
- Keep all Chapter financial records reports and rally receipts for a period of no less than seven years.
- Rally hosts may, at the discretion of the Treasurer, handle all money in conjunction with a rally which they are running. Surplus rally revenue shall be returned to the Chapter Treasury.
- Rally hosts shall submit a Rally Host Financial Report to the Chapter President Treasurer after each Chapter Rally, including copies of all receipts. Copy of the report and receipts are to be retained by the Chapter Treasurer. Copies of the Rally Host Financial Report should be forwarded to the State/Provincial Directors who may consult with the Region Directors.

## **Chapter Business Meeting Format**

1. Call the meeting to order.
2. 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.
3. Treasurer's reading of the Treasurer's Report. (Call for corrections or additions. If none, the Report stands approved as read.)
4. Report of Officers.
5. Report of Committees or Rally Hosts.
6. Old business (Taken from minutes of last meeting).
7. New business.
8. Good of the Chapter. (General discussion of anything not covered in old or new business.)
9. Close the meeting.

# Newmar Kountry Klub Chapter Guidelines

1. Six or more Members in the Newmar Kountry Klub, who are in Good Standing, are required to start a Chapter.
2. Chapter Members shall elect their respective Officers. Officers shall consist of:
  - President
  - Vice-President
  - Secretary/Treasurer (Office may be separate or combined)
3. Officers shall be elected for a one-year term and may be re-elected. The Chapter may elect or appoint additional Officers if they desire.
4. Decide on a name for the new Chapter.
5. Chapter Members set Chapter dues. Chapters shall forward three dollars per year, per chapter Member to their State/Provincial Directors to be used for Kountry Klub-related expenses. Chapter year shall be based on the calendar year to simplify record keeping.
6. Submit a New Chapter Information Form and an Incoming Chapter Officer's Information Form to the State/Provincial Directors for approval. State/Provincial Directors will submit the form to the Kountry Klub Office for assignment of a Chapter number.
7. There are no set State/Province boundaries for Chapters, and there may be more than one Chapter per State/Province. Members may belong to as many Chapters as they desire.
8. Chapters should have monthly, when possible, functions (rallies, luncheons, meetings, etc.) during their season.
9. All meetings and activities shall be conducted in accordance with Newmar Kountry Klub Bylaws and policies
10. 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.
11. Chapters should contact new Newmar Kountry Klub Members from their area as listed in the Kountry Klub magazine or as provided to them by their State/Provincial Directors and invite them to attend a Chapter function.
12. Chapter Officers cannot use the title "Director" for any of their Officer's positions.
13. Full Timers Chapter should substitute International Directors in each instance where guidelines indicate State/Provincial Directors.

## Chapter Rally Guidelines

Chapter Rallies provide the greatest benefit to the Members. Chapter Rallies can be Hosted by any Chapter Member with approval of the Chapter President. State/Provincial Directors and Region Directors are happy to assist with Chapter Rallies. The more Chapter Members you have involved in planning the rally, the better the rally.

Rally Hosts are 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 final Chapter meeting of the year, when possible, so it can be listed in the Kountry Klub magazine and on the Kountry Klub's 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 to avoid conflicts with other events in the area. Rally Hosts should ensure that the campground selected does not restrict the type of RVs that are welcome (i.e., motorized, towables or any vehicle produced in the past by Newmar Corporation).

The Rally Host should provide 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 includes:

- Rally fee with identification of what is included, i.e., camping fees, meals, entertainment. The fee may also include up to a 5% contingency for unforeseen expenses
- Arrival and Departure dates for the event Rally site
- Site costs and taxes if not included in rally fee
- Services – electric amperage, water, sewer and/or dump station
- Planned meals – potluck and Dutch treat.

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

- Meal(s)
- Chapter meeting
- Hospitals
- Storm shelter
- Churches
- Attractions
- General information such as emergency phone numbers and methods of event transportation
- Handouts may include maps, brochures, and gift advertisements

## Chapter Rally Guidelines - Continued

All Region, State/Provincial and Chapter rallies and events shall follow the Kountry Klub Cancellation Policy for Region, State Provincial and Chapter Rallies.

Anyone who refuses to sign an event release shall not be allowed to attend a Newmar sponsored rally. Rally registration fees and releases 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 (release). Please keep all rally notifications that the rally host receives for seven years as it includes this information.

Plan your rally activities, keeping track of all costs. Be sure to set your rally fee covering all 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 Kountry Klub magazine through the Chapter's column and the Klub Calendar. For each rally to be printed in the Klub Calendar, please complete the Klub Calendar Request Form and submit it to your State/Provincial Directors.

Complete the Rally Host Financial Report for each rally, following the instructions on the form. A copy of the report, receipts for expenses, and releases are to be retained by the Treasurer for seven years from date of the rally.

Encourage Kountry Klub Members and guests to wear name badges.



# Newmar Kountry Klub Expense Report

These expenses relate to the  
Period covered by this expense report

## Expenses

<u>Category</u>	<u>Amount</u>
Office Supplies	-
Event Fees	-
Event Camping	-
In-transit Camping	-
Group Meals at Events	-
Vehicle Travel Fuel	-
Tolls	-
Miscellaneous Expenses	-
Mileage: _____ miles at \$0.25/mile	-

**Amount to be Reimbursed:** -

Note: Scanned or hard copies of receipts should be attached to the report.

I hereby certify that the above expenditures represent amounts spent for approved Kountry Klub Business and include no items of a personal nature.

---

### Signature

Date

---

### International Director's Approval

Date

Paid by check #:

In the amount of:

**List of Receipts**

<u>Receipt #</u>	<u>Category</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
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3				
4				
5				
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## **Newmar Kountry Klub** **State/Provincial Directors Appointment and Renewal**

The following Kountry Klub Members are hereby appointed State/Provincial Directors of:

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

This appointment expires December 31, \_\_\_\_\_

Kountry Klub #: \_\_\_\_\_

First and Last Name Member 1: \_\_\_\_\_

First and Last Name Member 2: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

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

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

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

Approved by Region Director Signature: \_\_\_\_\_

\_\_\_\_\_ Office Use:

Approval by International Directors: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ State/Provincial Directors Name Badges Ordered: Date: \_\_\_\_\_

\_\_\_\_\_ RV Sign Ordered: Date: \_\_\_\_\_

\_\_\_\_\_ Office Actions Completed Date: \_\_\_\_\_

## Newmar Kountry Klub State/Provincial Directors Yearly Financial Report

All State/Provincial Directors shall submit an annual financial report dated December 31<sup>st</sup> of each year. The report shall be sent to the Region Directors by January 30<sup>th</sup>, along with a copy of the underlying Chapter reports. Scanned or hard copies of receipts related to the State/Provincial report should be attached to the report.

State/Province: \_\_\_\_\_ Submitted by (Name): \_\_\_\_\_  
Report for Year Ended: \_\_\_\_\_

Prior Year's Ending Balance: \_\_\_\_\_

**Revenue:**

Supplement Received from Klub Office \_\_\_\_\_

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

Chapter Name: \_\_\_\_\_ members at \_\_\_\_\_ each = \_\_\_\_\_  
Chapter Name: \_\_\_\_\_ members at \_\_\_\_\_ each = \_\_\_\_\_  
Chapter Name: \_\_\_\_\_ members at \_\_\_\_\_ each = \_\_\_\_\_  
Chapter Name: \_\_\_\_\_ members at \_\_\_\_\_ each = \_\_\_\_\_  
Chapter Name: \_\_\_\_\_ members at \_\_\_\_\_ each = \_\_\_\_\_

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

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

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

**Total Revenue:** \_\_\_\_\_ - \_\_\_\_\_

**Expense:**

Postage: \_\_\_\_\_

Office Supplies: \_\_\_\_\_

Rally Fees: \_\_\_\_\_

Copies/Faxes: \_\_\_\_\_

Fundraisers/Donations Disbursed: \_\_\_\_\_

Overnight Campground Site Fees: \_\_\_\_\_

Group Meals at Rallies: \_\_\_\_\_

Vehicle Travel Fuel: \_\_\_\_\_

Tolls: \_\_\_\_\_

Visiting Newmar Dealers: \_\_\_\_\_

Loss from Rally: \_\_\_\_\_

Miscellaneous Expenses: Explain: \_\_\_\_\_

**Total Expense:** \_\_\_\_\_ - \_\_\_\_\_

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

Approved State/Provincial Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Region Director: \_\_\_\_\_ Date: \_\_\_\_\_

## Newmar Kountry Klub New Chapter Information Form

The \_\_\_\_\_ (Chapter Name) became a chapter of  
the Newmar Kountry Klub in \_\_\_\_\_ state/province at: \_\_\_\_\_ time  
on \_\_\_\_\_ date.

Officers are as follows:

**President**

Kountry Klub #: \_\_\_\_\_  
First and Last Name Member 1: \_\_\_\_\_  
First and Last Name Member 2: \_\_\_\_\_

**Vice-President**

Kountry Klub #: \_\_\_\_\_  
First and Last Name Member 1: \_\_\_\_\_  
First and Last Name Member 2: \_\_\_\_\_

**Secretary**

Kountry Klub #: \_\_\_\_\_  
First and Last Name Member 1: \_\_\_\_\_  
First and Last Name Member 2: \_\_\_\_\_

**Treasurer**

Kountry Klub #: \_\_\_\_\_  
First and Last Name Member 1: \_\_\_\_\_  
First and Last Name Member 2: \_\_\_\_\_

(Secretary and Treasurer may be separate Office or combined.)

Founding President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
State Directors' Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

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Office Use:

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

## **Newmar Kountry Klub** **Chapter Officer Information Form**

Chapter Presidents complete this form by December 15th of each year (including years when there are no changes) to provide the respective State Directors, Region Directors, and Kountry Klub Office with the names, addresses, telephone numbers, and Kountry numbers for all incoming/existing Chapter Officers.

Effective Date: \_\_\_\_\_ Chapter Name: \_\_\_\_\_  
Chapter Number: \_\_\_\_\_ State/Province: \_\_\_\_\_

### **President**

Kountry Klub #: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
First and Last Name Member 1: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
First and Last Name Member 2: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### **Vice-President**

Kountry Klub #: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
First and Last Name Member 1: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
First and Last Name Member 2: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### **Secretary**

Kountry Klub #: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
First and Last Name Member 1: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
First and Last Name Member 2: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### **Treasurer**

Kountry Klub #: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
First and Last Name Member 1: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
First and Last Name Member 2: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

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

## **Newmar Kountry Klub** **Yearly Chapter Financial Report**

All Chapters shall submit a year-end financial report. The report should be forwarded to the respective State/Provincial Directors by January 15<sup>th</sup>. If there are no State/Provincial Directors, the report should be forwarded to the respective Region Directors. Scanned or hard copies of receipts should be attached to the report.

Chapter Name: \_\_\_\_\_ State/Provinc: \_\_\_\_\_

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

Vice-President Name: \_\_\_\_\_ Klub #: \_\_\_\_\_

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

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

Total Number of Members in Chapter at End of Year: \_\_\_\_\_

**Prior Year's Ending Balance:** \_\_\_\_\_

**Revenue:**

Chapter Membership Dues Received for this Year: \_\_\_\_\_

Chapter Membership Dues Received for Future Years: \_\_\_\_\_

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

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

Breakfasts, Luncheons, Dinner: \_\_\_\_\_

Sales of Chapter Merchandise: \_\_\_\_\_

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

**Total Revenue:** \_\_\_\_\_ - \_\_\_\_\_

**Expense:**

Fee to State/Provincial Directors for \_\_\_\_\_ No. of Members: \_\_\_\_\_

Fundraisers/Donations Disbursed: \_\_\_\_\_

Office Supplies: \_\_\_\_\_

Postage: \_\_\_\_\_

Luncheons, Breakfasts, Dinners Cost: \_\_\_\_\_

Chapter Merchandise Cost: \_\_\_\_\_

Loss from Rally: \_\_\_\_\_

Miscellaneous Expenses: Explain \_\_\_\_\_

\_\_\_\_\_

**Total Expense:** \_\_\_\_\_ - \_\_\_\_\_

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

Treasure's 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 Kountry Klub's behalf.

The Host should keep the original receipts for their records and provide scanned or hard copies to their report recipient. Expenditures should be made in separate transactions from personal items so that they are on their own receipt.

Chapter rally reports should be sent to the State/Provincial Director. State/Provincial rally reports should be sent to the Region Director. Region rally reports and Full Timers Chapter rally reports should be sent to the International Director.

Reports are due within 45 days after the conclusion of the rally.

Rally Type: Regional \_\_\_\_\_ State/Provincial \_\_\_\_\_ Chapter \_\_\_\_\_  
Rally Location: \_\_\_\_\_ Rally Date: \_\_\_\_\_  
Host(s): \_\_\_\_\_ Phone: \_\_\_\_\_ Klub #: \_\_\_\_\_

**Revenue:**

Rally Fees:	_____ @	\$ _____	each	_____ -
	_____ @	\$ _____	each	_____ -
	_____ @	\$ _____	each	_____ -
	_____ @	\$ _____	each	_____ -
Optional tours, dinners, excursions, etc. _____				
Cash donations from Vendors, Dealers, etc. _____				
Drawings, Sales of Merchandise _____				
Other Revenue _____				
<b>Total Revenue:</b>				_____ -

**Expense:**

Rally Advance Planning Cost	_____
Campground Fees	_____
Catered Meals	_____
Groceries and Supplies	_____
Entertainment Events	_____
Office Supplies, Postage and Copies	_____
Phone Calls	_____
Door Prizes	_____
Host Couple Rally Expenses	_____
Other Costs	_____
<b>Total Expense:</b> _____ -	
<b>Surplus/(Deficit):</b> _____ -	

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

## **Newmar Kountry Klub**

### **Event Release**

It is the responsibility of the Newmar Kountry Klub event host to make sure that all Members and guests sign this form before the start of any rally, Special Event, or caravan. Members or guests that do not sign the form cannot participate in the event.

#### **Event Release**

I agree, in consideration for being able to participate in the described Newmar Kountry Klub event, to release, indemnify, and hold harmless Newmar Kountry Klub, its Directors, Officers, Hosts, and other volunteers, and Newmar Corporation, its Officers and employees from all liability for injury or damage 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 any purpose.

Rally, Special Event, and Caravan attendees will abide by national, state, and local guidelines, rules provided by applicable venues, the Newmar Kountry Klub Code of Conduct, and directions of the Hosts throughout the event.

I understand and agree to the Kountry Klub Cancellation Policy for rallies, caravans, and Special Events.

With knowledge of the type of risk or harm which might occur at such events, 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.

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

Event Dates: \_\_\_\_\_

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

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

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

## **Newmar Kountry Klub** **Appointment/Renewal - Special Events Hosts**

Kountry Klub Number: \_\_\_\_\_

First and Last Name Member 1: \_\_\_\_\_

First and Last Name Member 2: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Date Special Events Training Completed: \_\_\_\_\_

Special Events Hosts Effective Date: \_\_\_\_\_

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Approval Special Events Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approval International Directors: \_\_\_\_\_ Date: \_\_\_\_\_

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Special Events Hosts Name Badges Ordered: \_\_\_\_\_ Date: \_\_\_\_\_

RV Sign Ordered: \_\_\_\_\_ Date: \_\_\_\_\_

## **Newmar Kountry Klub Special Event Host and Cohost Agreement**

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

Date of Event: \_\_\_\_\_

Host/Cohost Names: \_\_\_\_\_ Kountry Klub #: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Provence: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### **AGREEMENT:**

1. The Newmar Kountry Klub agrees to reimburse Hosts and Cohosts for amounts identified in the approved Special Event budget following the successful completion of the event and submission of required reports and documentation. Successful completion of a Special Event includes Host and Cohost compliance with all Kountry Klub policies and any direction provided by the Special Events Directors or the International Directors.
  
2. The Newmar Kountry Klub may pay half of the approved budgeted amounts due to the Hosts' and Cohosts' in advance of the Special Event and the remainder will be paid upon completion of the event and submittal of the final reports and documentation.
  
3. The Newmar Kountry Klub is not financially responsible for any expenditure above and beyond the Total Cost of the Event as determined on the Budget Proposal without prior approval from the Special Events Directors and the International Directors. The Newmar Kountry Klub is not financially responsible for any Host or Cohost mechanical issues which occur during an event.

I have read, understand, and agree to the above terms as a Special Event Host or Cohost for the named Special Event.

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

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

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

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

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

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

International Directors' Approval: \_\_\_\_\_

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