



Meeting Book - August 22, 2024 International Board of Trustees Meeting

Agenda

1.0 Call to Order		Eric McHenry
1.1 Opening Ceremonies (waived for virtual meetings)		
2.0 Roll Call	Approval	Terri Warren
3.0 Approval of Minutes	Approval	Terri Warren
International Board of Trustees Meeting Minutes 05-23-2024 FINAL.pdf - 3		
4.0 Executive Council Reports	Informational	
4.1 Presidents Report		Eric McHenry
August 2024 Presidents Report to IBT.pdf - 20		
New Region Presidents Big Red Number Drawing		
4.2 Other Executive Council Reports		
707 Update		Jenny Schnettler
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Harvest Hosts		Kathy Geese
4.3 Executive Director Report		Lori Tilton
2024 08-01 Executive Director Report.pdf - 29		
5.0 Committee Reports and Actions (as needed)		
5.1 Quarterly Financial Update	Update	Alan Rabb
2024 Q4 Finance Report.pdf - 31		
2025 Budget ACI.pdf - 39		
6.0 Special Orders		
7.0 Unfinished Business		
8.0. Member Comment on non-Agenda Items and Correspondence to the IBT	Informational	
9.0 Consent Items	Action	
Items not requiring discussion. Any items requiring discussions will be pulled from the "Consent" area into the appropriate area within the Agenda.		

9.1 Financial Policies - Bylaws	Approval	Alan Rabb
2024-21 Rabb Financial Policies - Bylaws.pdf - 57		
9.2 Financial Policies - Policies	Approval	Alan Rabb
2024-22 Rabb Financial Policies - Policies.pdf - 61		
10.0 New Business		
10.1 Fiscal Year	Approval	Alan Rabb
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2024-23 Rabb Fiscal Year.pdf - 89		
10.2 Dues Increase	Approval	Alan Rabb
Dues Motion to Increase IBT v11.pdf - 91		
2024-24 Rabb Dues Increase.pdf - 109		
10.3 Officer Removal	Approval	Florence Tramoni
2024-25 Tramoni Officer Removal.pdf - 114		
10.4 Ethics & Grievance	Approval	Debbie Hammer
2024-26 Hammer Ethics & Grievance.pdf - 120		
11.0 Region Business / Announcements	Informational	Region Presidents
Sharing of what's worked, issues, opportunities and/or learnings, plus future ideas.		
12.0 Adjournment		Eric McHenry

**Minutes of the
Virtually held meeting of
International Board of Trustees, Wally Byam Caravan Club International, Inc.
May 23, 2024**

1. Call to Order

The WBCCI Board of Trustees (IBT) meeting was called to order by International President Eric McHenry on May 23, 2024, at 11:00 am EST.

2.0 Roll Call

Terri Warren, International Recording Secretary, called the roll:

President Eric McHenry	Present
Vice President Millie O'Donnell	Present
EC member John Becker	Present
EC member Jim Cocke	Present
EC member Kathy Geese	Present
EC member Marcia Howes	Present
EC member Jenifer Schnettler	Present
EC member Kendall Felder	Present
International Secretary Terri Warren	Present
Interim International Treasurer Alan Rabb	Present
Region 1 President Bard Fuller	Present
Region 2 President Gary Russo	Absent
Region 3 President Christine Baum	Present
Region 4 President Fred Kiehl	Present
Region 5 President Artie Martin	Present
Region 6 President Jan Heavener	Present
Region 7 President Ginger Slattery	Absent
Region 8 President Rick Everson	Present
Region 9 President Nancy Fitzgerald	Present

Region 10 President Florence Tramoni	Present
Region 11 President Steven Parr	Present
Region 12 President Shawn Blom	Present
Parliamentarian Lori Grassi	Present
Executive Director Lori Tilton	Present
Immediate Past President – Vacant	Absent

A quorum (12 are required) was present for the conduct of the meeting.

1st Vice President of Region 2, Patti Galupo, was seated in the absence of President Gary Russo.

1st Vice President of Region 7, Christopher Olsson, was seated in the absence of President Ginger Slattery.

1st VP Ed O'Connor from Region 8 filled in temporarily for President Rick Everson, who arrived 5 minutes late to the meeting.

3.0 Approval of Minutes

3.1 EC member Jim Cocke made a motion to approve the minutes of the February 2024 IBT meeting and Region 10 President Florence Tramoni seconded the motion. The February 2024 IBT minutes were approved without objection and can be found in the meeting minutes file in Board Effect (BE).

4.0 Officer Reports

4.1 Presidents Report.

The 2023-2024 Quarter 4 President's report can be found on page 15 of the PDF of this meeting in BoardEffect (BE). Eric reports that campfire chats are going well for interactive discussions.

4.2 Other Executive Council Reports

EC Member Marcia Howes gave an update on the "Dealer Playbook," a project to guide the ACI/Airstream Dealer relationships. The working team is Ms. Howes, EC Members Jim Cocke, and Kathy Geese. She has reviewed a ready-to-go version with Airstream Inc. Today she presents the Playbook itself. The final version will be shared with Airstream Inc. and incorporate the dealer list. "Dealer-partner relation ambassadors" will be a committee forming in the future. The name may change at a later date.

EC Member Kendall Felder gave an update on developing a new native mobile application for the club, to be available for both IOS and Android phones. He created a document to send out to multiple vendors to establish a budget for this project. This would allow members to get to the home page, look up BRN's, member events, etc. Additional information would be added in the future. The finance committee and IBT will consider this project for the future budget.

EC Member Jim Cocke will be bringing an electronic petition to the IBT to establish a new intracub, streaming musicians.

EC Member Kathy Geese reports that she has 250 courtesy parking hosts confirmed to enroll in the Harvest Host courtesy parking plan that goes out to members in late summer.

EC Member Jenifer Schnettler wants to recognize the excellent volunteer work of Jim Cocke and Fred Kiehl on remodeling of 707 E Pike.

International Secretary Terri Warren presents the results of electronic votes that occurred between the February 2024 IBT and May 2024 IBT meetings:

Resolution of Wally Byam Caravan Club International

Title: Authorization for remodeling of property at 707 E. Pike, Jackson Center, OH

Whereas Wally Byam Caravan Club International (WBCCI, or the "Club") is a non-profit organization dedicated to the promotion and enjoyment of recreational vehicle travel and related activities;

Whereas on June 15, 2023, in closed session, the IBT authorized, and the Club purchased, commercial property located at 707 E. Pike, Jackson Center, OH (the "property"), to provide for greater Club efficiencies and future growth;

Whereas the previous tenant of the property had special equipment needs as a dental clinic that must be modified for administrative functions;

Whereas the expenses related to building modifications were included as part of the original financing proposal presented to the IBT on June 15, 2023, allowing for \$82,000 of the requested funds be available after cashing two \$100,000 CDs;

Whereas original bids from local contractors for building remodeling ranged from \$245,900 and upwards of \$800,000;

Whereas with fiduciary responsibility, WBCCI leaders who are experienced as professional builders have come forward to donate time and expertise, operate as

general contractors for the remodel, identify specific needs for the administration of the Club, and know when to utilize Club volunteers for simple labor;

Whereas costs will be better managed by appointed member volunteers, and focused on materials and local labor that is not volunteer;

Whereas WBCCI members managing this project will have the Club's best interest in repurposing existing materials, donating materials in place of landfill (when appropriate), volunteering their time and expertise, and

Whereas, WBCCI members have the Club's financial best interest at the forefront of the project; now therefore, be it

Resolved, that the WBCCI Executive Director

1. Is hereby authorized and empowered to engage in the remodeling of 707 E. Pike, Jackson Center, OH, with the guidance of designated members of the International Board of Trustees (IBT) by board members Cocke, Kiehl, and Schnettler, along with the President;
2. shall provide regular updates to the Executive Council (EC) and International Board of Trustees (IBT) regarding the progress of the remodeling and timelines for completion;
3. will limit the expenditures to not exceed the \$82,000, as so mentioned in the discussion of the purchase of, and the appropriation of the funds for, the building at 707 Pike St., Jackson Center, Ohio;

Be it further resolved that this resolution shall remain in effect until the completion of the remodeling or until amended or revoked by a subsequent resolution duly adopted by the Board of Trustees.

Maker of the motion: Jim Cocke, Executive Council
Second: Kathy Geese, Executive Council

Result: 20 approved, 0 denied, 0 abstained.

**To: International Board of Trustees, Airstream Club International
From: Jennifer Dice – Chair, Leadership Recruitment and Oversight
Committee IBT Members,**

As previously communicated, the IBT enacted a temporary emergency resolution to fill the vacant International Treasurer position with a qualified candidate from the existing Finance Committee. The LROC invited the committee members to express interest in the Interim Treasurer position via an online application and submission of their resume.

Upon review of all submissions, the Committee finds Alan Rabb meets the basic criteria outlined in the position description for the Interim International Treasurer.

Next steps: Attached you will find Alan’s resume. The resume is not to be shared outside of the IBT. Once reviewed, please register your vote in Board Effect via the Approval process **by March 25, 2024** (to elect Alan Rabb to the position of Interim International Treasurer)

Results: Approved, 20, denied, 0, abstained 0

Motion / Item Number: [2024-18](#)

Meeting Location and Date: [Electronic, May 14, 2024](#)

Motion Maker: John Becker

Title: Boondockers Airstream Club Flag

Summary: This motion seeks approval for Boondockers Airstream Club’s proposed flag, which meets the terms of WBCCI Bylaws Article XIII and WBCCI Policy 16.6.9.

Motion: I move that the Boondockers Airstream Club’s proposed flag, shown in Exhibit 1 be approved in accordance with WBCCI Bylaws, Article XIII, Use of Club Name and Emblem, Sec. 8, and WBCCI Policy 16.6.9 Flags and Pennants.

Results: Approved, 18, denied, 0, Abstained, 0

4.3 Executive Director Report

ED Lori Plummer’s report can be found beginning on page 16 of the November meeting book in BE. We are 9500 memberships, 17,480 members currently. HQ has a new staff member, Jen Thomas. Lori presents some photos of the new HQ building. She also presents the new home page at the ACI website. The Collateral Library contains information about membership and where to find various topics of interest to members. There are 1306 registrations for Sedalia. She describes the train package that has been added for Sedalia for those who are not currently towing but still want to come to the rally. Further info can be found on the IR website

5.0 Committee Reports

5.1 Interim Treasurer Alan Rabb presented a comprehensive quarterly financial update via video. The financial update can be found beginning on page 18 of the meeting book in BE. Finance Committee member Shawn Bloom went through the report verbally. In summary, we are in a good position financially in the club. There is a link to the video in

BoardEffect. Jenny Schnetler moves that we accept the treasurer’s report, Millie O’Donnell seconds this motion. The motion passes without objection

5.2 Standing Committee Reports. These can be found in BoardEffect. Florence Tramoni reports that the final summary of the Special Committee on Elections is not yet complete. It will be ready for the August, IBT meeting.

6.0 Special Orders.

There are no special orders.

7.0 Unfinished Business.

There was no unfinished business.

8.0 Member Comment on Non-Agenda Items.

There were no member comments

9.0 Consent Items

9.1 Motion/item number: 2024–09

Meeting location and date: Virtual – May 23, 2024

Motion maker: Bard Fuller

Title: Name change for the Charter Oak, Connecticut Airstream Club

Summary: This motion has been requested by the charter Oak Connecticut Airstream Club membership to change its name per Bylaws Blub, Organization, and Policy Local Clubs.

Motion: I move that, per Bylaws VI, Club Organization, section 3 through section 5, and policy 6.6.1, Local Clubs, section A, Names of Local Clubs, the International Board of Trustees, approve the name change from the Charter Oak Connecticut Airstream Club to the Connecticut Airstream Club

9.2 Motion/item number: 2024–10

Meeting location and date: Virtual-May 23, 2024

Motion maker: Margaret Handshoe

Title: Assign a 900 series BRN to D’Abbraccio and Rovinelli

Summary: This motion seeks approval to assign a 900 series BRN to Pendleton Rally hosts Amy D’Abbraccio and Stacey Rovinelli. These hosts have met the requirement of at least five years of National Event Rally hosting in accordance with WBCCI policy 16.6.10, section D, 7, 900 series (900 through 999) available to be selected by WBCCI National Event Rally hosts.

Motion: I move the Airstream Club award Amy and Stacey their choice of BRN 911 in appreciation for at least five years of hosting the Pendleton Roundup National Event Rally.

9.3 Motion/item number: 2024–16

Meeting location and date: Virtual _ May 23, 2024

Motion maker: Brad Briggs, Constitution and Bylaws committee chair

Title: Flags for current Executive Council members, International Parliamentarian, and past office flags when they leave their position.

Summary: This motion amends WBCCI policies 16.6.9 and 16.6.13 to make Executive Council members who are not officers, and the International Parliamentarian, eligible to receive and fly WBCCI leadership flags while serving, actively in their position and afterwards as past leaders.

Motion: I move that WBCCI policy 16.6.9, Flags and Pendants, be amended to insert new subsections for the following positions: Executive Council member, International Parliamentarian, past Executive Council member, and International Past Parliamentarian and letter to the list. Policy 16.6.13 officer flag section A is amended to include purchase authorization for current and past executive council members and international parliamentarian flags, as stated in exhibit one.

Vice President Millie O’Donnell moves to accept all three consent items as written, EC Member Kathy Geese seconds the motion.

The motion to accept these three consent items as written passes without objection.

10.0 New Business

10.1: Motion / Item Number: 2024-11

Meeting Location and Date: Virtual, May 23, 2024

Motion Maker: Alan Rabb, Interim International Treasurer (presented by Christine Kirk, finance committee member)

Title: Creating Two New Reserve Funds for Technology and Infrastructure and How to Fully Fund these and the Current Operational Reserve Fund.

Summary: This motion aims to define three reserve funds in Bylaws Article XVI. Further details of the summary can be found on page 32 in BE for this meeting

Motion: I move that a new Section 7 Financial Reserves be created in bylaws, article, XVI, and a new section C, Managing Financial Reserves, be added to policy 16.6.1 as shown in exhibit one. The remaining sections and policy 16.6.1 will be re-lettered.

No second is required as this motion is coming from a committee.

Details of this motion can be found on pages 32-34 of this meeting book on BE.

Motion 2024-11 passes without objection.

10.2: Resolution for the Development of 803 E. Pike St. for Historical Center, Member Clubhouse and RV Sites

Meeting Location and Date: Virtual- May 23, 2024

Resolution presented by EC Member Jenifer Schnetler, seconded by EC Member Kathy Geese.

Details can be found on pages 46-55 in BE for this meeting.

Letters of support from Joe Peplinski, Chair, Historical Committee and Steven Blackmer, President, Vintage Airstream Club are also included.

The Resolution for the Development of 803 E Pike, Jackson Center, is approved without objection.

10.3 Motion/item number: 2024-12

Meeting location and date: Virtual - May 23, 2024

Motion Makers: Florence Tramoni and Christine Baum

Title: Executive Council Election Process, Electioneering

Summary: This motion aims to identify appropriate uses of electioneering in EC elections in Bylaws Article VIII. This motion also removes ambiguity in filling EC vacancies.

Motion: I move that Bylaws, Article VIII Board of Trustees and Executive Council, Section 3, be amended by:

- Adding a new subsection 1, Running for Office and Electioneering, and rename the current subsection “1” to “3”
- And further, by adding to language to the new subsection 3 to remove the ambiguity in filling EC vacancies by adding a new subsection B, filling multiple EC vacancies, and re-lettering the remaining subsections as stated in exhibit one

EC Member Jim Cocke seconds the motion

EC Member Kathy Geese moves to amend Motion 2024-12, titled Executive Council Election Process, Electioneering, by:

1. Striking the sentence “While in their leadership capacity, WBCCI leaders shall remain impartial and support all candidate applications for offices;” and
2. Replacing it with, “It is the responsibility of the WBCCI board to encourage candidates for the Executive Council. It is also the responsibility of the board to review all applications and share opinion of working relationships with candidates where there is direct experience that can be shared with other Club members who inquire. Disparaging any candidate for any office is subject to the WBCCI Code of Ethics and is not allowed. Members in leadership have both the right and the responsibility to assist members in the election process by responding transparently to members who have questions about

candidates’ officers know regarding their volunteer experience, skill set, and ability to work in a team structure.”

EC member Jenifer Schnettler seconds the amendment

Florence Tramoni objects to the amendment

Christine Baum also objects to the amendment, after the discussion about the amendment.

The vote on the amendment is as follows:

EC Member Kendall Felder	yes
Region 8 Pres. Rick Everson	no
EC Member Kathy Geese	yes
Region 7 1 st VP Chris Olsson	no
Region 1 Pres. Bard Fuller	no
EC Member John Becker	no
Region 5 Pres. Artie Martin	yes
Region 2 1 st VP Patti Galupo	yes
EC Member Jenifer Schnettler	yes
Region 9 Pres. Nancy Fitzgerald	no
Region 10 Pres. Florence Tramoni	no
Region 12 Pres. Shawn Bloom	no
Region 4 Pres. Fred Kiehl	no
EC Member Jim Cocke	yes
Region 11 Pres. Steven Parr	no
Region 3 Pres. Christine Baum	no
Int. Secretary Terri Warren	yes
Region 6 Pres. Jan Heavener	no
VP Millie O’Donnell	no
EC Member Marcia Howes	yes

The amendment failed to pass - 8 yes, 12 no.

The vote is called on the original motion

John Becker objects to the original motion

The vote on the original motion is as follows:

Int. Secretary Terri Warren	yes
Region 3 Pres. Christine Baum	yes
EC Member Jenifer Schnetler	no
VP Millie O'Donnell	no
Region 4 Pres. Fred Kiehl	yes
1 st VP Region 7 Chris Olsson	yes
EC Member Marcia Howes	no
Region 6 Pres. Jan Heavener	yes
EC Member Kendall Felder	yes
Region 9 Pres. Nancy Fitzgerald	yes
Region 11 Pres. Steven Parr	yes
1 st VP Region 2 Patti Galupo	yes
Region 5 Pres. Artie Martin	no
Region 10 Pres. Florence Tramoni	yes
Region 8 Pres. Ricks Everson	yes
Region 1 Pres. Bard Fuller	yes
Region 12 Pres. Shawn Bloom	yes
EC Member Jim Cocke	yes
EC Member John Becker	no
EC Member Kathy Geese	no

The original motion passes, 14 yes, 6 no

10.3 Motion/item number: 2024–17

Meeting location and date: Virtual – May 23, 2024

Motion makers: Florence Tramoni and Christine Baum

Title: Executive Council election process, electioneering, and uses of the WBCCI directories.

Summary: This motion aims to identify appropriate uses of election and EC elections in policy 8.6.2. This motion also simplifies the policy language for the appropriate use of the WBCCI directories in policy 12.4.1 and adds more robust terms and conditions for using WBCCI directories or rosters.

Motion: I moved the policy 8.6.2 leadership candidacy process be amended

- By adding a section which contains the current subsections “” through “1”

- Additionally, by adding a new section, B, running for office and election. I further moved that policy 12.4.1 club publications, section a, be amended.
- By combining subpart seven and eight and
- By adding a new subsection eight declaring that the WBCCI directories are the property of WBCCI and adding robust terms and conditions as stated in exhibit one

Seconded by Vice President Millie O'Donnell

Without objection, the motion passes

10.4 Motion/item number: 2024–13

Meeting location and date: Virtual – May 23, 2024

Motion maker: Joe Peplinski (presented by Brad Briggs, CBL Chair)

Title: Reserve a range of three-digit numbers for Executive Council members to select and enable the International Parliamentarian to select a three digit number.

Summary: this motion defines the term big red number in policy 16.6.10, A and revises WBCCI policy section 16.6.10 part D Airstream Number Range definition to:

1. Allow Executive Council members to be assigned 400 series numbers if desired.
2. Allow the International Parliamentarian to be assigned a 700 series number if desired.
3. Clarify the policy for the retirement of Airstream numbers (BRN's) for cases where the International President did not opt for a 100 series number.
4. Revert the number selection order for national caravan leaders and national event rally hosts to the qualifications as they were before July 24, 2021, rather than by random drawing as it has been since.
5. Edit the subparts of part D to provide consistent language and methods for number selection and remove redundancies.

Motion: I move that WBCCI policy 16.6.10, part A, be amended to define a Big Red Number and amend WBCCI policy 16.6.10, Airstream Numbers, part D by:

- Adding sub part C to part two
- Removing International Secretary and Treasurer from subparts, a and b and deleting parts c and d in part three
- Adding a new part 4 reserving the 400 series for International Officers (other than the International President) and Executive Council members and remembering the remaining parts of section D

- Adding subparts a and b to the original part 5, enabling the International Parliamentarian to select a seven 700 series number
- Adding parts a and b to the original part 6 to revert qualifications for National Caravan Leaders as it was before July 24, 2021
- Adding parts a and b to the original parts to more clearly define the qualifications for National Event Rally host as stated in exhibit one

A second is not required as the motion comes from a committee.

An amendment is presented by EC member Marcia Howes. The amendment is as follows:

I move to amend Motion 2024-13, titled **Reserve a range of three-digit numbers for Executive Council Members to select, and enable the International Parliamentarian to select a three-digit number** by:

- 1) WBCCI Policy 16.6.10, Sec D, Item 6, Sub-Item a, changing the word “hitting” to “reaching.” So, it reads as follows:

“The Parliamentarian and each Standing Committee Chair, upon reaching the service milestones defined below, may select an available Airstream Number in the 700 series, if desired.”

- 2) WBCCI Policy 16.6.10, Sec D, Item 7, Sub-Item a, by adding the phrase “or co-led” and the phrase “as verified by the Caravan Standing Committee Chair.” So, it reads as follows:

“Caravan Leaders who have led or co-led a minimum of five (5) National Caravans, as verified by the Caravan Standing Committee Chair, may select an available Airstream Number from the 800 series if desired.”

This amendment has been approved by motion maker Joe Peplinski

The motion, with the amendment, is approved without objection.

10.5 Motion/item number: 2024–14

Meeting location and date: Virtual May 23, 2024

Motion makers: Christine Baum and Florence Tramoni

Title: Clarify the term limits of the Executive Council members and ensure a future pool of Past International President candidates to fill IPIP vacancies.

Summary: This bylaws amendment to article VIII clarifies term limits for the WBCCI Executive Council members. It allows an officer to come back to the

Council after a hiatus. Also, a Past International President may serve beyond eight years if filling an IPIP vacancy after a hiatus.

Motion: I move that Bylaws Article VIII Board of Trustees and Executive Council, section 3 election of Executive Council members, subsection two and section 5 election and term of office of Executive Officers, subsections four through six be amended as stated in exhibit 1.

Region 10 President Florence Tramoni seconds the motion.

Kathy Geese submits an amendment to 2024-14.

The amendment is as follows:

I move to amend Motion 2024-14, titled **Clarify the Term Limits of Executive Council Members and Ensure a Future Pool of Past International President Candidates to Fill IPIP Vacancies, Bylaws, Article VIII Board of Trustees and Executive Council, Sec. 3, subsection 2**, by striking the new proposed language in this subsection and replacing it with “in their lifetime.”

Region 9 President Nancy Fitzgerald seconds the motion to accept the amendment.

Vice President Millie O’Donnell objects to the amendment

The vote results below are on the amendment proposed by Kathy Geese

EC Member Jim Cocke	no
Region 3 Pres. Christine Baum	yes
EC Member Jenifer Schnetler	no
VP Millie O’Donnell	no
Region 4 Pres. Fred Kiehl	no
1 st VP Region 2 Chris Olsson	no
EC Member Marcia Howes	no
Region 6 Pres. Jan Heavener	no
EC Member Kendall Felder	no
Region 9 Pres. Nancy Fitzgerald	yes
Region 11 Pres. Steven Parr	no
Int. Secretary Terri Warren	no
1 st VP Region 2 Patti Galupo	yes
Region 5 Pres. Artie Martin	no
Region 10 Pres. Florence Tramoni	no
Region 8 Pres. Rick Everson	no

Region 1 Pres. Bard Fuller	no
Region 12 Pres. Shawn Bloom	no
EC Member Kathy Geese	yes
EC Member John Becker	no

The amendment fails to pass, 16 no, 4 yes

Vote on the original Motion 2024-14 is now proposed
 However, EC member Jim Cocke moves to table the motion
 EC member Jenifer Schnetler seconds the motion to table
 The motion to table supersedes the vote on the motion.

The following is the vote on tabling this motion.

Region 10 Pres. Florence Tramoni	no
Region 9 Pres. Nancy Fitzgerald	no
Region 8 Pres. Rick Everson	yes
EC Member Jenifer Schnetler	yes
Region 6 Pres. Jan Heavener	yes
EC Member John Becker	no
VP Millie O'Donnell	yes
EC Member Jim Cocke	yes
Int. Secretary Terri Warren	yes
1 st VP Region 2 Patti Galupo	yes
Region 11 Pres. Steven Parr	yes
EC Member Marcia Howes	yes
EC Member Kendall Felder	yes
Region 4 Pres. Fred Kiehl	yes
EC Member Kathy Geese	yes
Region 1 Pres. Bard Fuller	no
1 st VP Region 7 Chris Olsson	yes
Region 3 Pres. Christine Baum	no
Region 12 Pres. Shawn Bloom	yes
Region 5 Pres. Artie Martin	yes

The vote to table this motion passes 15 yes, 5 no. The motion has been tabled.

10.6 Motion/item number: 2024–15

Meeting location and date: Virtual – May 23, 2024

Motion makers: Christine Baum and Florence Tramoni

Title: Procedure to remove International Officers and Executive Council members and alignment with the procedure for regional officer’s removal.

Summary: This amendment aims to align the removal process for International Officers and Executive Council members in Bylaws, article VII, with the established process for Region Presidents. The cause of removal is enumerated in article VIII for the EC and article IX for the Region Presidents.

Motion: I move that WBCCI Bylaws article VIII Board of Trustees and Executive Council section 11, Resignations or Removal, sub section 3, be amended to align the removal process with the Region Presidents, and declare reasons by which such removal may happen and Bylaws Article IX Regions, Section 2, Subsection G, add a new subsection 3 by moving it from subsection H, 4 and adding the reasons by which such removal may happen as stated in exhibit 1.

The motion is seconded by Nancy Fitzgerald.

An amendment from Region 2 has been accepted by the motion makers Baum and Tramoni. The amendment is presented by 1st VP of Region 2, Patti Galupo. The amendment is as follows:

I move to amend Motion 2024-15, titled **Procedure to Remove International Officers and Executive Council Members and alignment with the procedure for Region Officers Removal**, Bylaws ARTICLE VIII BOARD OF TRUSTEES AND EXECUTIVE COUNCIL, Section 11, new subsection 3 and, Bylaws, ARTICLE IX REGIONS, Section 2, subsection G, 3 by:

1. Striking the sentence “Cause for removal may be defined as, but not limited to:”; and the four enumerated causes in both places.
2. I would like the minutes to reflect that Causes for removal and the process to administer such will be defined in a future policy document.

Florence Tramoni seconds the amendment

John Becker objects to the motion as amended

Region 11 Pres. Steven Parr makes a motion to table motion 2024-15, Jim Cocke seconds the motion to table.

This vote is on tabling motion 2024-15

Region 3 Pres. Christine Baum	no
EC Member Jenifer Schnetler	yes
VP Millie O'Donnell	yes
Region 4 Pres. Fred Kiehl	yes
1 st VP Region 7 Chris Olsson	yes
EC Member Marcia Howes	yes
Region 6 Pres. Jan Heavener	yes
Int. Secretary Terri Warren	yes
EC Member Kendall Felder	yes
Region 9 Pres. Nancy Fitzgerald	yes
Region 11 Pres. Steven Parr	yes
1 st VP Region 2 Patti Galupo	yes
Region 5 Pres. Artie Martin	yes
Region 10 Pres. Florence Trameni	no
Region 8 Pres. Rick Everson	yes
Region 1 Pres. Bard Fuller	yes
Region 12 Pres. Shawn Bloom	yes
EC Member John Becker	no
EC Member Jim Cocke	yes
EC Member Kathy Geese	yes

The motion to table this motion passes, 17 yes, 3 no

11.0 Region Business/Announcements

All regions reported on activities within their regions.

The meeting is adjourned by President McHenry at 2:25 pm eastern time

Respectfully submitted,

International Secretary Terri Warren

11.0 Region Business/Announcements

All regions reported on activities within their regions.

12.0 The meeting was adjourned at 2:58 PM ET.

Respectfully submitted,
Terri Warren, International Recording Secretary

Presidents Report

Eric McHenry

August 2024

Here's a summary of ongoing and upcoming items of interest to the IBT...

Welcome to the new members of our IBT!

- Region 1: Michael Giunta
- Region 3: Robert Ealy
- Region 5: John Deegan
- Region 7: Christopher Olsson
- Region 9: Tracy Elkins
- Region 11: John Holly

UPDATE: Strategy Session for 2025:

Our tentative date for our 2025 Strategy Session was April 28th – May 1st in Jackson Center, OH. However, if the IBT adopts a change in our Fiscal Year (FY), it might make sense to consider a fall 2025 Strategy Session instead. Shifting our Strategy Session to the fall would:

- Allow the “incoming” Region Presidents seated in August 2025 to attend, rather than an April 2025 timeframe where six of the twelve Region Presidents are rotating out in a few months.
- If the FY changes to January (rather than August), we can still accommodate budget-related discussions and prioritizations in a fall strategy session.
- Next steps: Let's see how if the IBT passes a change in the FY this month and adjust accordingly.

Additional feedback for an upcoming Strategy Session includes:

- Deeper dive on less topics (more time)
- Reduce team-building introductions by ~50%
- Need to figure out how to include incoming Region Presidents

Strategic Partnerships:

While we've delivered on a great set of new member discount programs and strategic partnerships (Airstream Inc, Harvest Hosts) over the past few years, please keep your thoughts open to other possibilities. If you have an idea, please get in touch with either me or Lori Tilton, and we can help look into the next steps, if any. Basically, we're looking for opportunities to make progress on our Strategic Initiatives, likely around offering new “experience” events and services to our members.

Shift to Microsoft Teams (vs. Zoom)

Our Executive Council shifted off Zoom to Microsoft Teams last year with good results. Our IBT will also be shifting to Microsoft Teams, both for our IBT meetings and for our Campfire Chats.

The user experience with Teams is similar to Zoom, but it leverages the software license we already have, allowing us to reduce our Club software expenses by letting the Zoom licenses expire.

- Local Clubs and Regions can also switch to Teams whenever they wish, potentially saving significant costs, especially for large Clubs/Regions.
- Similar to Zoom, no “viewing” license is required, but using the “app” is a much better experience. Also like Zoom, “Teams” works on laptops, desktops, mobile devices, Apple, Windows, etc.

707 E. Pike Renovation Update

Jenny Schnettler

August 2024





Development Priorities

Membership Benefit and Staff Support

Complete HQ move into 707 E. Pike

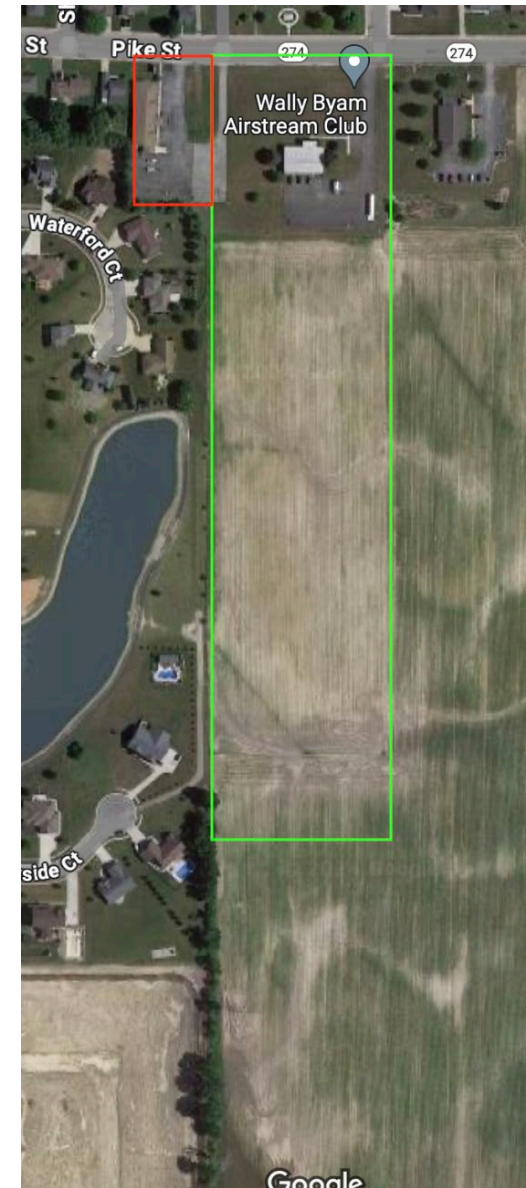
- Operational and increased space needs for staff and storage.
- Volunteer-led to reduce expenses

Historical Center and Member Clubhouse at 803 E. Pike

- Historical Center for WBCCI physical and electronic items
- Membership Clubhouse work/lounge area
- 5-10 overnight parking spots.
- As-needed repair to the roof plus interior reconfiguration
- Administered through ACI Courtesy Parking app
- Funding: Capital Campaign (no use of annual membership dues)

Later Consideration: ACI-owned RV park

- Incrementally developed in phases,
- Self-sustaining (costs/expenses)
- Funding: Capital Campaign (no use of annual membership dues)





Renovation Update

Impact of Membership Donations plus Volunteering

- IBT Approved renovation budget: \$80,000
- Current expenses (as of August 2024): \$18,946
- Move-in date: November 2024, immediately after return from Sedalia Rally.
- Donated ACI volunteer labor:
 - 13 members donated 1416 hours
 - \$63,720 equivalent at \$45/hour
- Donated supplies and equipment: ~\$15,000 value
 - Four Corian Windowsills: \$1140
 - Front counter display donated by Airstream Inc: ~\$4,500
 - 100 gallons PPG primer/paint: \$7,800
 - Painting supplies (Sherwin Williams): \$980
 - Assorted original artwork
- 20' Conference table: \$450 (Facebook Marketplace)



Thanks to the Price Family!



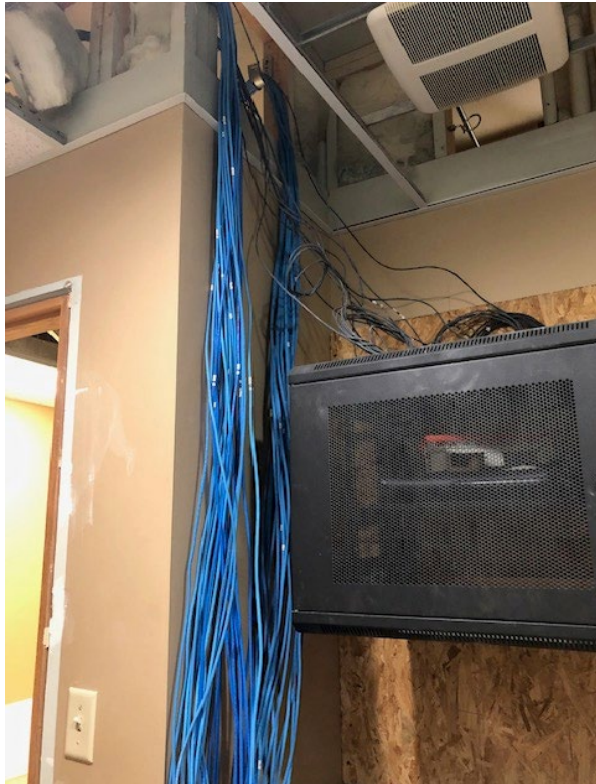
Member Volunteers at Work



Member Volunteers at Work



Member Volunteers at Work





Executive Director Report

Date:

August 5, 2024

Membership:

- 9,630 memberships on 08-05-2024
 - 17,720 members

HQ Highlights:

- HQ has moved from Dropbox to OneDrive – we complete this project within 30 days to reduce the cost
- Dealers' meeting of July 22 was a success
- Working with Customizelt to offer Rally and Club swag. It will be launching soon.

Name Badges – Revise Bylaws/Policy

- Name Badges – Bylaws Article XIII, Policy 16.6.8 – Clarification of who, titles, layouts, etc.
 - I will be following up on this

707 Building Remodel

- GREAT progress – Jenny Schnettler will give an update

Stripe

- Working out kinks of ACH options for transactions
- Rally integration in testing phase

MailChimp - Integration

- Still in process

Additional project starting

- Reorganizing the file structure in Board Effect
- Document Retention Policy
 - Share policy with EC for feedback
 - Outline electronic filing system

International Rally:

2024 Sedalia

- 1329 rigs registered as of 08-07-2024 – 2,504 adults plus 15 kids

2025 York

- On hold while ramping up for Sedalia
- Registration date will be determined after the August 22 IBT meeting

2026 Minot

- The contract is complete – Official dates are **Saturday, August 22 to Thursday, August 27, 2026.**
- HQ team working on the press release – it still needs to be done
- Planning visit will be from June 8 to June 13, 2025
- Working on logo

2027 Rock Springs

- MOU was signed with Sweetwater Event Center for the 2027 IR - tentative dates are June 26 to July 1, 2027.

2028 Location Unknown

- Part of the rally team visited Mercer County Fairgrounds (Ohio). This site looks very promising, and we will know more in the spring.

Lori Tilton
Executive Director

Q4 2024 Financial Update

International Board of Trustees

August 22, 2024

Alan Rabb



Cautionary Note Regarding Forward-Looking Statements

Certain statements made during this presentation are forward-looking and are subject to risks and uncertainties. The forward-looking statements made are based on our beliefs, assumptions and expectations of future performance, taking into account all information currently available to us. Actual results could differ from the forward-looking statements made during this presentation. Although we believe that the expectations reflected in the forward-looking statements are reasonable based on the current market conditions, we can provide no assurance that our forward-looking statements will accurately reflect actual results.

When we use the words "believe," "expect," "anticipate," "plan," "will," "intend" or other similar expressions, we are identifying forward-looking statements. The forward-looking statements made during this presentation are subject to the safe harbor of the Private Securities Litigation Reform Act of 1995.

Everyone viewing this document is cautioned that any forward-looking statements are not guarantees of future performance and actual results or developments may differ materially from those projected. The forward-looking statements in this presentation are made as of the date hereof. We take no obligation to update or correct our own forward-looking statements.

Agenda Items for Today

- Financial Statement Update
 - Income Statement
 - Balance Sheet
 - Cash Flows
- Finance Committee Updates
 - Who are we and what are we doing

ACI - 2023- 24 Budget Update

YTD/Actual Charts vs budget and PY Q4 - **100% of the year has elapsed**

	1	2	3	4	5	6	
	<u>Actuals</u> <u>2022-23</u>	<u>YTD Q4</u> <u>23-24</u>	<u>Rev Plan</u> <u>23-24</u>	<u>Actuals vs</u> <u>Plan</u>	<u>Actuals vs</u> <u>vs 22-23</u>	<u>% Change</u> <u>vs 22-23</u>	<u>Comments</u>
Revenue / Income	\$915,995	\$949,404	\$954,067	(0%)	\$33,409	\$0	HIT THE NUMBER!!!!!! Members 9,630 +5%; Blue Beret income (28%)
Expenses							
Headquarters	519,033	624,448	602,686	4%	105,415	20%	Bldg Maint, Util, Equip, Tax, mtg all up = ~50k
Reserve	-	-	-		0	#DIV/0!	No Reserve activity this year
General Club	237,078	206,535	206,070	0%	(30,543)	(13%)	New members +32% packet costs +19%
Publications	255,924	105,193	112,250	(6%)	(150,731)	(59%)	
Travel	40,059	62,051	78,061	(21%)	21,992	55%	Below plan!!!
Total Expenses	\$1,052,094	\$998,227	\$999,067	(0%)	(\$53,867)	(5%)	HIT OUR PLAN!!!!
EBITDA	(\$136,099)	(\$48,823)	(\$45,000)		\$87,276		
<u>Interest, Taxes, Depreciation & Amortization</u>							
Depreciation/Amortization	60,732	25,000	25,000		(35,732)	(59%)	Will be booked by close of year
ACI Net Income	(\$196,831)	(\$73,823)	(\$70,000)		\$123,008		
<u>International Rally & Caravan</u>							
IR Profit (Loss)	173,698	941	-		(172,757)	(99%)	Minor recalss to be done here
Caravan Profit (Loss)	(47,567)	(\$7,653)	17,500		39,914	(84%)	
TOTAL Net Income	(\$70,700)	(\$80,535)	(\$52,500)		(\$9,835)		

3 Headlines

- We hit our revised plan number that reduced over \$136k of income and expense!!!!
- We are loosing money
- Caravan was a loss – met with Ray and team and have a plan

ACI - 2023- 24 Budget Update

Balance Sheet

	1	2	3	4	5	6	7	<u>Comments</u>
	Actuals	Q1	Q2	Q3	Q4	Q4 vs	Q4 vs Q3	
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2022-23</u>	<u>2023-24</u>	
Assets								
CDs	200,035	200,070	202,415	202,415	202,420	2,385	5	
Life Accounts	112,769	104,304	103,920	103,312	104,405	(8,364)	1,093	
Checking accounts	270,623	760,433	984,735	880,830	779,694	509,071	(101,136)	
AR	10,239	12,024	2,330	4,429	26,051	15,812	21,621	Timing - billing just occurred end of period for ads
Other assets	105,739	154,568	189,060	222,473	325,940	220,201	103,467	Timing - ppd for Sedalia, 24k Minot, 20 York
Fixed Assets net of Depr	202,068	329,593	808,772	813,180	709,870	507,802	(103,310)	
	\$ 901,473	\$ 1,560,992	\$ 2,291,232	\$ 2,226,639	\$ 2,148,379	\$ 1,246,906	\$ (78,259)	
Liabilities								
AP	(30)	620	(30)	(30)	(30)	0	0	
Credit Cards	22,622	557	567	5,334	29,162	6,540	23,827	
Ohio Tax Payable	55	75	76	109	19	(36)	(90)	
Life Member Fund	84,961	76,456	75,406	75,406	76,486	(8,475)	1,080	
Mortgage	-	-	473,009	473,009	469,250	469,250	(3,759)	
Prepaid Dues	-	572,747	750,125	849,352	949,199	949,199	99,848	Rally liability
	\$ 107,608	\$ 650,455	\$ 1,299,153	\$ 1,403,180	\$ 1,524,086	\$ 1,416,478	\$ 120,906	
Equity								
General Fund	404,461	404,461	404,461	404,461	405,480	1,019	1,019	
Int Rally	117,145	117,145	117,145	117,145	117,145	(0)	(0)	
Opening Balance Equity	288,115	288,280	290,305	291,538	291,538	3,423	0	
Common Cents for Kids	-	-	-	-	-	0	0	
Unrestricted Net Assets	(5,887)	(17,630)	(17,672)	(17,672)	(134,335)	(128,448)	(116,663)	
Profit/ (Loss)	(9,968)	118,282	197,842	27,987	(55,535)	(45,567)	(83,522)	
	\$ 793,866	\$ 910,538	\$ 992,081	\$ 823,459	\$ 624,293	\$ (169,573)	\$ (199,166)	
Total Liabilities & Equity	\$ 901,474	\$ 1,560,993	\$ 2,291,234	\$ 2,226,639	\$ 2,148,379	\$ 1,246,905	\$ (78,260)	

Headline

- To Do – balance sheet work – project for Q1

ACI - 2023- 24 Budget Update

Cash Flow

	1	2	3	4	5	6	7
	Actuals	Q1	Q2	Q3	Q4	Q4 vs	Q4 vs Q3
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2022-23</u>	<u>2023-24</u>
Operating Activities							
Net Income	(9,968)	130,039	197,842	27,987	(55,535)	(45,567)	(83,522)
AR	(3,583)	3,867	7,910	5,811	(15,811)	(12,228)	(21,621)
Inventory Asset	5,139	2,369	5,358	4,716	15,338	10,199	10,622
IR Inventory Asset	1,539	2,369	(1,868)	(1,783)	(2,404)	(3,943)	(621)
PPD expense	(20,760)	(59,782)	(83,682)	(118,021)	(232,740)	(211,980)	(114,719)
Club Chase	13,643	(21,044)	(21,911)	(16,446)	6,685	(6,958)	23,130
Rally Bank	0	(152)	(152)	(850)	(152)	(152)	697
American Express	(250)	(152)	0	0		250	0
Ohio Tax Payable	44	21	21	55	(36)	(80)	(91)
Life Member Fund	(7,518)	(4,665)	(9,555)	(9,555)	(8,475)	(957)	1,080
PPD dues	(10,024)	687,495	750,125	849,352	949,199	959,223	99,847
	(\$31,738)	\$740,365	\$844,088	\$741,265	\$656,069	\$687,807	(\$85,197)
Investing							
Land & Building	(5,000)	(598,513)	(599,087)	(601,094)	(598,513)	(593,513)	2,581
Equip & Furniture	(58,207)	(7,618)	(7,618)	(10,018)	(24,933)	33,274	(14,916)
	(\$63,207)	(\$606,131)	(\$606,705)	(\$611,112)	(\$623,446)	(\$560,239)	(\$12,334)
Financing Activities							
Mortgage	0	473,009	473,009	473,009	469,250	469,250	(3,759)
Common Cents for Kids	(143)	0		0		143	0
Unrestricted Net assets	55	0		0		(55)	0
Open Balance Equity	(24,592)	165	2,190	3,423	3,423	28,015	0
	(\$24,680)	\$473,174	\$475,199	\$476,432	\$472,674	\$497,354	(\$3,759)
Net Cash Increase for quarter	(\$119,625)	\$607,408	\$712,582	\$606,586	\$505,296	\$624,921	(\$101,290)
Cash at Beginning of Period	\$703,992	\$582,557	\$582,557	\$582,557	\$582,557	(\$121,435)	\$0
Cash at End of Period	\$584,367	\$1,189,965	\$1,295,139	\$1,189,143	\$1,087,854	\$503,487	(\$101,290)

ACI Reserve Reporting
Q4 2024 - As of July 31, 2024

	Operational Reserve	Technology Reserve	Capital Reserve	TOTAL
RESERVE GOAL	\$ 250,000	\$ 300,000	\$ 200,000	\$ 750,000
Beginning Balance				\$ 202,420
Contributions to reserve				
Q4 2024				
Reallocation of reserve	\$ 67,473	\$ 80,968	\$ 53,979	\$ 202,420
Q1 2025				
Q2 2025				
Q3 2025				
Q4 2025				
Ending Balance	\$ 67,473	\$ 80,968	\$ 53,979	\$ 202,420
% of Goal currently reserved	27%	27%	27%	27%
Amount remaining to hit Goal	\$ 182,527	\$ 219,032	\$ 146,021	\$ 547,580
% remaining to achieve goal	73%	73%	73%	73%

Proposed Reserve Policy



	Operational Reserve	Technology Reserve (New)	Infrastructure Reserve (New)
Purpose	Provide Resources for Unforeseen Operational Loss	Provide Funding for Ongoing Technology Investments	Provide Resources for Building and Large Fixed Asset Purchases and Repairs
Annual Contribution Goal	10% of Net Membership Fees ~\$75,000	25% of Largest Three Prior Years of Capitalized Spending	\$20,000
Ultimate Goal for Reserve Balance	40% of Net Membership Fees \$250,000	100% Funded Technology Projects \$300,000	\$200,000

Contributions to each Reserve Balance would be made until the Reserve Goal has been met.

Finance Committee Update

1. Members of Fincom – Alan Rabb – Region **3** CPG Finance *NEW in Role – 2+ years fincom*
 - Craig Fegley – Region **9** – retired JP Morgan executive - *NEW*
 - Christine Kirk – Region **11** – retired Chief Accounting Officer (CAO) – *2+ years fincom*
 - Shawn Blom – Region **12** and CFO for Joel Gott Winery - *NEW*
 - Jim Cocke – Region **3** - EC member - *6 months fincom*
 - Mille O'Donnell – Region **9** – VP International - *6 months fincom*
2. As needed core team working sessions & updates
3. Weekly collaboration sessions with Alan & Lori – active

PROJECTS UPDATE

1. Pipeline is currently 33 projects working collaboratively with Lori and the IBT
2. Substantial progress has been made already – 20 closed “low hanging fruit” projects
 - Examples include (historical analysis of ACI and IR budgets – informs go forward work, building/property analysis, replan 2023-24, training of IBT, standardized reporting, reserve policy & motion, fiscal year change, caravan analysis, dues increase, Bylaws, policy & procedure motion, etc
3. Active projects include
 - Insurance project
 - Membership reporting
 - Replan 5/12ths and full year 2025
 - Balance sheet deep dive
 - Payment/banking process and fees – Venmo, square, PayPal etc

2025 Budget

International Board of Trustees

August 22, 2024

Alan Rabb

Lori Tilton



2025 Budget



Headlines

- Looked at 2 ways - No dues increase and increased dues (\$75-\$99)
- With \$99 Income is up
- Assume attrition on base and dues increase both
- Expenses have been managed tight
- Projects underway on Insurance and Membership packets TBD
- Fees flat, supplies down, expense is up less than income
- Publication costs, postage, mortgage (last year partial yr) and marketing all up
- Reserve is planned in all 3 areas
- Finance committee has reviewed

Headlines of what you will see

	7/31/23 to 8/1/24	8/1/24 to 12/31/24	2025 No Dues Inc	2025 Dues Inc
ACI	(\$48,823)	(\$126,270)	(\$80,980)	\$34,330
IR	\$941	\$100,000	\$100,000	\$100,000
Caravan	(\$7,653)	\$0	\$15,000	\$15,000
TOTAL EBITDA	(\$55,535)	(\$26,270)	\$34,020	\$149,330
Reserve Contribution	\$0	\$0	\$34,020	\$149,330

- Assumes Fiscal Motion passes
- Excludes Depreciation

The TOTALS

5/12th and Full year

The Totals

	2023-2024 Budget 2024-2025 \$75 Dues	% Change 23-25 on \$75 dues	2024-2025 with increased dues \$99 dues
GRAND TOTAL INCOME	\$ 979,349	7%	\$ 1,094,659
GRAND TOTAL EXPENSES	\$ 1,060,329	5%	\$ 1,060,329
NET PROFIT/LOSS ACI Core Business	(\$80,980)		\$34,330
<u>International Rally Estimates</u>			
Income	\$ 750,000		\$ 750,000
Expense	\$ 650,000		\$ 650,000
Net Profit	\$ 100,000		\$ 100,000
<u>Caravan Estimates</u>			
Income	\$ 1,700,000		\$ 1,700,000
Expense	\$ 1,685,000		\$ 1,685,000
Net Profit	\$ 15,000		\$ 15,000
<u>Reserve Expense</u>			
Corporate Reserve - Operational (Goal 250K - 10% of membership fees)	\$ 14,020		\$ 94,330
Corporate Reserve - Capital (Goal \$300k - 25% of largest 3 prior yr spend)	\$ 10,000		\$ 35,000
Corporate Reserve - Infrastructure (Goal \$200k - \$20/yr)	\$ 10,000		\$ 20,000
TOTAL Reserve Net Expense	\$ 34,020		\$ 149,330
<u>TOTAL TOTAL TOTAL Net Profit</u>			
Income	\$ 3,429,349		\$ 3,544,659
Expense	\$ 3,429,349		\$ 3,544,659
Net Profit	\$ -		\$ -

This is simply an assumption – Average IR profit since 2020 has been \$97,863

The 5/12ths
8/1-12/31

	12/31/24 Back 5 months of 2024
GRAND TOTAL INCOME	\$ 288,853
GRAND TOTAL EXPENSES	\$ 415,123
NET PROFIT/LOSS ACI Core Business	(\$126,270)
International Rally Estimates	
Income	\$ 750,000
Expense	\$ 650,000
Net Profit	\$ 100,000
Caravan Estimates	
Income	\$ 708,333
Expense	\$ 708,333
Net Profit	\$ 0
Reserve Expense	
Corporate Reserve - Operational (Goal 250K - 10% of membership fees)	\$ -
Corporate Reserve - Capital (Goal \$300k - 25% of largest 3 prior yr spend)	\$ -
Corporate Reserve - Infrastructure (Goal \$200k - \$20/yr)	\$ -
TOTAL Reserve Net Expense	\$ -
TOTAL TOTAL TOTAL Net Profit	
Income	\$ 1,747,186
Expense	\$ 1,773,456
Net Profit	(\$26,270)

Lets go through dues 1st

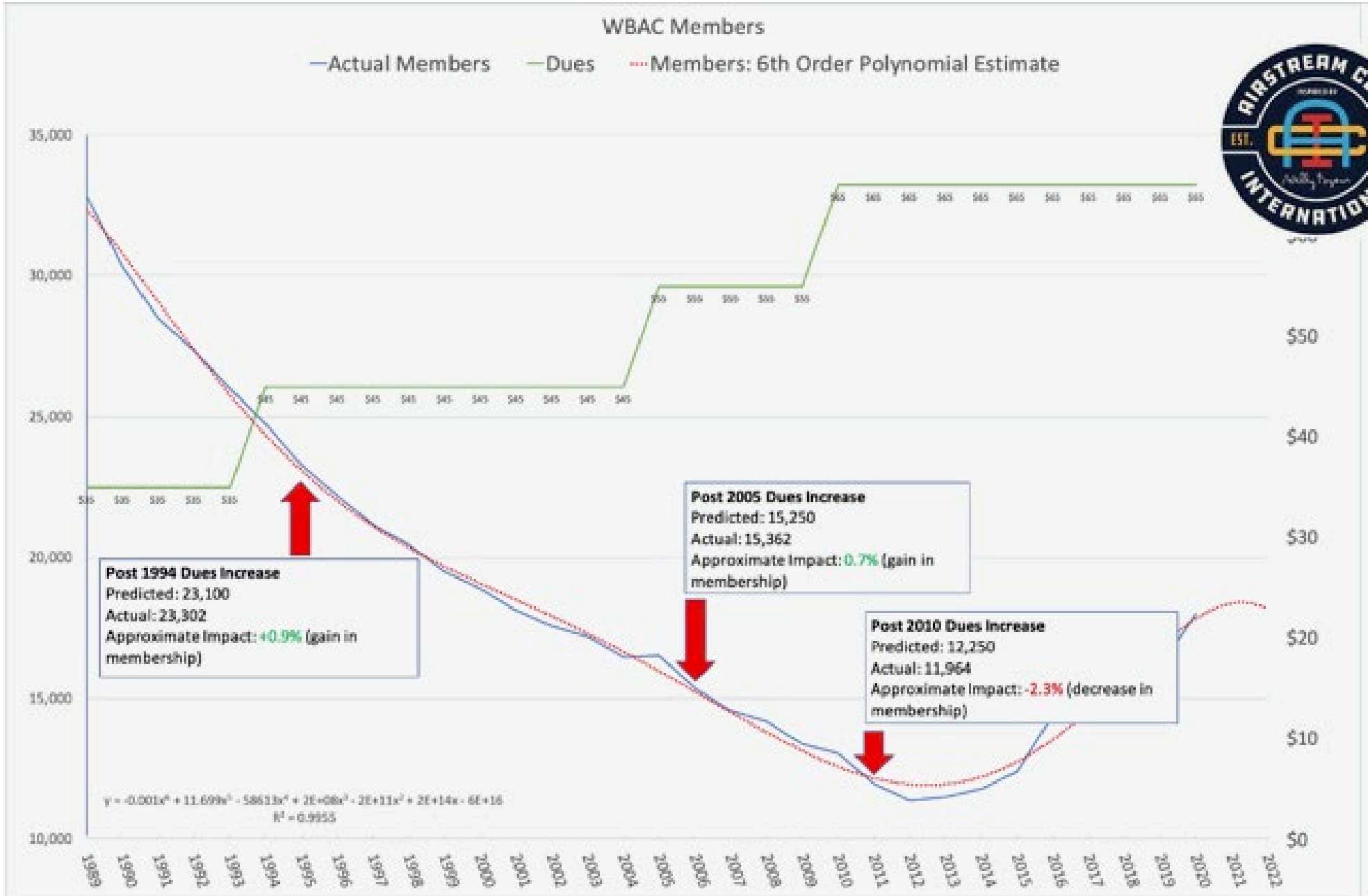
2025 Membership Income with dues at \$75

Existing Base					Total	Dues	Total
2024 Memberships through June 20, 2024					9,615	75.00	\$ 721,125
20% attrition					(1,923)	75.00	\$ (144,225)
					-	75.00	\$ -
Base Membership					7,692		\$ 576,900
Lifetime Members (average dues \$54 each)					291	54.00	\$ 15,714
Member at large as of 6/20/2024 - Less 20% of current MALs -477					381	15.00	\$ 5,715
Total Renewals					8,364		\$ 598,329
<u>New Memberships</u>							
		<u>Avg</u>	<u>Weeks</u>				
New Members - Regular					1,820	75.00	\$ 136,500
Explorer					780	30.00	\$ 23,400
AANW -					52	75.00	\$ 3,900
Total NEW Members					2,652		\$ 163,800
Hedge							\$ -
GRAND Total Membership					11,016		\$ 762,129

2025 Membership Income with dues at \$99

<u>Existing Base</u>					<u>Total</u>	<u>Dues</u>	<u>Total</u>
2024 Memberships through June 20, 2024					9,615	99.00	\$ 951,885
20% attrition					(1,923)	99.00	\$ (190,377)
12% loss due to dues increase					(1,154)	99.00	\$ (114,226)
Base Membership					6,538		\$ 647,282
Lifetime Members (average dues \$54 each)					291	54.00	\$ 15,714
Member at large as of 6/20/2024 - Less 20% of current MALs -477					381	15.00	\$ 5,715
Total Renewals					7,210		\$ 668,711
<u>New Memberships</u>							
		<u>Avg</u>	<u>Weeks</u>				
New Members - Regular					1,820	99.00	\$ 180,180
Explorer					780	30.00	\$ 23,400
AANW -					52	99.00	\$ 5,148
Total NEW Members					2,652		\$ 208,728
Hedge							
GRAND Total Membership					9,862		\$ 877,439

Historical Dues – impact on membership



The numbers by Total Category

5/12ths and 2025

New Request – Kendall Felder

- Kendall - After careful consideration and thorough planning, I am now prepared to proceed with my request for a budget allocation for the mobile application project. In light of the project's complexity and significance, I propose an initial investment of \$20,000, which will cover the app's development and the first year of upgrades and support.
- Rabb - This expense can be capitalized under software with a 3 year useful life. I would NOT withdraw money from the reserves at this point.

Headline Summary 2025

	2024-2025 with increased dues \$99 dues	% Change 23-25 on \$99 dues	
INCOME			
Total Membership Dues	\$ 877,439	27%	Assumes \$99 w/12% base member loss
Total Other Income	\$ 113,500	(25%)	Loss of rent income, Merch sales (42%) - Total (25%)
Total Blue Beret Income	\$ 103,720	23%	Assume a premier partner package increase - could be a risk
TOTAL INCOME	\$ 1,094,659	19%	
EXPENSES			
Total Publications	\$ 117,875	11%	Production, postage, - Total \$17k
Total Headquarters Office	\$ 638,200	4%	Salary Increase, Heritage expense reclass, Mortgage +2 months
Total 65100 - Member Recruiting/Advertising	\$ 19,680	34%	Marketing and giveaways +\$10k
Total 65300 Membership Supplies	\$ 122,685	(2%)	In essence flat - looking at Insurance and will look at membership packets - +\$11k
Total 65400 - Fees	\$ 67,750	1%	NC
Total 65500 - Officer appreciation	\$ 14,889	100%	IBT Dinner cancelled this year, board effect renewal - Total \$15k
Total Meeting Expense	\$ 7,500	304%	EC election
Total General Club Expense	\$ 988,579	7%	
Total Officers Expense	\$ 71,750	(12%)	Travel zero based
GRAND TOTAL INCOME	\$ 1,094,659	19%	
GRAND TOTAL EXPENSES	\$ 1,060,329	5%	
NET PROFIT/LOSS ACI Core Business	\$34,330		

Headlines 2025 Budget by Category

	2023-2024 Actuals	2023-2024 Budget 2024-2025 \$75 Dues	% Change 23-25 on \$75 dues	2024-2025 with increased dues \$99 dues	% Change 23-25 on \$99 dues
INCOME					
Total Membership Dues	\$ 698,270	\$ 762,129	9%	\$ 877,439	26%
Total Other Income	\$ 162,665	\$ 113,500	(30%)	\$ 113,500	(30%)
Total Blue Beret Income	\$ 97,618	\$ 103,720	6%	\$ 103,720	6%
TOTAL INCOME	\$ 949,404	\$ 979,349	3%	\$ 1,094,659	15%
EXPENSES					
Total Publications	\$ 105,193	\$ 117,875	12%	\$ 117,875	12%
Total Headquarters Office	\$ 624,448	\$ 638,200	2%	\$ 638,200	2%
Total 65100 - Member Recruiting/Advertising	\$ 12,047	\$ 19,680	63%	\$ 19,680	63%
Total 65300 Membership Supplies	\$ 128,202	\$ 122,685	(4%)	\$ 122,685	(4%)
Total 65400 - Fees	\$ 62,238	\$ 67,750	9%	\$ 67,750	9%
Total 65500 - Officer appreciation	\$ -	\$ 14,889	100%	\$ 14,889	100%
Total Meeting Expense	\$ 4,048	\$ 7,500	85%	\$ 7,500	85%
Total General Club Expense	\$ 936,176	\$ 988,579	6%	\$ 988,579	6%
Total Officers Expense	\$ 62,051	\$ 71,750	16%	\$ 71,750	16%
GRAND TOTAL INCOME	\$ 949,404	\$ 979,349	3%	\$ 1,094,659	15%
GRAND TOTAL EXPENSES	\$ 998,227	\$ 1,060,329	6%	\$ 1,060,329	6%
NET PROFIT/LOSS ACI Core Business	(\$48,823)	(\$80,980)		\$34,330	

Assuming Fiscal Motion passes.... the 5/12's budget for 8/1/24-12/31/24

	12/31/24 Back 5 months of 2024	Comments on 5/12 budget
<u>INCOME</u>		
Total Membership Dues	\$ 197,786	Downhill less already renewed less 18% attrition
Total Other Income	\$ 50,292	Roll \$5k of CDs into Income
Total Blue Beret Income	\$ 40,775	August \$12,212; November \$8,263
TOTAL INCOME	\$ 288,853	
<u>EXPENSES</u>		
Total Publications	\$ 45,562	
Total Headquarters Office	\$ 274,583	All proparted based on 5/12
Total 65100 - Member Recruiting/Advertising	\$ 6,492	All proparted based on 5/12
Total 65300 Membership Supplies	\$ 45,250	All proparted based on 5/12
Total 65400 - Fees	\$ 26,458	All proparted based on 5/12
Total 65500 - Officer appreciation	\$ 8,700	Actual estimates based on Sedalia
Total Meeting Expense	\$ -	
Total General Club Expense	\$ 407,046	
Total Officers Expense	\$ 8,077	Reduced downhill by 50%
GRAND TOTAL INCOME	\$ 288,853	
GRAND TOTAL EXPENSES	\$ 415,123	
NET PROFIT/LOSS ACI Core Business	(\$126,270)	

Headlines of what you will see

	7/31/23 to 8/1/24	8/1/24 to 12/31/24	2025 No Dues Inc	2025 Dues Inc
ACI	(\$48,823)	(\$126,270)	(\$80,980)	\$34,330
IR	\$941	\$100,000	\$100,000	\$100,000
Caravan	(\$7,653)	\$0	\$15,000	\$15,000
TOTAL EBITDA	(\$55,535)	(\$26,270)	\$34,020	\$149,330
Reserve Contribution	\$0	\$0	\$34,020	\$149,330

- Assumes Fiscal Motion passes
- Excludes Depreciation

Next Steps

Next Steps

- Assuming the Fiscal year change has been approved then:



Process moving forward:

- We will close the current year as normal as of 7/31 **Completed**
- We have planned a full year for 2025 – 1/1 – 12/31 (**this conversation**)
- Approve the 2025 budget
- Plan a 5 month P&L for the balance of this calendar year 8/1 to 12/31 **Completed**
- We will close the year as of 12/31 for the period of 8/30-12/31
- A separate return for 8/31- 12/31 will be filed
- A return for calendar year 2025 will be filed
- Finance Committee will call all Regions and Clubs and encourage them to move to a calendar year (not required)

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
IBT MOTION

Motion / Item Number: 2024-21

Meeting Location and Date: Virtual August 22, 2024

Motion Maker: Alan D. Rabb, Interim Treasurer, and Shawn Blom, Region 12 President

Title: Updates to the Bylaws Article XVI Financial Management to reflect current practices

Summary: This motion aims to update Bylaws Article XVI, Financial Management, to reflect the current operating procedures.

Motion: I move that Bylaws Article XVI, Financial Management, be amended by deleting section 3, renumbering the remaining sections, and modifying the remaining section to reflect current practices, as stated in Exhibit 1.

REQUIRED Attachments (for Policy, Bylaws and/or Constitutional Amendments):

- Exhibit 1: Redlined Current Blue Book text
- Exhibit 2: Proposed (new) Blue Book text

SECONDED BY: _____

Purpose / Impact(s): The motion is designed to update the Financial Management Bylaws. Many of these bylaws have not been revised since 1996, so an update is long overdue. The bylaws must also reflect the Constitutional amendment approved by the membership in June 2024, modifying the title change from International Treasurer to Financial Director.

Background: Over the past twenty-plus years, additions have been made to Article XVI, Financial Management; however, it has not been overhauled to reflect current practices. The 2024 overhaul attempts to update current practices and reflect the June constitutional vote and the subsequent change in year-end from fiscal year August 1 - July 31st to a fiscal year in sync with the calendar year January 1—December 31.

The changes in these Bylaws also lead the way for needed revisions of Policy 16.

Financial Impact: There is no financial impact to WBCCI.

ATTACHMENTS

Exhibit 1:

Bylaws, ARTICLE XVI FINANCIAL MANAGEMENT

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
IBT MOTION

- Sec. 1 **Conflict of Interest Policy:** No transactions or arrangements ~~will be entered into that would result in a violation of the Conflict of Interest Policy that violate the Conflict of Interest Policy will be entered into.~~ All officers, ~~or directors, and~~ trustees ~~are required to must~~ read and comply with this policy. (1/16/09)
- Sec. 2 ~~Income from International Rally fees may be deposited in a checking account in the name of "Wally Byam Caravan Club International, Inc. Rally fund" at a reputable bank in the city closest to the International Rally site of that year. All indebtedness contracted in that area relative to the International Rally may be paid from this account. (7/5/10)~~ **International Rally Budget:** The Executive Director will prepare an international rally budget and review it with the Finance Director. Once reviewed and approved by the Finance Director, the Executive Director will submit a rally budget to the Executive Council. After the budget is approved, the Executive Director will make expenditures, as necessary, per the approved budget. Budget variances, if any, will be discussed and approved by the Finance Director before disbursement. The Finance Director will approve future rally deposits before disbursement. (8/22/24)
- Sec. 3 ~~Advance funds for an international rally shall be created by the transfer of funds from the general fund of the international club as authorized by the International President. At the financial close of an international rally, the funds advanced shall be repaid to the general fund of the international club and any balance remaining in the funds of an international rally after the repayment of the advanced rally funds shall be transferred to the general fund of the international club. Any deficit to the fund of an international rally shall be paid from the general fund of the international club. (1/19/96)~~
- Sec. 43 ~~The International Rally Committee may make a donation to the host community. This donation is in addition to those given to various local or national organizations by club groups such as, community service and Family and Youth Committee. Any donation from a religious service collection will be the responsibility of the collectors. (See Policy, 16.6.4, Rallies, See F, Item 22 for documentation of donations.) (6/24/20)~~ **Charitable Donations During the International Rally:** The International Rally Committee may donate to the host community. The Executive Director will update the Executive Council with the current year's selection. (8/22/24)
- Sec. 54 **International Rally Financial Reporting:** The International Rally Committee shall prepare and distribute a detailed report, only for the IBT, of the International Rally no later than December 1st following the International Rally. (1/23/10) (8/22/24)
- Sec. 65 A motion presented to the IBT that may have cost implications beyond the usual clerical expenses shall be accompanied by a financial impact statement setting forth the estimated costs of implementing such motion. This should be an annual cost impact with a 5-year projection. (7/5/09)
- Sec. 76 **Financial Reserves:** (5/23/24)
WBCCI will establish and manage financial reserves to ensure long-term sustainability and growth. The IBT shall determine at least annually, based upon a recommendation from the Finance Committee, the amounts to fund the reserve accounts from the difference between operating budget accounts vs actuals. The funds shall be:
1. The Operational Reserve Fund will maintain financial stability and cover unforeseen operational expenses.

Commented [LG1]: I would restructure this sentence by moving "only of the IBT" to the end.

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
IBT MOTION

2. The Technology Reserve Fund will support technology-related investments, upgrades, and advancements
3. The Infrastructure Reserve Fund will address the needs of WBCCI's physical infrastructure, facilities, and capital expenditures.

Contributions to each reserve balance shall be made until the reserve goal is met. The annual contribution goals for each reserve may be reviewed and adjusted periodically to ensure they remain aligned with WBCCI's financial goals and objectives. Any adjustments to the contribution goals or deployment of reserve monies shall be contingent upon IBT approval.

See the following Policies:

- 16.6.1 Financial Management
- 16.6.2 Financial Data Guidelines
- 16.6.3 Financial Disbursement

Exhibit 2:

Bylaws, ARTICLE XVI FINANCIAL MANAGEMENT

- Sec. 1 **Conflict of Interest Policy:** No transactions or arrangements that violate the Conflict of Interest Policy will be entered into. All officers, directors, and trustees must read and comply with this policy. (1/16/09)
- Sec. 2 **International Rally Budget:** The Executive Director will prepare an international rally budget and review it with the Finance Director. Once reviewed and approved by the Finance Director, the Executive Director will submit a rally budget to the Executive Council. After the budget is approved, the Executive Director will make expenditures, as necessary, per the approved budget. Budget variances, if any, will be discussed and approved by the Finance Director before disbursement. The Finance Director will approve future rally deposits before disbursement. (8/22/24)
- Sec. 3 **Charitable Donations During the International Rally:** The International Rally Committee may donate to the host community. The Executive Director will update the Executive Council with the current year's selection. (8/22/24)
- Sec. 4 **International Rally Financial Reporting:** The International Rally Committee shall prepare and distribute a detailed report, only for the IBT, of the International Rally no later than December 1st following the International Rally. (8/22/24)
- Sec. 5 A motion presented to the IBT that may have cost implications beyond the usual clerical expenses shall be accompanied by a financial impact statement setting forth the estimated costs of implementing such motion. This should be an annual cost impact with a 5-year projection. (7/5/09)
- Sec. 6 **Financial Reserves:** (5/23/24)
WBCCI will establish and manage financial reserves to ensure long-term sustainability and growth. The IBT shall determine at least annually, based upon a recommendation

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
IBT MOTION

from the Finance Committee, the amounts to fund the reserve accounts from the difference between operating budget accounts vs actuals. The funds shall be:

1. The Operational Reserve Fund will maintain financial stability and cover unforeseen operational expenses.
2. The Technology Reserve Fund will support technology-related investments, upgrades, and advancements
3. The Infrastructure Reserve Fund will address the needs of WBCCI's physical infrastructure, facilities, and capital expenditures.

Contributions to each reserve balance shall be made until the reserve goal is met. The annual contribution goals for each reserve may be reviewed and adjusted periodically to ensure they remain aligned with WBCCI's financial goals and objectives. Any adjustments to the contribution goals or deployment of reserve monies shall be contingent upon IBT approval.

See the following Policies:

- 16.6.1 Financial Management
- 16.6.2 Financial Data Guidelines
- 16.6.3 Financial Disbursement

Motion:

- Reviewed by (Constitution and Bylaws Committee): BFB
- Reviewed by (Parliamentarian): LLG

Motion Resolution (Office Use Only – check one):

- Adopted
- Defeated
- Amended
- Referred
- Postponed
- Tabled (cannot be postponed beyond session)
- Withdrawn (will lie on the table only until the end of the present session)

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

IBT MOTION

Motion / Item Number: 2024-22

Meeting Location and Date: Virtual August 22, 2024

Motion Maker: Alan D. Rabb, Interim Treasurer, Shawn Blom, Region 12 President

Title: Updates to Policy 16.6.1 through 16.6.3 Financial Management and Policy 3.11 Standing Committees, Section E Finance

Summary: This motion aims to update Policy 16.6.1 through 16.6.3 Financial Management and Policy 3.11 Standing Committees, Section E Finance, to reflect the current operating and best practice procedures.

Motion: I move that Policy 16.6.1 through 16.6.3 Financial Management and Policy 3.11 Standing Committees, Section E, Finance be amended to align it to recent bylaw changes reflecting the current operating and best practice procedures, and Policy 6.6.3 Financial Disbursement Subsection H, change the period to require travel expenses be turned in within 30 days of travel completion, as stated in Exhibit 1.

REQUIRED Attachments (for Policy, Bylaws and/or Constitutional Amendments):

- Exhibit 1: Redlined Current Blue Book text
- Exhibit 2: Proposed (new) Blue Book text

SECONDED BY: _____

Purpose / Impact(s): The motion is designed to approve the updated Financial Management Policies, which reflect current practices and align with recently revised bylaws. Policy 16.6. 1 Section H Fiscal Year has been intentionally omitted from this motion because it is addressed separately.

There are seven primary changes to the Financial Management policies.

1. Clean-up of the policy related to the International Rally to be consistent with current practices,
2. Update the policies to reflect the motion approved in the May IBT for the establishment of 3 reserves,
3. Change throughout the document of International Treasurer to Finance Director,
4. Tightening of the policy related to the reporting on quarterly and annual financial statements and the proper comparisons,
5. Update to 16.6.2 and 16.6.3 – Financial Data Guidelines and Disbursement. These guidelines better align with current practices. Examples include removing the \$30 / night camping limit, clarifying what is reimbursable related to rally fees, stating what

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the standard class of air travel is if required by members of the club, removing language related to reimbursement over budget, and tightening the reimbursement requirement from 90 to 60 days.

This amendment impacts IBT members and Region Officers by giving them 30 days to submit their expenses for reimbursement.

Background: Over the past twenty-plus years, additions have been made to Bylaws Article XVI, Financial Management, which was overhauled to reflect current practices. The 2024 bylaws and policies overhaul attempts to update current practices.

Financial Impact: There is no financial impact to WBCCI.

ATTACHMENTS

Exhibit 1:

Policy, 3.11 Standing Committees - General Duties (5/11/23)

E. Finance

1. Corporate Budget

- a. Prepare a budget for club operations (i.e., the General Fund), projecting club income and expenditures for the ~~next fiscal following~~ year. The budget shall include allocations for all club operations and expenses, including such funds deemed necessary for the efficient operation of each International Standing Committee's program.
- b. Present the ~~next fiscal following~~ year's budget to the IBT for approval at the last IBT meeting of the current ~~fiscal~~ year.
- c. Develop and implement a budget preparation procedure.
- d. Review quarterly financial reports and variances and identify recommended actions, if any, to address large budget variances.
- e. Working with the Executive Director, prepare and maintain a long-term financial strategy to ensure adequate funding ~~is available~~ for anticipated maintenance and upgrade expenditures required to continue and improve club operations.
- f. Complete a review of the end-of-year financial results and provide a summary at the ~~2nd quarterly~~-IBT meeting following ~~the~~ fiscal year close-~~;~~
- g. ~~Maintain Develop~~ a process ~~to for~~ review~~ing~~ the corporate financial books on an annual basis with a report provided to the IBT ~~at each meeting no later than their 2nd quarter meeting.~~
- h. Conduct ~~and~~ audit of the corporate financial books every 3 years or upon the ~~vacancy resignation/hiring~~ of the Executive Director.
- i. ~~Provide assistance to Local Club, Region, Standing Committees, and Intra-club Treasurers by communication, development of training Assist~~ the

treasurers of ~~the~~ Local Clubs, Regions, Standing Committees, and Intra eClubs through communication, training, development, and discussions.

16.6.1 Financial Management (11/17/22)

from Article XVI, Bylaws

A. Deposits

All monies collected by the Wally Byam Caravan Club International, Inc. shall be deposited in a checking account in the name of "Wally Byam Caravan Club International, Inc. General Fund" at a depository designated by the Board of Trustees. Deposits shall be made weekly unless the cash exceeds \$250.00, or, in the judgment of the Executive Director, the deposits should be made more frequently. ~~Un-deposited checks should be stamped with the club endorsement "For Deposit Only" (2/23/23) (8/22/24)~~

B. Identified Funds

~~The Finance Director will establish and manage financial reserves to ensure long-term sustainability and growth. Based on the recommendation from the Finance Director, the IBT shall determine the amounts to fund the reserve accounts from the difference between operating budget accounts vs. actuals, at least annually. The funds shall be: The Treasurer shall establish identified funds within the accounting system as follows:~~

- ~~1. The Operational Reserve Fund will provide resources for unforeseen operational loss. (8/22/24) International Rally Fund will accumulate the net proceeds of each International Rally. Purpose of this fund is to track net income or deficit realized by this activity. Interest earned by this fund shall accrue to the Club's General Fund. The principal fund amount shall be shown on the quarterly financial statement. Withdrawals from this fund must be in a budget approved by the Executive Council; withdrawals not previously budgeted, must be separately approved by the Executive Council. (2/23/23)~~
- ~~2. The Technology Reserve Fund will provide funding for ongoing technology investments. (8/22/24) Lifetime Membership Fund shall be deposited in bank accounts or invested in one or more eligible securities pursuant to paragraph 4 below with maturities which, in such manner as in the judgment of the International Treasurer shall best meet projected annual payments to the WBCCI General Fund. (6/28/10)~~
- ~~3. The Infrastructure Reserve Fund will provide resources for building and large fixed asset purchases and repairs. (8/22/24) International Rally Equipment Fund shall provide funds for maintenance and/or replacement of major rally equipment. Excess rally funds from future rallies may be transferred into this fund as it is expended, but the fund total shall never exceed \$20,000. Withdrawals from this fund require Executive Committee approval. Interest from this fund shall accrue to the general fund. (1/18/02)~~

C. Managing Financial Reserves (5/23/24)

Reserves will be planned during the annual business planning process and evaluated every quarter. At the conclusion of each quarter, one-fourth (¼) of the planned reserve amount shall be deposited into separate bank accounts. The balance in these accounts will be reported on a quarterly basis as a part of the quarterly financial updates. Within thirty days of the accounting year-end, the Finance Committee will provide a recommendation to the IBT regarding the final year-end funding in the reserve accounts,

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

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based upon the Finance Committee's evaluation of cash reserves at accounting year-end and before the books closing.

Once the assessment is completed on year-end reserve money and prior to the books being closed, the IBT will determine the disposition of the cash reserve using the following guidelines:

1. The Operational Reserve's annual contribution goal is 10% of net membership fees. The ultimate goal for the reserve balance is \$250,000. (8/22/24)~~annual contribution goal is ten percent (10%) of net membership fees. This amount may vary as the Club's financial circumstances dictate and will diminish as the fund approaches its goal. The ultimate reserve balance goal is forty percent (40%) of net membership fees or \$250,000.00.~~
2. The Technology Reserve's annual contribution goal is 25% of the largest three prior years of capitalized spending. The ultimate goal of the reserve balance is 100% of funded technology projects, or \$300,000, whichever is greater. (8/22/24)~~annual contribution goal is twenty five percent (25%) of the largest three prior years of capitalized spending. This percentage may vary as the Club's financial circumstances dictate and will diminish as the fund approaches its goal. The ultimate reserve balance goal is one hundred percent (100%) of funded technology projects or \$300,000.00, whichever is greater.~~
3. The ~~i~~Infrastructure ~~r~~Reserve's annual contribution goal is \$20,000~~.00~~ until the reserve balance goal of \$200,000~~.00~~ is reached. This amount may vary as the Club's financial circumstances dictate.

D. Signatories

The ~~International Treasurer~~ Finance Director is authorized to designate Headquarters employees to sign checks, and make online payments and online deposits on behalf of the ~~International Treasurer~~ Finance Director. Segregation of duties will be maintained. The Executive Director will review the actual deposit and disbursement details monthly. (8/22/24)

E. Investing

~~The International Treasurer, with the approval of the President~~ The Finance Director is authorized to invest monies of the Club in interest-bearing accounts and/or certificates issued by any national bank, state bank, trust company, savings bank, or savings and loan association, chartered under the laws of the United States of America, or any state in the US whose deposits are insured by the Federal Deposit Insurance Corporation, or by the Federal Savings and Loan Insurance Corporation. The total amount of funds on deposit in any one financial institution shall not exceed the insured amount. They are also authorized to purchase Treasury Bills, Treasury Notes, or Treasury Bonds issued and guaranteed by the US Government. The Finance Director will review the investment policy with the Executive Council annually, or more often as changes occur. (8/22/24)

F. Quarterly Financial Statements

A quarterly financial statement shall be sent to the members of the IBT and Region Vice Presidents, which will include a balance sheet ~~showing the year-to-date and budget comparison, and~~ an operating income and expense statement, ~~with an accounting of International Officers, Region Officers, and Standing and Special Committees' quarterly expenses and showing~~ year-to-date, and budget comparison, and other reports that may be requested by the Executive Committee and IBT. ~~(7/5/16)~~ (8/22/24)

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G. Annual Financial Statements

~~The Finance Director will ensure that Annual Financial Statements are prepared in line with generally accepted accounting principles at the end of the WBCCI fiscal year. The International Treasurer shall, annually following the end of the WBCCI fiscal year, direct that Annual Financial Statements be prepared in accordance with generally accepted accounting principles; s~~Such financial statements ~~to~~ include a balance sheet, an income statement, a statement of cash flows, and a report on the reserve balances and activity. ~~Such-These~~ financial statements shall be distributed to ~~members of the IBT members~~ and to ~~R~~region ~~V~~vice ~~P~~presidents, no later than 60 days after the conclusion of the fiscal year and shall be reviewed at the next IBT meeting immediately following. The Finance Director will provide an update to the IBT of any posted accounting adjustments issued after the internal statements have been issued.-(8/22/24)-December 1st, and shall be reviewed at the Mid-Winter International Board of Trustees Meeting. A physical inventory of all properties and supplies shall be conducted annually (as soon as possible after the new officers are installed), and made available for review at the Mid-Winter International Board Meeting. (1/23/10)

I. Regions and Local Clubs, Intra Clubs, National Caravans, and National Event Rallies (2/23/23) (8/22/24)

The term “entity” in Policy 16.6.1 refers to all WBCCI entities excluding the International. This includes but is not limited to, Local Clubs, Intra Clubs, Regions, National Caravans, and National Event Rallies.

1. Deposits

Each WBCCI entity ~~(Local Clubs, Regions, Intra Clubs, and National Caravans)~~ shall ~~set up their~~ establish its own bank accounts in the name of ~~their its Local Club, Region, Intra Club, and National Caravan entity~~ for receiving all money and paying all expenses through such accounts. All monies collected shall be deposited in an account in the name of the club entity at a depository designated by the appropriate entity Board. Deposits shall be made as soon as possible following receipt.

2. Identified Funds

The entity Treasurer may establish unique funds within the accounting system as needed for proper accounting of the funds. These may include categories such as Operating Funds, Rally Funds, Merchandise, Charitable fFunds, etc.

3. Signatories

The ~~E~~entity Treasurer is authorized to sign checks on behalf of the ~~region or local club entity~~. It is recommended that an additional member of the board, typically the President, also be authorized to sign checks, in the event the entity Treasurer is unavailable.

4. Investing

The entity Treasurer, is authorized to invest monies of the ~~region or local club entity~~ in interest-bearing accounts and/or certificates issued by any national bank, state bank, trust company, savings bank, or savings and loan association, chartered under the laws of the applicable country, state, and/or province. These funds should be deposited in insured accounts. Funds deposited in the US shall be in accounts that are insured by the Federal Deposit Insurance Corporation, or by the Federal Savings and Loan Insurance Corporation. The total amount of funds on deposit in any one

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financial institution shall not exceed the insured amount. They are also authorized to purchase Treasury Bills, Treasury Notes, or Treasury Bonds issued and guaranteed by the US Government. Bylaws ARTICLE XVI, Financial Management prohibits members from benefitting from these transactions.

5. Financial Statements

Each entity Treasurer is required to prepare an annual accounting of the beginning cash balance, cash receipts, disbursements, and ending cash balance within 60 days of the entity's year-end and shall retain appropriate financial data in accordance with the established guidelines, policy, and procedures. This accounting shall be provided to the members of the entity's Board. National Caravans shall submit these reports to the International Caravan Chair and Caravan Treasurer.

6. Fiscal Year

The fiscal year for each ~~region or local club~~ entity shall be established. It may be on a different schedule than the International Club. Following the close of the Fiscal Year, the appropriate Tax Return shall be filed. US-based entities shall comply with Item H.

7. Compliance

Any entity failing to comply with these policies and tax form filing requirements will be reported to the Executive Council for resolution. At a regularly scheduled IBT meeting, the Executive Council will update on non-compliant entities and any actions taken, including suspension if necessary. Entities that have been suspended can reapply to the Executive Council by demonstrating they are following the Executive Council's directives.

J. Liability Insurance

The Executive Director is authorized to obtain a comprehensive General Liability Insurance Policy to cover all of the Club's functions in the United States and Canada and to pay premiums from the General Fund. No claim will be filed on behalf of any claimant until all requirements are met. (2/23/23)

1. Insurance Coverage The Wally Byam Caravan Club International, Inc. has a comprehensive general liability insurance policy to cover club functions and activities in the United States and Canada. This policy is written to protect all of the Local Clubs; ~~and Local Club,~~ Intra Clubs, Regions, Caravans, National Event Rallies, and International Officers and employees while engaged in official, authorized business for WBCCI and the facilities being used or leased for such functions. The policy covers claims, which may be brought against the above-named individuals as a result of accidents resulting from their negligence. ~~(1/21/91)~~ (8/22/24)

2. Foreign Liability Insurance WBCCI will secure a foreign liability insurance policy to cover specific club functions and activities while in a foreign country upon the approval of the Executive Council and the WBCCI insurance company. The requester will pay the insurance cost. Headquarters will provide guidelines for approval and payment of the insurance fee. (2/23/23)

3. Insurance Certificates If the owner of the property you plan to use for a Rally or Caravan asks for a certificate of insurance, complete a Request for Certificate of Insurance on the ~~club~~ ACI webpage. ~~(2/23/23)~~ REMEMBER - A WBCCI Rally or

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Caravan is automatically covered, and the only time you must make the above request is when the owner of the property insists on a certificate of insurance.

(2/23/23)

4. Insurance Claim In order to file a claim under the Wally Byam Caravan Club International Liability Insurance Policy, you must: (1/21/91)
 - a. Email info@airstreamclub.org a written statement of the accident, including all details (especially dates, times, and locations) (2/23/23)
 - b. Include scanned copies of all bills of which you are making a claim. (2/23/23)
 - c. Include one scanned copy of any eyewitness account of the event, if available. The eyewitness account must include the eyewitness' name, address, and telephone number and be signed by the eyewitness. (2/23/23)
 - d. ~~When all of the above is received by Headquarters, the claim will be forwarded to the WBCCI Insurance Carrier who will determine if the claim~~ Headquarters receives all of the above, the claim will be forwarded to the WBCCI Insurance Carrier, who will determine whether it meets the guidelines of the liability policy. (8/22/24)
 - e. No claim will be forwarded until ~~all the necessary paperwork is received by Headquarters~~ receives the necessary documentation. It is the claimant's sole responsibility to provide Headquarters with the necessary materials for filing a claim. ~~documentation. entirely, the responsibility of the claimant to provide Headquarters with the necessary information~~

K. *Blue Beret* Budgeting and Accounting

The *Blue Beret* budget shall be established to: (1/21/91)

1. Provide for production costs of Club-related copy for a prede-termined number of annual pages from general funds.
2. Provide for production costs of advertising copy for a prede-termined number of annual pages required to meet anticipated budgeted advertising income.
3. Enable the production of additional pages of Club copy based ~~upon~~ on net profits from advertising.

L. IRS Filings (2/23/23)

Any WBCCI entity, ~~which that~~ employs one of the International Club's Tax Identification numbers (EIN) to conduct its financial affairs is required to file the applicable IRS Forms annually within five (5) months of the end of their fiscal year. The filing shall follow current guidelines, policies, and procedures established by the IRS and WBCCI. The entity, not Headquarters, is responsible for preparing and filing the IRS forms and sending a copy to Headquarters at info@airstreamclub.org. The entities requirements for filing I.R.S. reports are as follows:

1. All WBCCI entities issued an EIN from Headquarters are required to file an IRS Form 990. The form has three versions:
 - a. Form 990-N, Return of Organization Exempt from Income Tax,
 - b. Form 990, Exempt Organization Income Tax Return, and
 - c. Form 990-T, Exempt Organization Business Income Tax Return.

2. YOU MUST FILE FORM 990 IN SOME FORM:

An entity, ~~which that~~ normally has annual gross receipts of \$50,000 or less, is only required to file the Form 990-N Electronic Notice with the IRS. Those with gross receipts over \$50,000 must file Form 990 in its entirety. Gross receipts are

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

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interpreted as the total amount received from all sources without subtracting any costs or expenses within their fiscal year. International dues are not considered to be gross receipts or disbursements since the Local Club is merely acting as an agent for WBCCI in the collecting of dues. International dues should be excluded in the Local Club reporting on any of the Form 990s.

An entity's gross receipts are considered to be \$50,000 or less if the entity is:

- a. Up to a year old and has received \$75,000 or less during its first tax year.
- b. Between 1 and 3 years old and averaged \$60,000 or less in gross receipts during each of its first two tax years.
- c. Three years old or more and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which the return would be filed.)

A majority of the entities will be in the 3-year or older category with normally \$50,000 or less in receipts and are required to file only the Form 990-N Electronic Notice. Entities having gross non-business-related income in excess of \$50,000 must also file a Form 990.

3. YOU MAY NEED TO FILE FORM 990-T IF:

An entity has a gross income of more than \$1,000 from sources unrelated to the entity's exempt purpose, such as income from investments and advertising. You may be exempt from filing Form 990, but required to file Form 990-T due to unrelated income. Rally fees and dues are not income items that would be classified as unrelated income, and expenses reported on Form 990-T must also be included when the entity is required to file both forms. The amounts reported on Form 990-N should be reported in gross amounts for income and expenses. Based on this limitation, a large majority of the entities are not required to file a 990-T report annually.

4. WHO AND WHERE TO FILE:

All Forms of 990 are required to be filed by the 15th day of the fifth month after the accounting period ends. If an entity is on a calendar year basis, the forms would be due on May 15, following the end of the year.

Form 990-N must be filed electronically. The Form instructions list the addresses of the Internal Revenue Service Centers where Forms 990 or 990-T should be filed, based on geographical location. Gross income limitations are subject to change. Refer to the instructions for Form 990 for current limitations. If you have additional questions, please contact your local tax preparer.

~~It is the responsibility of the entity to prepare the proper IRS form and file it. The entity is responsible for preparing and filing the proper IRS form.~~ Headquarters is not responsible for filing entities' forms.

5. LOCAL CLUB/REGION NAME AND ADDRESS:

When filing your form, please use the address shown below as the filing address, where XX is your Region and YYY is your Local Club number. e.g.e.g., 03 021 is Region 3, Carolinas Airstream Club:

Wally Byam Caravan Club International, Inc. XX YYY
P. O. Box 612
Jackson Center, OH 45334

~~M. Bank Accounts~~

IBT MOTION

~~Each WBCCI entity (Local Clubs, Regions, Intra Clubs, and National Caravans) shall set up their own bank accounts in the name of their Local Club, Region, Intra Club, and National Caravan for receiving all money and paying all expenses through such accounts. Each entity is required to submit an annual accounting of beginning cash balance, cash receipts, disbursements and ending cash balance to Headquarters within 60 days of the entity's year end and shall retain appropriate financial data in accordance with the established guidelines, policy, and procedures. (7/22/17)~~

~~N. Compliance~~

~~Each WBCCI entity (Local Clubs, Regions, Intra Clubs, and National Caravans) which does not comply with these policies will be referred to the Executive Committee for a resolution. The Executive Committee will report at each regularly scheduled IBT meeting the status of all entities with regard to filing and action taken, including and up to suspension of the entity, where needed. Entities so suspended may reapply to be an active entity at the next IBT meeting. (7/22/17)~~

16.6.2 Financial Data Guidelines

from Article XVI, Bylaws

- A. Each WBCCI entity shall set up its own bank account using its assigned IRS number (if applicable). (7/22/17)
- B. Headquarters has set up a Corporate Rally Account with a Corporate Bank, and as such, has facilitated an easier way for the ~~Local Clubs, Regions, Intra Clubs, and National Caravans~~ entity to set up their own bank accounts utilizing the Corporate Bank, if they so desire. (7/22/17)
- C. Copies of source documents, either as a paper document or electronically – ideally in soft copy format (digital version of a document), shall be retained by each WBCCI entity for a period of seven (7) years. ~~(7/22/17)~~ (8/22/24)
- D. Source documents shall include but are not limited to:
 - 1. A ledger that records all cash receipts and all expenses paid. This can be a printout from a computerized accounting program, ~~or~~ hand-written ~~handwritten~~. (7/22/17)
 - 2. Cash Receipts that record money received. (7/22/17)
 - 3. Disbursements that support the payment of cash, check, or electronic payment of an expense. (7/22/17)
 - 4. Financial Statements showing the beginning cash balance, cash receipts, disbursements, and ending cash balance. (7/22/17)
 - 5. Bank Statements that confirm cash received and disbursements. (7/22/17)
- E. Copies of source documents shall be made available to Headquarters when requested by the ~~International Treasurer~~ Finance Director, Executive Director, or WBCCI Executive Committee for use as evidence when scheduled or random, internal, or external audits occur to review the entity or the club's financial statements. (7/22/17)
- F. These documents may be shredded, or another form of elimination may take place after the seven (7) years ~~has~~ have expired. (7/22/17)

Policy, 16.6.3 Financial Disbursement

from Article XVI, Bylaws (6/22/18)

- A. Reimbursement for travel of International and Regional officers, Parliamentarian, and essential Headquarters² staff by the most suitable and direct route is authorized for

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attendance at official WBCCI activities. Reimbursement for travel is authorized for Region Presidents or their representative Vice Presidents to visit clubs within their Region, excluding the Region Rally and their Local Club. Reimbursement for travel shall not be authorized for IBT meetings associated with the International Rally, nor for Officer travel to, from, or during caravans. The budget is to be submitted during the annual budget process. Reimbursements will only be approved if it was within the approved budget. Reimbursement requests must be completed online and submitted within 30 days of the event. Reimbursements requested after 30 days will be denied. (8/22/24)

- B. Allowable, reasonable expenses include the following and are to be supported with receipts, except mileage:
1. Mileage when traveling by trailer or motorhome up to the mileage rate allowed by the U.S. Federal Government's Internal Revenue Service, for business travel. ~~If actual costs exceed the IRS mileage allowance using the standard rate, the actual fuel cost (receipts required) may be added to the depreciation allowance rate specified by the IRS to provide a basis for mileage reimbursement.~~ (11/17/22) (8/22/24)
 2. Road and bridge tolls.
 3. Overnight parking fees: ~~(11/17/22)~~ (8/22/24)
 - a. ~~The budgeted amount covering in route overnight expenses shall be an average of thirty dollars (\$30.00) per night for each three hundred (300) miles traveled.~~
 - b. ~~The amount of reimbursement shall be the receipted expense or an average of thirty dollars (\$30.00) per night, whichever is the lesser amount.~~
 4. Rally fees (excluding the International Rally, Region Rally, Caravans, and National Events). (8/22/24)
 5. Travel by common carrier, personal or rental car, motel/hotel at destination. (8/22/24)
 - a. ~~For budgeted elected officials and appointees only.~~
 - b. ~~Total allowable not to exceed sum of budgeted allowances of first three items (mileage, tolls and overnight parking) above.~~
 6. For events requiring overnight travel, reasonable meals, not included in the Rally Fees.
 67. Fees for events and meals that are an essential part of a specific rally may be included in the claimed Rally Fees, subject to approval of the ~~International President Finance Director.~~ (8/22/24)
 8. For events where necessary to travel by airfare, airfare will be reimbursed at coach class rates. (8/22/24)
- ~~C. If the official elects to bring a partner to authorized meetings and travels by common carrier, the official will be responsible for the partner's carrier expenses except when the partner is entitled, by elected or appointed office, to common carrier travel reimbursement.~~
- DC. Other expenses necessary for good management procedures may be allowable when properly supported and if approved by the Finance Director-International President. (8/22/24)

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- ~~ED.~~ Reimbursement in excess of budgeted amounts may be considered when approved by the Finance Director both the International President and the IBT and supported by justifications and receipts. (8/22/24)
- ~~FE.~~ Should a Region President deem it necessary for their Region to be represented at a rally within their Region, and no Region officer is available to attend the rally, the Region President may designate a qualified member of WBCCI to attend as the Region representative.
1. The designee may be reimbursed in accordance with Policy, Article XVI, Financial Disbursements.
 2. The amount reimbursed to the designee will be charged against a Region officer's budgeted expenses.
- ~~GF.~~ Region Officers (President, 1st and 2nd Vice Presidents) will be reimbursed based on the budget approved by the IBT for the fiscal year only for attendance at official WBCCI activities. (5/11/23)
1. Attendance (travel and registration fees) at Local Club Rallies and events in the Region are reimbursable.
 2. The following events are not reimbursable: Region Rallies and Region Board Meetings within their Region, IBT meetings, International Rallies, travel to or from caravans, and events hosted by the officer's home club.
 - ~~3. The total allowable travel reimbursement for each Region President will be calculated using a base amount plus an amount per Local Club in that Region.~~
 - ~~a. Reimbursement cannot exceed the approved budgeted amount.~~
 - ~~b. Claims will be submitted by Region Presidents directly to Headquarters within 90 days of travel.~~
 - ~~c. Reimbursements from WBCCI are not available to Region Officers reimbursed by their Region.~~
 - ~~4. Cross funding for reimbursement of authorized travel by a Region's Vice President is authorized with full approval of the Region Officers affected.~~
- ~~HG.~~ Executive Council members ~~and Immediate past President~~ travel expenses will be reimbursed based on the budget approved by the IBT for the fiscal year for attendance at official WBCCI activities and Airstream activities where deemed necessary by the International President. (8/18/22)
1. No more than one (1) member of the Executive Council may be reimbursed for travel to the same rally unless the International President specifically requests their attendance, is specifically requested by the International President. (8/18/22)
 2. Reimbursement cannot exceed the approved budgeted amount. Claims will be submitted directly to Headquarters within ~~90~~ 30 days of travel. (8/22/24)
- ~~IH.~~ Executive Council and Immediate Past President reimbursement includes the budgeted amount, which includes two-way travel expenses to any in-person Board of Trustee Meetings based on a budget submitted by the Treasurer prior to the beginning of the first IBT Meeting of the fiscal year and approved by the Executive Council and adopted by the Board of Trustees. (8/18/22)
1. Claims will be submitted directly to Headquarters.
 2. Travel expenses to and from the International Rally are not reimbursable for Executive Council Members, the Immediate Past International President, or Region Officers. (8/18/22)

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

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3. Parliamentarian, Standing, and Special Committee Chair's travel expenses shall be ~~paid~~ reimbursed only when specifically approved as a budget item and approved by the Executive Council and the IBT, otherwise they are not reimbursed. (8/18/22)

4. Claims will be submitted directly to Headquarters.

~~5. Travel expenses to and from the International Rally are not reimbursable for appointed positions.~~

J. Office Personnel (8/22/24)

~~1. All reasonable expenses of WBCCI office personnel who travel at the request of the President will be reimbursed from budgeted funds as follows:~~

~~a. General Funds up to Two Thousand Five Hundred Dollars (\$2,500.00) as approved by the President when on general club business.~~

~~b. International Rally Fund as authorized when on International Rally business; and~~

~~c. International Board Travel Funds when on IBT business. (8/18/22)~~

~~2. Deferred compensation as a salary option is not available to any new employee of WBCCI hired after June 21, 1985.~~

K. Procedures (6/27/12)

1. All expense claims may be submitted monthly (See WBCCI ACI Website) and shall be submitted at least quarterly for payment, except that claims for the final quarter shall be submitted at the end of the month in which incurred. (1/21/21)

2. All expense claims will be accompanied by receipts, ~~or their equivalent, to cover all expenses claimed covering all expenses~~ except mileage.

3. The remaining funds can be withdrawn as necessary for general operating expenses of the Club, including: (8/18/22)

~~a. Supplies such as berets, flags, pennants, decals and trophies for resale to members, Local Clubs and regions. (1/31/85)~~

~~b. Headquarters is authorized to approve the refund of dues paid, when requested by a member, due to health or death. Requests made within six (6) months of the member's anniversary date will receive a full refund of all dues paid. Requests made beyond this date will receive a refund of one-half the dues paid. (8/18/22)~~

~~ea. The President Finance Director is authorized to approve budgeted expenditures from the General Fund for the Annual Local Club President's Appreciation Dinner. (8/18/22) (8/22/24)~~

~~d. Expenditures incurred in conjunction with the International Rally for the Annual Local Club Presidents' Appreciation Dinner and Gifts, including, but not limited to, printing costs, room rental, etc., shall be paid from the General Funds of the Club. (8/18/22)~~

~~4. Funds in the Wally Byam Caravan Club International, Inc., checking account may only be withdrawn as authorized by the International Treasurer. Such withdrawals require the signatures of two designated Headquarters' employees. (7/5/93)~~

54. As required and directed by the Executive Committee, the Executive Director will transfer from the Lifetime Membership Fund to the General Fund an amount equal to the number of active lifetime members times the annual dues at the time of enrollment. The Lifetime Members will be reviewed on a quarterly basis to cover any delinquent renewal fund transfers. (1/20/17)

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65. All savings account depositories should be in amounts sufficient so as to be protected under the FDIC or FSLIC acts.
76. The checking account funds shall be kept within the requirements of the semi-monthly disbursements. Any surplus over this requirement shall be deposited into an interest-bearing savings account.
87. Club Employees
 - a. ~~Headquarters:~~
 - i. ~~Manager with an initial salary as determined by the IBT. (1/20/17)~~
 - ii. ~~Other Headquarters Personnel with salary considerations in accordance with WBCCI Personnel Manual adopted by the IBT February 11, 1986.~~
 - iii. ~~Employee Retirement Plan (1/17/92)~~
 - (a) ~~Under the terms of section 408 (k) of the Internal Revenue code and the instructions of IRS Form 5305 SEP which is entitled Simplified Employee Pension Individual Retirement Accounts Contribution Agreement, WBCCI will provide for discretionary contributions in each calendar year to the individual retirement accounts or individual annuities (IRAs) of all eligible employees who are at least 21 years old and worked at least 3 of the immediately preceding 5 years.~~
 - (b) ~~Amount of above contributions shall be 5 percent (.05) of each employee's total compensation.~~
 - (c) ~~All eligible employees shall be required to participate in the SEP IRA arrangement as a condition of employment.~~
 - b. ~~Personnel Actions:~~
 - i. ~~Personnel actions affecting Headquarters personnel other than the Executive Director will be in accordance with the WBCCI Personnel Manual. (1/20/17)~~
 - ii. ~~Payroll and employee benefit procedures will be in accordance with those instituted and maintained by the Executive Director. Such procedures are subject to approval by the Executive Committee. (1/20/17)~~
- a. The Executive Director will establish an employee handbook. The employee handbook will document review and raise processes. All raises must be contained in the annual budget as reviewed and approved by the IBT. (8/22/24)
- b. 2. Personnel actions will be governed by the employee handbook. Executive Council will be notified of significant personnel actions. (8/22/24)

Exhibit 2:

Policy, 3.11 Standing Committees - General Duties (5/11/23)

- E. Finance
 1. Corporate Budget

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- a. Prepare a budget for club operations (i.e., the General Fund), projecting club income and expenditures for the following year. The budget shall include allocations for all club operations and expenses, including such funds deemed necessary for the efficient operation of each International Standing Committee's program.
- b. Present the following year's budget to the IBT for approval at the last IBT meeting of the current year.
- c. Develop and implement a budget preparation procedure.
- d. Review quarterly financial reports and variances and identify recommended actions, if any, to address large budget variances.
- e. Working with the Executive Director, prepare and maintain a long-term financial strategy to ensure adequate funding for anticipated maintenance and upgrade expenditures required to continue and improve club operations.
- f. Complete a review of the end-of-year financial results and provide a summary at the IBT meeting following the fiscal year close--
- g. Maintain a process for reviewing the corporate financial books on an annual basis with a report provided to the IBT at each meeting.
- h. Conduct an audit of the corporate financial books every 3 years or upon the vacancy of the Executive Director.
- i. Assist the treasurers of Local Clubs, Regions, Standing Committees, and Intra- Clubs through communication, training, development, and discussions.

16.6.1 Financial Management (11/17/22)

from Article XVI, Bylaws

A. Deposits

All monies collected by the Wally Byam Caravan Club International, Inc. shall be deposited in a checking account in the name of "Wally Byam Caravan Club International, Inc. General Fund" at a depository designated by the Board of Trustees. Deposits shall be made weekly unless the cash exceeds \$250, or, in the judgment of the Executive Director, the deposits should be made more frequently. (8/22/24)

B. Identified Funds

The Finance Director will establish and manage financial reserves to ensure long-term sustainability and growth. Based on the recommendation from the Finance Director, the IBT shall determine the amounts to fund the reserve accounts from the difference between operating budget accounts vs. actuals, at least annually. The funds shall be:

1. The Operational Reserve Fund will provide resources for unforeseen operational loss. (8/22/24)
2. The Technology Reserve Fund will provide funding for ongoing technology investments. (8/22/24)
3. The Infrastructure Reserve Fund will provide resources for building and large fixed asset purchases and repairs. (8/22/24)

C. Managing Financial Reserves (5/23/24)

Reserves will be planned during the annual business planning process and evaluated every quarter. At the conclusion of each quarter, one-fourth (¼) of the planned reserve amount shall be deposited into separate bank accounts. The balance in these accounts

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will be reported on a quarterly basis as a part of the quarterly financial updates. Within thirty days of the accounting year-end, the Finance Committee will provide a recommendation to the IBT regarding the final year-end funding in the reserve accounts, based upon the Finance Committee's evaluation of cash reserves at accounting year-end and before the books closing.

Once the assessment is completed on year-end reserve money and prior to the books being closed, the IBT will determine the disposition of the cash reserve using the following guidelines:

1. The Operational Reserve's annual contribution goal is 10% of net membership fees. The ultimate goal for the reserve balance is \$250,000. (8/22/24)
2. The Technology Reserve's annual contribution goal is 25% of the largest three prior years of capitalized spending. The ultimate goal of the reserve balance is 100% of funded technology projects, or \$300,000, whichever is greater. (8/22/24)
3. The Infrastructure Reserve's annual contribution goal is \$20,000 until the reserve balance goal of \$200,000 is reached. This amount may vary as the Club's financial circumstances dictate.

D. Signatories

The Finance Director is authorized to designate Headquarters employees to sign checks and make online payments and online deposits on behalf of the Finance Director. Segregation of duties will be maintained. The Executive Director will review the actual deposit and disbursement details monthly. (8/22/24)

E. Investing

The Finance Director is authorized to invest monies of the Club in interest-bearing accounts and/or certificates issued by any national bank, state bank, trust company, savings bank, or savings and loan association chartered under the laws of the United States of America, or any state in the US whose deposits are insured by the Federal Deposit Insurance Corporation, or by the Federal Savings and Loan Insurance Corporation. The total amount of funds on deposit in any one financial institution shall not exceed the insured amount. They are also authorized to purchase Treasury Bills, Treasury Notes, or Treasury Bonds issued and guaranteed by the US Government. The Finance Director will review the investment policy with the Executive Council annually, or more often as changes occur. (8/22/24)

F. Quarterly Financial Statements

A quarterly financial statement shall be sent to the members of the IBT and Region Vice Presidents, which will include a balance sheet, an operating income and expense statement showing year-to-date and budget comparison, and other reports that may be requested by the Executive Committee and IBT. (8/22/24)

G. Annual Financial Statements

The Finance Director will ensure that Annual Financial Statements are prepared in line with generally accepted accounting principles at the end of the WBCCI fiscal year. Such financial statements include a balance sheet, an income statement, a statement of cash flows, and a report on the reserve balances and activity. These financial statements shall be distributed to IBT members and to Region Vice Presidents, no later than 60 days after the conclusion of the fiscal year and shall be reviewed at the next IBT meeting immediately following. The Finance Director will provide an update to the IBT of any

posted accounting adjustments issued after the internal statements have been issued. (8/22/24)

I. Regions and Local Clubs, Intra Clubs, National Caravans, and National Event Rallies (8/22/24)

The term “entity” in Policy 16.6.1 refers to all WBCCI entities excluding the International. This includes but is not limited to, Local Clubs, Intra Clubs, Regions, National Caravans, and National Event Rallies.

1. Deposits

Each WBCCI entity shall establish its own bank accounts in the name of its entity for receiving all money and paying all expenses through such accounts. All monies collected shall be deposited in an account in the name of the club entity at a depository designated by the appropriate entity Board. Deposits shall be made as soon as possible following receipt.

2. Identified Funds

The entity Treasurer may establish unique funds within the accounting system as needed for proper accounting of the funds. These may include categories such as Operating Funds, Rally Funds, Merchandise, Charitable Funds, etc.

3. Signatories

The entity Treasurer is authorized to sign checks on behalf of the entity. It is recommended that an additional member of the board, typically the President, also be authorized to sign checks, in the event the entity Treasurer is unavailable.

4. Investing

The entity Treasurer is authorized to invest monies of the entity in interest-bearing accounts and/or certificates issued by any national bank, state bank, trust company, savings bank, or savings and loan association chartered under the laws of the applicable country, state, and/or province. These funds should be deposited in insured accounts. Funds deposited in the US shall be in accounts that are insured by the Federal Deposit Insurance Corporation, or by the Federal Savings and Loan Insurance Corporation. The total amount of funds on deposit in any one financial institution shall not exceed the insured amount. They are also authorized to purchase Treasury Bills, Treasury Notes, or Treasury Bonds issued and guaranteed by the US Government. Bylaws ARTICLE XVI, Financial Management prohibits members from benefitting from these transactions.

5. Financial Statements

Each entity Treasurer is required to prepare an annual accounting of the beginning cash balance, cash receipts, disbursements, and ending cash balance within 60 days of the entity's year-end and shall retain appropriate financial data in accordance with the established guidelines, policy, and procedures. This accounting shall be provided to the members of the entity's Board. National Caravans shall submit these reports to the International Caravan Chair and Caravan Treasurer.

6. Fiscal Year

The fiscal year for each entity shall be established. It may be on a different schedule than the International Club. Following the close of the Fiscal Year, the appropriate Tax Return shall be filed. US-based entities shall comply with Item L.

7. Compliance

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Any entity failing to comply with these policies and tax form filing requirements will be reported to the Executive Council for resolution. At a regularly scheduled IBT meeting, the Executive Council will update on non-compliant entities and any actions taken, including suspension if necessary. Entities that have been suspended can reapply to the Executive Council by demonstrating they are following the Executive Council's directives.

J. Liability Insurance

The Executive Director is authorized to obtain a comprehensive General Liability Insurance Policy to cover all of the Club's functions in the United States and Canada and to pay premiums from the General Fund. No claim will be filed on behalf of any claimant until all requirements are met. (2/23/23)

1. Insurance Coverage The Wally Byam Caravan Club International, Inc. has a comprehensive general liability insurance policy to cover club functions and activities in the United States and Canada. This policy is written to protect all of the Local Clubs, Intra Clubs, Regions, Caravans, National Event Rallies, and International Officers and employees while engaged in official, authorized business for WBCCI and the facilities being used or leased for such functions. The policy covers claims, which may be brought against the above-named individuals as a result of accidents resulting from their negligence. (8/22/24)
2. Foreign Liability Insurance WBCCI will secure a foreign liability insurance policy to cover specific club functions and activities while in a foreign country upon the approval of the Executive Council and the WBCCI insurance company. The requester will pay the insurance cost. Headquarters will provide guidelines for approval and payment of the insurance fee. (2/23/23)
3. Insurance Certificates If the owner of the property you plan to use for a Rally or Caravan asks for a certificate of insurance, complete a Request for Certificate of Insurance on the ACI webpage. REMEMBER - A WBCCI Rally or Caravan is automatically covered, and the only time you must make the above request is when the owner of the property insists on a certificate of insurance. (2/23/23)
4. Insurance Claim In order to file a claim under the Wally Byam Caravan Club International Liability Insurance Policy, you must: (1/21/91)
 - a. Email info@airstreamclub.org a written statement of the accident, including all details (especially dates, times, and locations) (2/23/23)
 - b. Include scanned copies of all bills of which you are making a claim. (2/23/23)
 - c. Include one scanned copy of an eyewitness account of the event, if available. The eyewitness account must include the eyewitness' name, address, and telephone number and be signed by the eyewitness. (2/23/23)
 - d. When Headquarters receives all of the above, the claim will be forwarded to the WBCCI Insurance Carrier, who will determine whether it meets the guidelines of the liability policy. (8/22/24)
 - e. No claim will be forwarded until Headquarters receives the necessary documentation. It is the claimant's sole responsibility to provide Headquarters with the necessary materials for filing a claim.

K. *Blue Beret* Budgeting and Accounting

The *Blue Beret* budget shall be established to: (1/21/91)

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1. Provide for production costs of Club-related copy for a prede-termined number of annual pages from general funds.
2. Provide for production costs of advertising copy for a prede-termined number of annual pages required to meet anticipated budgeted advertising income.
3. Enable the production of additional pages of Club copy based on net profits from advertising.

L. IRS Filings (2/23/23)

Any WBCCI entity, that employs one of the International Club's Tax Identification numbers (EIN) to conduct its financial affairs is required to file the applicable IRS Forms annually within five (5) months of the end of their fiscal year. The filing shall follow current guidelines, policies, and procedures established by the IRS and WBCCI. The entity, not Headquarters, is responsible for preparing and filing the IRS forms and sending a copy to Headquarters at info@airstreamclub.org. The entities requirements for filing I.R.S. reports are as follows:

1. All WBCCI entities issued an EIN from Headquarters are required to file an IRS Form 990. The form has three versions:
 - a. Form 990-N, Return of Organization Exempt from Income Tax,
 - b. Form 990, Exempt Organization Income Tax Return, and
 - c. Form 990-T, Exempt Organization Business Income Tax Return.

2. YOU MUST FILE FORM 990 IN SOME FORM:

An entity that normally has annual gross receipts of \$50,000 or less, is only required to file the Form 990-N Electronic Notice with the IRS. Those with gross receipts over \$50,000 must file Form 990 in its entirety. Gross receipts are interpreted as the total amount received from all sources without subtracting any costs or expenses within their fiscal year. International dues are not considered to be gross receipts or disbursements since the Local Club is merely acting as an agent for WBCCI in the collecting of dues. International dues should be excluded in the Local Club reporting on any of the Form 990s.

An entity's gross receipts are considered to be \$50,000 or less if the entity is:

- a. Up to a year old and has received \$75,000 or less during its first tax year.
- b. Between 1 and 3 years old and averaged \$60,000 or less in gross receipts during each of its first two tax years.
- c. Three years old or more and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which the return would be filed.)

A majority of the entities will be in the 3-year or older category with normally \$50,000 or less in receipts and are required to file only the Form 990-N Electronic Notice. Entities having gross non-business-related income in excess of \$50,000 must also file a Form 990.

3. YOU MAY NEED TO FILE FORM 990-T IF:

An entity has a gross income of more than \$1,000 from sources unrelated to the entity's exempt purpose, such as income from investments and advertising. You may be exempt from filing Form 990 but required to file Form 990-T due to unrelated income. Rally fees and dues are not income items that would be classified as unrelated income, and expenses reported on Form 990-T must also be included when the entity is required to file both forms. The amounts reported on Form 990-N

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should be reported in gross amounts for income and expenses. Based on this limitation, a large majority of the entities are not required to file a 990-T report annually.

4. WHO AND WHERE TO FILE:

All Forms of 990 are required to be filed by the 15th day of the fifth month after the accounting period ends. If an entity is on a calendar year basis, the forms would be due on May 15, following the end of the year.

Form 990-N must be filed electronically. The form instructions list the addresses of the Internal Revenue Service Centers where Forms 990 or 990-T should be filed, based on geographical location. Gross income limitations are subject to change. Refer to the instructions for Form 990 for current limitations. If you have additional questions, please contact your local tax preparer.

The entity is responsible for preparing and filing the proper IRS form. Headquarters is not responsible for filing entities' forms.

5. LOCAL CLUB/REGION NAME AND ADDRESS:

When filing your form, please use the address shown below as the filing address, where XX is your Region and YYY is your Local Club number. e.g., 03 021 is Region 3, Carolinas Airstream Club:

Wally Byam Caravan Club International, Inc. XX YYY
P. O. Box 612
Jackson Center, OH 45334

16.6.2 Financial Data Guidelines

from Article XVI, Bylaws

- A. Each WBCCI entity shall set up its own bank account using its assigned IRS number (if applicable). (7/22/17)
- B. Headquarters has set up a Corporate Rally Account with a Corporate Bank, and as such, has facilitated an easier way for the entity to set up their own bank accounts utilizing the Corporate Bank, if they so desire. (7/22/17)
- C. Copies of source documents, either as a paper document or electronically – ideally in soft copy format (digital version of a document), shall be retained by each WBCCI entity for a period of seven (7) years. (8/22/24)
- D. Source documents shall include but are not limited to:
 - 1. A ledger that records all cash receipts and all expenses paid. This can be a printout from a computerized accounting program or handwritten. (7/22/17)
 - 2. Cash Receipts that record money received. (7/22/17)
 - 3. Disbursements that support the payment of cash, check, or electronic payment of an expense. (7/22/17)
 - 4. Financial Statements showing the beginning cash balance, cash receipts, disbursements, and ending cash balance. (7/22/17)
 - 5. Bank Statements that confirm cash received and disbursements. (7/22/17)
- E. Copies of source documents shall be made available to Headquarters when requested by the Finance Director, Executive Director, or WBCCI Executive Committee for use as evidence when scheduled or random, internal, or external audits occur to review the entity or the club's financial statements. (7/22/17)

IBT MOTION

- F. These documents may be shredded, or another form of elimination may take place after the seven (7) years have expired. (7/22/17)

Policy, 16.6.3 Financial Disbursement

from Article XVI, Bylaws (6/22/18)

- A. Reimbursement for travel of International and Region officers, Parliamentarian, and essential Headquarters staff by the most suitable and direct route is authorized for attendance at official WBCCI activities. Reimbursement for travel is authorized for Region Presidents or their representative Vice Presidents to visit clubs within their Region, excluding the Region Rally and their Local Club. Reimbursement for travel shall not be authorized for IBT meetings associated with the International Rally, nor for Officer travel to, from, or during caravans. The budget is to be submitted during the annual budget process. Reimbursements will only be approved if it was within the approved budget. Reimbursement requests must be completed online and submitted within 30 days of the event. Reimbursements requested after 30 days will be denied. (8/22/24)
- B. Allowable, reasonable expenses include the following and are to be supported with receipts, except mileage:
1. Mileage when traveling by trailer or motorhome up to the mileage rate allowed by the U.S. Federal Government's Internal Revenue Service, for business travel. (8/22/24)
 2. Road and bridge tolls.
 3. Overnight parking fees: (8/22/24)
 4. Rally fees (excluding the International Rally, Region Rally, Caravans, and National Events). (8/22/24)
 5. Travel by common carrier, personal or rental car, motel/hotel at destination. (8/22/24)
 6. For events requiring overnight travel, reasonable meals, not included in the Rally Fees.
 6. Fees for events and meals that are an essential part of a specific rally may be included in the claimed Rally Fees, subject to approval of the Finance Director. (8/22/24)
 8. For events where necessary to travel by airfare, airfare will be reimbursed at coach class rates. (8/22/24)
- C. Other expenses necessary for good management procedures may be allowable when properly supported and if approved by the Finance Director. (8/22/24)
- D. Reimbursement in excess of budgeted amounts may be considered when approved by the Finance Director and supported by justifications and receipts. (8/22/24)
- E. Should a Region President deem it necessary for their Region to be represented at a rally within their Region, and no Region officer is available to attend the rally, the Region President may designate a qualified member of WBCCI to attend as the Region representative.
1. The designee may be reimbursed in accordance with Policy, Article XVI, Financial Disbursements.

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

IBT MOTION

2. The amount reimbursed to the designee will be charged against a Region officer's budgeted expenses.
- F.** Region Officers (President, 1st and 2nd Vice Presidents) will be reimbursed based on the budget approved by the IBT for the fiscal year only for attendance at official WBCCI activities. (5/11/23)
1. Attendance (travel and registration fees) at Local Club Rallies and events in the Region are reimbursable.
 2. The following events are not reimbursable: Region Rallies and Region Board Meetings within their Region, IBT meetings, International Rallies, travel to or from caravans, and events hosted by the officer's home club.
- G.** Executive Council members' travel expenses will be reimbursed based on the budget approved by the IBT for the fiscal year for attendance at official WBCCI activities and Airstream activities where deemed necessary by the International President. (8/18/22)
1. No more than one (1) member of the Executive Council may be reimbursed for travel to the same rally unless the International President specifically requests their attendance. (8/18/22)
 2. Reimbursement cannot exceed the approved budgeted amount. Claims will be submitted directly to Headquarters within 30 days of travel. (8/22/24)
- H.** Executive Council and Immediate Past President reimbursement includes the budgeted amount, which includes two-way travel expenses to any in-person Board of Trustee Meetings based on a budget submitted by the Treasurer prior to the beginning of the first IBT Meeting of the fiscal year and approved by the Executive Council and adopted by the Board of Trustees. (8/18/22)
1. Claims will be submitted directly to Headquarters.
 2. Travel expenses to and from the International Rally are not reimbursable for Executive Council Members, the Immediate Past International President, or Region Officers. (8/18/22)
 3. Parliamentarian, Standing, and Special Committee Chair's travel expenses shall be reimbursed only when specifically approved as a budget item and approved by the Executive Council and the IBT, otherwise they are not reimbursed. (8/18/22)
 4. Claims will be submitted directly to Headquarters.
- I.** Office Personnel (8/22/24)
- J.** Procedures (6/27/12)
1. All expense claims may be submitted monthly (See ACI Website) and shall be submitted at least quarterly for payment, except that claims for the final quarter shall be submitted at the end of the month in which incurred. (1/21/21)
 2. All expense claims will be accompanied by receipts, covering all expenses except mileage.
 3. The remaining funds can be withdrawn as necessary for general operating expenses of the Club, including: (8/18/22)
 - a. The Finance Director is authorized to approve budgeted expenditures from the General Fund for the Annual Local Club President's Appreciation Dinner. (8/22/24)
 4. As required and directed by the Executive Committee, the Executive Director will transfer from the Lifetime Membership Fund to the General Fund an amount equal to the number of active lifetime members times the annual dues at the time of

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

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enrollment. The Lifetime Members will be reviewed on a quarterly basis to cover any delinquent renewal fund transfers. (1/20/17)

5. All savings account depositories should be in amounts sufficient so as to be protected under the FDIC or FSLIC acts.
6. The checking account funds shall be kept within the requirements of the semi-monthly disbursements. Any surplus over this requirement shall be deposited into an interest-bearing savings account.
7. Club Employees
 - a. The Executive Director will establish an employee handbook. The employee handbook will document review and raise processes. All raises must be contained in the annual budget as reviewed and approved by the IBT. (8/22/24)
 - b. 2. Personnel actions will be governed by the employee handbook. Executive Council will be notified of significant personnel actions. (8/22/24)

Motion:

- **Reviewed by (Constitution and Bylaws Committee):** BFB
- **Reviewed by (Parliamentarian):** LLG

Motion Resolution (Office Use Only – check one):

- Adopted
- Defeated
- Amended
- Referred
- Postponed
- Tabled (cannot be postponed beyond session)
- Withdrawn (will lie on the table only until the end of the present session)

Motion to ACI's Fiscal Year to a Calendar year

International Board of Trustees

August 22, 2024

Alan Rabb

Lori Tilton



Change of ACI accounting year



OBJECTIVE

- Move the ACI accounting year to a different accounting period
 - The current accounting period is August 1 to July 31 each year
 - Proposal will be moving to a standard calendar year Jan 1 – Dec 31 for ACIs fiscal year



Call with the Accountants

Lori & Alan had a call with the accountants on April 30th, 2024

- The objective of the call was to see if there are any issues in changing the accounting year

Feedback from the accountants is as follows

- “you changed from a 6/30 year end to 7/31 year end in 2017 because of the timing of the rally”
- “ending the fiscal on 7/31 is problematic because it is not a clean quarter from an expense standpoint (ie virtually every expense category gets complicated now like salaries, rally planning etc)”
- “a calendar year makes a lot more sense”
- “we will have to file a form 1128 to change the filing year- its 1 page and easy – the form has to be filed if you change your reporting cycle within a 10 year period of time”
- “the current return is due every year May 15 – this will not get more complicated by a change”

Process moving forward:

- We will close the current year as normal as of 7/31 **completed**
- We will plan a 5 month P&L for the balance of this calendar year 8/1 to 12/31 **completed**
- We will close the year as of 12/31 for the period of 8/30-12/31
- A separate return for 8/31- 12/31 will be filed
- We will plan a full year for 2025 – 1/1 – 12/31 **completed**

International will Change – the Regions and Clubs do not have to

16.6.1 Financial Management (11/17/22) from Article XVI, Bylaws

H. Regions and Local Clubs (2/23/23)

6. Fiscal Year

The fiscal year for each region or local club shall be established. It may be on a different schedule than the International Club. Following close of the Fiscal Year, the appropriate Tax Return shall be filed.

**NOTE: When you look at the fiscal years for all clubs, regions and intraclubs –
there are 9 DIFFERENT FILING DATES**

It would be nice to align on 1 date!!!!

Considerations

- Collecting membership dues no longer needs to be done in the Fall to correspond with the fiscal year beginning August 1
- Dues renewal date for many members is Dec 31 – this will move to **January 1**. The collection of revenue will be in alignment with the new fiscal/calendar year
- Budget Planning - Need to plan Aug 1 – Dec 31 and 2025 AT THE SAME time and get approval for both budgets (more detail next page) **COMPLETED and Budgets to review today**



Planning & Budgeting Approach

- The current fiscal year will end on July 31st 2024 (for the 8/1/23-7/31/24 year) – A return will be filed as normal with the IRS
- The Income & Expenses for 8/1/2024-7/31/2025 will be planned as normal
- **If approved** then 5/12ths of the next years budget will be applied to 8/1/24 - 12/31/24 for those items that can be prorated – travel, salaries, expenses in general. For those unique expenses and income – like the IR - will be planned when it occurs in 2024 (October).
Completed
- A full year 2025 plan will be planned if the motion passes. Completed
- Tax returns for 8/1/23 - 7/31/24 and 8/1/24 - 12/31/24 and 1/1/25-12/31/25 will be filed and completed as required
- "How to guide" for clubs and Regions if they would like to change - completed

IBT MOTION

Motion / Item Number: 2024-23

Meeting Location and Date: Virtual August 22, 2024

Motion Maker: Alan Rabb, Interim International Treasurer

Title: Change of Fiscal Year.

Summary: This motion aims to change the International fiscal year from August 1 – July 31 to the calendar year (January 1—December 31.)

Motion: I move that Policy 16.6.1 Financial Management Subsection G amend the WBCCI fiscal year beginning on January 1, as stated in Exhibit 1.

REQUIRED Attachments (for Policy, Bylaws and/or Constitutional Amendments):

- **Exhibit 1: Redlined Current Blue Book text**
- **Exhibit 2: Proposed (new) Blue Book text**

SECONDED BY: _____

Purpose / Impact(s): This change proposes moving the fiscal year from 8/1 – 7/31 every year to an accounting calendar that coincides with a typical calendar year 1/1-12/31. This change will allow for more efficient management of the club finances and allow us to report our results on a “typical” calendar quarter. Currently, the fiscal year does not end at a logical time, nor do the quarters close on what would be considered normal quarterly closes. This will make our annual reporting, planning, comparisons vs the prior year, IRS filings, communication, income accruals, employee accruals on pension, revenue planning, International rally, and caravan planning and reporting all more clear, logical, simple, and efficient.

Background: Management of many of the club's financial details has become overly complicated and inefficient for management, reporting, and communication with the current fiscal year.

The impact of this change will require one-time planning of two budgets to implement: a budget from 8/1/24 – 12/31/24—, and an additional budget from 1/1/25-12/31/25.—These partial budgets have already been established in anticipation of approval of this motion.

Financial Impact: No financial impact.

ATTACHMENTS

Exhibit 1:

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
IBT MOTION

Policy, 16.6.1 Financial Management (11/17/22)

G. Fiscal Year

The fiscal year for the Wally Byam Caravan Club International, Inc. shall be from ~~August 1 through July 31~~ January 1 through December 31. ~~(1/14/16)~~ (8/22/24)

Exhibit 2:

Policy, 16.6.1 Financial Management (11/17/22)

G. Fiscal Year

The fiscal year for the Wally Byam Caravan Club International, Inc. shall be from January 1 through December 31. (8/22/24)

Motion:

- Reviewed by (Constitution and Bylaws Committee): BFB
- Reviewed by (Parliamentarian): LLG

Motion Resolution (Office Use Only – check one):

- Adopted
- Defeated
- Amended
- Referred
- Postponed
- Tabled (cannot be postponed beyond session)
- Withdrawn (will lie on the table only until the end of the present session)

Motion to Increase WBCCI Membership Dues

International Board of Trustees

August 22, 2024

Alan Rabb

Shawn Blom



International Membership Dues



OBJECTIVE

- Propose a general membership dues increase to offset the cost of operating a diverse and expansive International office. In addition, dues need to be adjusted to keep up with the impact that inflation has had on our expenses over the last 3-4 years.
- Bank Fees and insurance costs are increasing at alarming rates – more to come

Proposed New Membership Dues



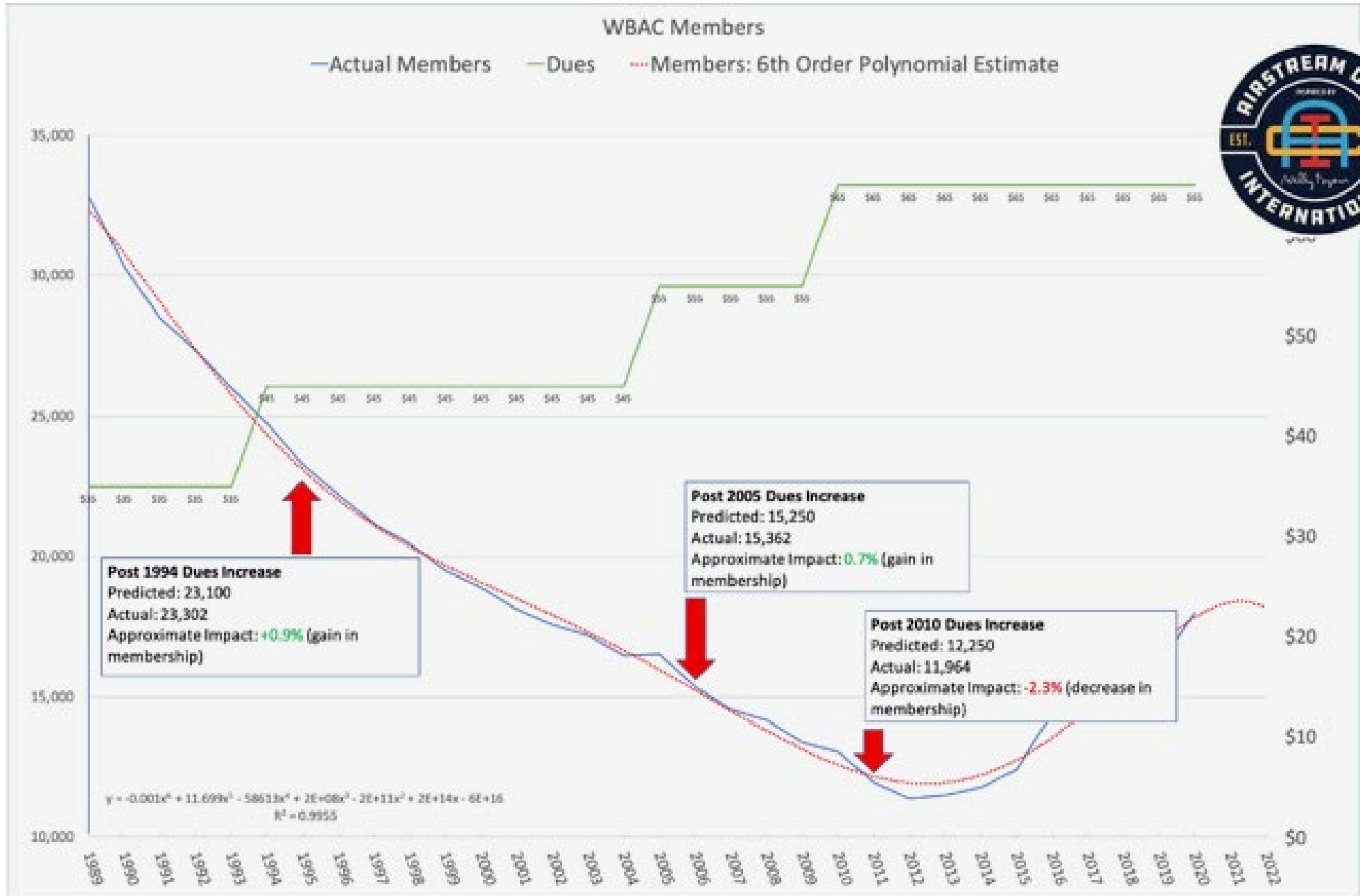
- Over the last 35 years, membership dues have increased only four times
 - 1989 - \$35, 1994 - \$45, 2005 - \$55, 2010 - \$65, 2021 - \$75
- The most recent increase was 2021 – from \$65 in 2010 to \$75.
- Inflation has averaged ~3% per year since 2021
- An increase from \$75 to \$99 is proposed.
- If approved, the new dues become effective for the 2025 Membership Year.
- The Lifetime Membership initial payment will be adjusted accordingly.

Headlines of what you will see when we review budgets

	7/31/23 to 8/1/24	8/1/24 to 12/31/24	2025 No Dues Inc	2025 Dues Inc
ACI	(\$48,823)	(\$126,270)	(\$80,980)	\$34,330
IR	\$941	\$100,000	\$100,000	\$100,000
Caravan	(\$7,653)	\$0	\$15,000	\$15,000
TOTAL EBITDA	(\$55,535)	(\$26,270)	\$34,020	\$149,330
Reserve Contribution	\$0	\$0	\$34,020	\$149,330

- Assumes Fiscal Motion passes
- Excludes Depreciation

Historical Dues – impact on membership



What has happened to ACI expenses since 2021

EXPENSES

• Cost of Employees	\$135k/+45%
• Utilities	\$ 5k/+72%
• Phone	\$ 6K/+92%
• Real Estate Taxes	\$ 7k/+145%
• Supplies	\$ 1k/+15%
• Tech Support/Software	\$ 19k/+67%
• Member Recruiting	\$ 4k/+39%
• Postage	\$ 5k/+86%
• Bank fees	\$ 18k/+61%
• Insurance	\$ 10k/+36%
• Just these categories	\$ 210k

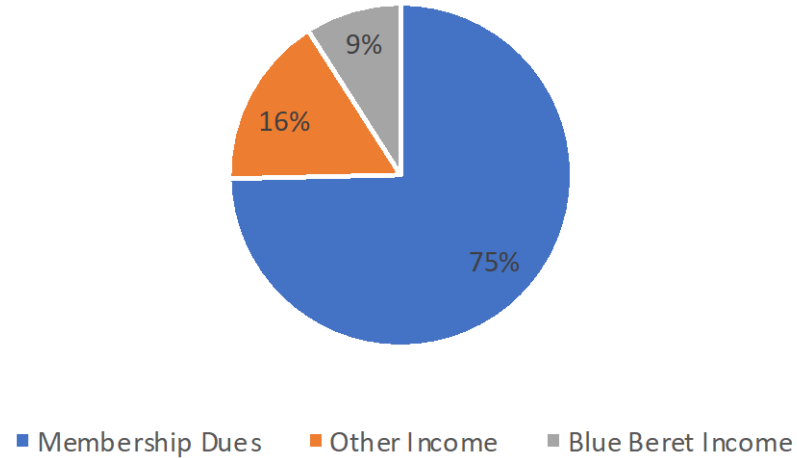
INCOME

• New member	(\$4k)/(3%)
• AANW Pilot	(\$4k)/(33%)
• Merchandise	(\$3k)/(17%)
• Interest Income	(\$4k)/(81%)
• Other income	(\$10k)/(84%)
• Blue Beret Income	(\$40k)/(66%)
• IR Admin Fees (New)	+92.5k/+100%
• Just these categories	+27.5k

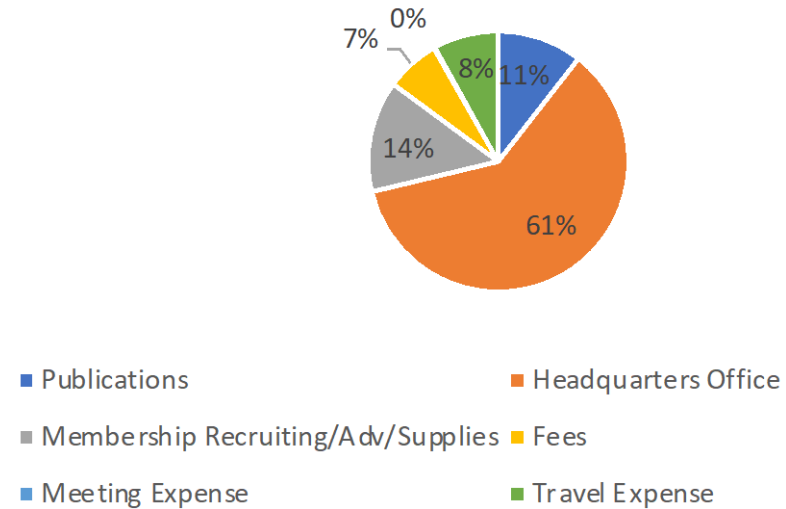
- In TOTAL Expenses since 2021 are up \$262k and Income is up \$182k
- Many expense categories have outgrown inflation – putting us behind
- Income in many categories is down vs 2021 and the IR admin fee has helped to fill the hole

What do we take in vs. what we spend

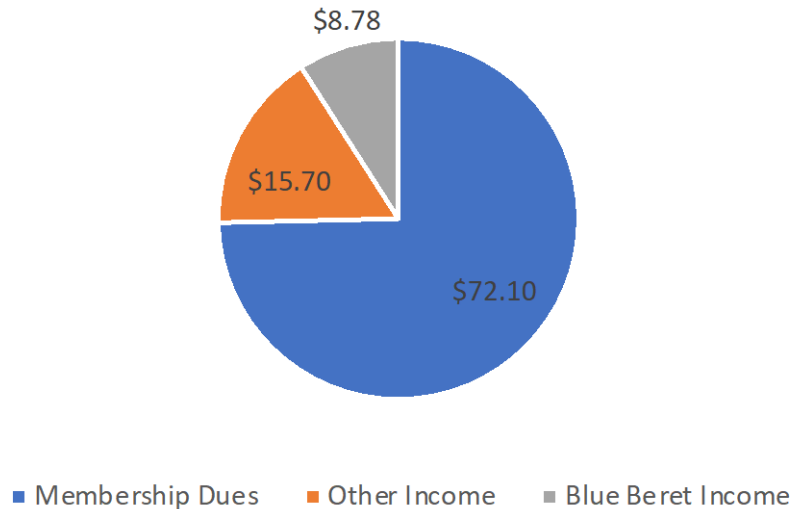
Income



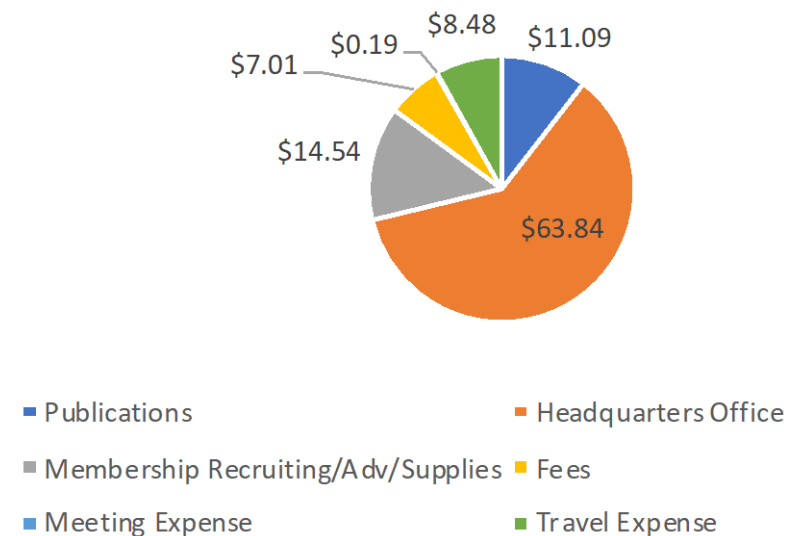
Expense



Income - \$96.58 Total



Expense - \$105.15 Total



The mortgage on the new building only accounts for \$4 of the HQ number

Inflation and Dues

		Dues w/				Dues w/	
Year	Dues	Inflation	Inflation	Year	Dues	Inflation	Inflation
1989	\$ 35	4.8%	\$ 36.68	2009		-0.4%	\$ 63.44
1990		5.4%	\$ 38.66	2010	\$ 65	1.6%	\$ 64.45
1991		4.2%	\$ 40.28	2011		3.2%	\$ 66.51
1992		3.0%	\$ 41.49	2012		2.1%	\$ 67.91
1993		3.0%	\$ 42.74	2013		1.5%	\$ 68.93
1994	\$ 45	2.6%	\$ 43.83	2014		1.6%	\$ 70.03
1995		2.8%	\$ 45.06	2015		0.1%	\$ 70.10
1996		2.9%	\$ 46.37	2016		1.3%	\$ 71.01
1997		2.3%	\$ 47.43	2017		2.1%	\$ 72.51
1998		1.6%	\$ 48.19	2018		2.4%	\$ 74.25
1999		2.2%	\$ 49.25	2019		1.8%	\$ 75.58
2000		3.4%	\$ 50.93	2020		1.2%	\$ 76.49
2001		2.8%	\$ 52.35	2021	\$ 75	4.7%	\$ 80.08
2002		1.6%	\$ 53.19	2022		8.0%	\$ 86.49
2003		2.3%	\$ 54.41	2023		4.1%	\$ 90.04
2004		2.7%	\$ 55.88	2024		3.1%	\$ 92.83
2005	\$ 55	3.4%	\$ 57.78	2025	\$ 99	2.0%	\$ 94.68
2006		3.2%	\$ 59.63	2026		2.0%	\$ 96.58
2007		2.9%	\$ 61.36	2027		2.0%	\$ 98.51
2008		3.8%	\$ 63.69	2028		2.0%	\$ 100.48

- The table to the left details U.S. inflation rates since 1989. Only one time since 1989 has dues exceeded the inflation adjusted dues rate. (2010)

- In the dues column – this reflects what ACI dues were at the time

- The “dues with Inflation” column reflects how dues would change if we increased them every year in line with inflation

- 2022, 2023 & forecasted 2024 we have seen unprecedented inflation

- A dues increase to \$99 will keep us slightly ahead of the forecasted 2027 inflation rate forecast – banking fees will continue to be a risk

2024 - 2028 are forecasted inflation rates (source oced.org) Fed Target 8

Attrition Grid

	#	\$	/member avg				
Member Base	9,630	\$ 688,583	\$ 71.50				
Historical Annual Attrition (15%)	(1,445)						
Recapture annual attrition - no new growth	<u>1,445</u>						
Net New Fcsd Members 2025	9,630						
	<u>Members</u>	<u>Dues</u>					
Dues		\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 99.00
Base 2025 Members	9,630						
<u>Attrition Assumption</u>							
0%	9,630	\$ 722,250	\$ 770,400	\$ 818,550	\$ 866,700	\$ 914,850	\$ 953,370
5%	9,149	\$ 686,138	\$ 731,880	\$ 777,623	\$ 823,365	\$ 869,108	\$ 905,702
10%	8,667	\$ 650,025	\$ 693,360	\$ 736,695	\$ 780,030	\$ 823,365	\$ 858,033
15%	8,186	\$ 613,913	\$ 654,840	\$ 695,768	\$ 736,695	\$ 777,623	\$ 810,365
20%	7,704	\$ 577,800	\$ 616,320	\$ 654,840	\$ 693,360	\$ 731,880	\$ 762,696
25%	7,223	\$ 541,688	\$ 577,800	\$ 613,913	\$ 650,025	\$ 686,138	\$ 715,028

- Assumptions – every year we loose 15% of membership and we pick that amount back up with new members. – I have assumed we only pick what we lost – NOT AN INCREASE in NET membership (very conservative)

- The green shaded boxes under \$75 and 0% attrition show our income would be ~\$717k next year. If we took dues to \$80 and lost 5% of membership that would be ~726k etc etc for all the green boxes (they represent ~ Break even)

- Proposal would be to increase dues by \$20 to \$99 – with a 15% attrition we would still be breakeven at \$715k. If attrition is less then that generates additional income

Variables – base attrition 15%, new member growth @ 1,445 members for the year, attrition because increased dues

Lets look at Banking Fees

Banking Fees



They are becoming a large factor for the club

- Currently **ACI absorbs all the banking fees** associated with all centrally processed renewal transactions
- This increases the **effective bank fee rate** from the base rate of 3% to an average of 5.6% and as high as 11%
- There is also a per transaction subscription fee charged on **auto-renewals** of approx. .75%
- The **effective rate will continue to increase** as Unit and Intra-Clubs dues increase and members broaden their respective memberships.



There are business reasons absorbing these fees

- The Units and Intra-Clubs **receive more money**
- It **reduces the effort** which would be required to chargeback the fees to the Units and Intra-Clubs
- The new single and consolidated renewal process **has been simplified** for the user and encourages the user to join multiple Units and Intra-Clubs

*Bank Fees at a **current effective rate of almost 6%** is a significant reason for our need to increase International dues.*



Let's Look at Examples

Lower Effective Rate with no Subscription

Member Dues	\$75
-------------	------

1 Club Dues	\$20
-------------	------

0 Intra-Club	0
--------------	---

Total	\$95
-------	------

Bank Fees <u>On the \$75</u>	\$3.16
---------------------------------	--------

Effective Rate on \$75	4.21%
------------------------	-------

Average Effective Rate with Auto-renewal

Member Dues	\$75
-------------	------

1 Club Dues	\$20
-------------	------

1 Intra-Club	\$20
--------------	------

Total	\$115
-------	-------

Bank Fees + Subscription fee	\$4.48
---------------------------------	--------

Effective Rate on \$75	5.97%
------------------------	-------

High Effective Rate with Auto-renewal

Member Dues	\$75
-------------	------

5 Club Dues	\$100
-------------	-------

4 Intra-Club	\$90
--------------	------

Total	\$265
-------	-------

Bank Fees + Subscription fee	\$8.81
---------------------------------	--------

Effective Rate on \$75	11.75%
------------------------	--------

The rate is also impacted by the type of card the member chooses to use to pay.

Amex vs. Visa

What is ACH or also known as an electronic check?

- An ACH transaction is an electronic money transfer made between banks and credit unions across a network called the Automated Clearing House (ACH). ACH is used for all kinds of money transfers, including direct deposit of paychecks and monthly debits for routine payments.
- You use your banks Routing number and account number for payment

YOUR NAME 123
1234 Main Street
Anywhere, OH 00000

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

⑆044072324 ⑆000123456789 ⑆123

ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**

The diagram shows a check form with a MICR line at the bottom. The MICR line contains the numbers ⑆044072324, ⑆000123456789, and ⑆123. Brackets and lines connect these numbers to labels below: 'ROUTING NUMBER' (orange), 'ACCOUNT NUMBER' (green), and 'CHECK NUMBER' (blue).

Credit Card & Cashless provider fees

Credit card and Cashless Provider Fees

	<u>Low end</u>	<u>High End</u>	<u>Plus</u>	<u>Fee</u>	<u>Low end For a \$100</u>	<u>Low end For a \$100</u>
American Express	2.47%	3.67%	\$ 0.25		\$ 2.72	\$ 3.92
Discover	1.69%	2.64%	\$ 0.25		\$ 1.94	\$ 2.89
Mastercard	1.64%	2.74%	\$ 0.25		\$ 1.89	\$ 2.99
Visa	1.54%	2.64%	\$ 0.25		\$ 1.79	\$ 2.89
Paypal	2.99%	2.99%	\$ 0.30	\$ -	\$ 3.29	\$ 3.29
Stripe	2.90%	2.90%	\$ 0.30	\$ -	\$ 3.20	\$ 3.20
Square	2.60%	2.60%	\$ 0.30	\$ -	\$ 2.90	\$ 2.90
Venmo	1.90%	1.90%	\$ 0.10	\$ -	\$ 2.00	\$ 2.00
Shopify	2.90%	2.90%	\$ 0.30	\$ -	\$ 3.20	\$ 3.20
Clover	2.60%	2.60%	\$ 0.10	\$15/month	\$ 2.70	\$ 2.70
National Processing	2.50%	2.50%	\$ 0.10	\$10/month	\$ 2.60	\$ 2.60
Quickbooks	2.40%	3.40%	\$ 0.25		\$ 2.65	\$ 3.65
Take the average across all platforms * membership of 9,600 rigs					\$ 24,698	\$ 30,438
Add in local clubs @ cost average of \$15 per club for 9,600 rigs					\$ 5,575	\$ 6,217
For each additional \$15 charged for another club etc					\$ 5,575	\$ 6,217
TOTAL					\$ 35,847	\$ 42,871
					++++	++++

<u>Current Fees:</u>	
ACI HQ	~48k
Caravan	~56k
IR	~37k
TOTAL	~141

There is an easier and cheaper solution

ACH / Electronic Checks will effectively eliminate most all of this cost!!!

What's the so what on Banking Fees?

- Auto renewal increases costs
- Amex vs Visa increases cost
- The more clubs a member joins the higher the effective rate
- Project Craig is leading will understand this better but we don't expect a significant reduction in costs
- ACH/Electronic check can be the solution – **THIS will reduce costs!!!!**
- Is the increase in membership dues going to be sufficient to cover this?
- *The 2 step 12 month idea –*
 - *1. Dues increase with renewal of the 2025 membership dues.*
 - *2. On 1/1/26 – 2 rates – 1 for using a credit card and 1 for using ACH/Electronic Check*

Next Steps??

- How do we want to move forward?

APPENDIX

How Do We Compare?

Annual Membership Costs

Independent, National Clubs

- Escapees - \$50
- National African American RV Association (NAARVA) - \$60
- Sisters on the Fly - \$70
- Rving Women - \$72
- Rainbow RV Club - \$40
- Loners on Wheels - \$52.30

Other Social Clubs

- Moose Lodge - \$55
- Elks - \$200

Subsidized Manufacturers Clubs

- Newmar Kountry Klub - \$65
- Tiffin Allegro Club - \$25
- Go Life Perks (Winnebago) - \$40
- FMCA - \$60

Discount Camping Clubs

- Good Sam - \$39
- Passport America - \$44
- Harvest Hosts - \$99
- Thousand Trails - \$499-\$670



WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

IBT MOTION

(Submit All Proposed Motions to motions@airstreamclub.org)

Motion / Item Number: 2024-24

Meeting Location and Date: Virtual August 22, 2024

Motion Maker: Alan D. Rabb, Interim Treasurer

Title: Increase membership annual dues from \$75 to \$99 and updates regarding dues policy.

Summary: This motion proposes increasing the annual membership dues from \$75 to \$99 per year, starting with the 2025 dues renewal cycle, to account for inflation. Effective January 1, 2026, a convenience charge equivalent to the credit card processing fee(s) will be charged back to members for their membership dues, excluding bank draft/ACH/Electronic check fees.

Motion: I move to amend Policy 4.12.2, International Dues, to increase the annual dues from \$75 to \$99, effective at the start of the January 1, 2025 dues cycle, and to recalculate the annuity tables to coincide with the dues increase. I further move that effective January 1, 2026, a convenience fee equal to the credit card processing fee(s) for dues be charged back to members and that the Club absorb bank draft/ACH/Electronic check fees, and to revise Policy 4.12.3 Lifetime Membership, Section B to account for membership anniversary renewal dates, as stated in Exhibit 1.

REQUIRED Attachments (for Policy, Bylaws and/or Constitutional Amendments):

- **Exhibit 1: Redlined Current Blue Book text**
- **Exhibit 2: Proposed (new) Blue Book text**

SECONDED BY: _____

Purpose / Impact(s): As allowed by the WBCCI Constitution, Article X, Revenue and Dues, the Board of Trustees shall fix and determine the amount of the International Club annual membership dues levied and collected from members. This motion aims to bring the yearly dues in line with inflation. The impact of this motion is to keep the Club fiscally sound with a dues increase. Additionally, a convenience fee will impact members who choose to pay their dues by credit card.

Background: Since 1989, dues increases have been periodically taken to ensure that dues are increased in line with inflation.

- In 1989, dues were \$35.
- 1994 dues increased to \$45, and the inflation-adjusted rate was \$43.83.

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- 2005 dues increased to \$55, and the inflation-adjusted rate was \$57.78.
- 2010 dues increased to \$65, and the inflation-adjusted rate was \$64.45.
- 2021 dues increased to \$75, and the inflation-adjusted rate was \$80.08.
- 2025 dues proposed increase to \$99, and the inflation-adjusted rate is forecasted to be \$94.68.

Given the high inflation in 2022 and 2023, and club dues have not kept up with the adjusted inflation rate and expenses, we are playing catch up.

- The 2021 dues rate was \$75
 - The 2022 adjusted inflation rate was effectively \$86.49.
 - The 2023 adjusted inflation rate was effectively \$90.04.
 - In 2024, the adjusted inflation rate is forecasted to be \$92.83.
 - In 2025, the adjusted inflation rate is forecasted to be \$94.68.
 - In 2026, the adjusted inflation rate is forecasted to be \$96.58.

This delay in adjusting the membership dues has put the club in a financial disadvantageous position. A modest dues increase will better align the club with inflation rates and retain our financial strength.

Furthermore, the practice of not passing the credit card processing fees on to local and intra clubs has compounded the impact of credit card processing fees on international funds. This has effectively raised the credit card processing fees from ~3% to ~5% - 12%. This is not a sustainable expense that the club can afford to absorb.

Financial Impact: The club's financial impact, assuming a 15% attrition rate and keeping our assumptions on membership growth as flat year over year, will be approximately +\$86,536 for 2025.

ATTACHMENTS

Exhibit 1:

Policy 4.12.2 International Dues ~~(1/21/21)~~ (8/22/24)
from Article IV, Sec. 12

~~International dues are established by the Board of Trustees upon an annual budget review, are payable in US currency only, and members will be notified of the amount each year through a notice published in the *Blue Beret* following the approval of the annual budget by the Board of Trustees.~~

A. Annually, the IBT shall establish the international dues based upon a review of the Annual Budget.

B. When annual dues are updated, the annuity tables for Lifetime membership will also be recalculated. New Lifetime Membership Dues will be effective on the same date as the annual dues increase.

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IBT MOTION

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C. The IBT shall notify the membership of annual and Lifetime membership dues changes via official communication channels, including in the next issue of the Blue Beret.

D. Membership dues are payable in US currency only. Any credit card processing fees will be passed on to the member as a convenience fee. However, members will not be charged bank draft/ACH/electronic check fees.

E. These dues will be assessed on the membership anniversary date starting with the 2025 dues renewals:

A1.—International dues ~~of~~ for renewing members ~~Regular Members or Members at Large~~ shall be ~~\$75-\$99~~ (US funds) per membership year. Members at Large will also pay the current IBT established fee, \$15 through Headquarters, ~~in lieu of in place of~~ Local Club dues.

B2. International dues for new members will be ~~\$75-\$99~~ for their membership year. The date they join WBCCI will become the anniversary date for the payment of the following year's membership. A thirty (30) day grace period will exist for non-payment. ~~All payments will be in US funds.~~

C3. International dues for new Members at Large will be ~~\$75-\$99~~ for their membership year. The date they join WBCCI will become the anniversary date for the payment of the following year's membership. A thirty (30) day grace period will exist for non-payment. ~~All payments will be in US funds.~~

DE. Any member in arrears more than thirty (30) days of their membership renewal date will be dropped from WBCCI and any local Club they have joined.

Proviso: Convenience fees for credit card processing, new memberships, and renewals will be added to dues starting January 1, 2026.

Policy 4.12.3 Lifetime Membership (06/24/20)

B. To Apply for Lifetime Membership

4. Upon approval, the Lifetime Membership shall ~~become effective on January 1 in the succeeding year following such approval~~ become effective on the member's membership anniversary date. (8/22/24)

Exhibit 2:

Policy 4.12.2 International Dues (8/22/24)
from Article IV, Sec. 12

A. Annually, the IBT shall establish the international dues based upon a review of the Annual Budget.

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IBT MOTION

(Submit All Proposed Motions to motions@airstreamclub.org)

- B. When annual dues are updated, the annuity tables for Lifetime membership will also be recalculated. New Lifetime Membership Dues will be effective on the same date as the annual dues increase.
- C. The IBT shall notify the membership of annual and Lifetime membership dues changes via official communication channels, including in the next issue of the Blue Beret.
- D. Membership dues are payable in US currency only. Any credit card processing fees will be passed on to the member as a convenience fee. However, members will not be charged bank draft/ACH/electronic check fees.
- E. These dues will be assessed on the membership anniversary date starting with the 2025 dues renewals:
1. International dues for renewing members shall be \$99 (US funds) per membership year. Members at Large will also pay the current IBT established fee, \$15 through Headquarters, in place of Local Club dues.
 2. International dues for new members will be \$99 for their membership year. The date they join WBCCI will become the anniversary date for the payment of the following year's membership. A thirty (30) day grace period will exist for non-payment.
 3. International dues for new Members at Large will be \$99 for their membership year. The date they join WBCCI will become the anniversary date for the payment of the following year's membership. A thirty (30) day grace period will exist for non-payment.
- F. Any member in arrears more than thirty (30) days of their membership renewal date will be dropped from WBCCI and any local Club they have joined.

Proviso: Convenience fees for credit card processing, new memberships, and renewals will be added to dues starting January 1, 2026.

Policy 4.12.3 Lifetime Membership (06/24/20)

B. To Apply for Lifetime Membership

4. Upon approval, the Lifetime Membership shall become effective on the member's membership anniversary date. (8/22/24)

Motion:

- Reviewed by (Constitution and Bylaws Committee): BFB
- Reviewed by (Parliamentarian): LLG

Motion Resolution (Office Use Only – check one):

- Adopted
- Defeated
- Amended
- Referred

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IBT MOTION

(Submit All Proposed Motions to motions@airstreamclub.org)

- Postponed
- Tabled (cannot be postponed beyond session)
- Withdrawn (will lie on table only until end of present session)

IBT MOTION

Motion / Item Number: 2024-25

Meeting Location and Date: Virtual August 22, 2024

Motion Maker: Florence Tramoni

Title: Procedure to Remove International Officers and Executive Council Members and alignment with the procedure for Region Officers Removal.

Summary: This amendment aims to align the removal process for International Officers and Executive Council members in Bylaws, Article VII, with the established process for Region Presidents. The cause of removal is enumerated in Article IX for the region presidents.

Motion: As stated in Exhibit 1, I move that WBCCI Bylaws Article VIII Board of Trustees and Executive Council Section 11 Resignations or Removal, subsection 3 and Bylaws Article IX Regions, Section 2, Subsection H, 4 be amended to align the removal process and declare reasons by which such removal may happen. Additionally, amend Bylaws Article V DISCIPLINARY PROCEDURES, Section 2, Subsection H to allow for officer removal.

REQUIRED Attachments (for Policy, Bylaws and/or Constitutional Amendments):

- **Exhibit 1: Redlined Current Blue Book text**
- **Exhibit 2: Proposed (new) Blue Book text**

SECONDED BY: _____

Purpose / Impact(s): This motion outlines the process for removing an International Officer, Executive Council Member, or Region Officer from their position. It aligns these officers' removal process and procedures across the two applicable Articles.

The impact of this motion is to ensure that the removal process for International Officers, Executive Council Members, and Region Officers is initiated consistently and that the reasons for removal are the same.

Background: Longer terms of office on the EC have increased the potential for the need for an officer to be removed. The current Ethics and Grievance process may be appropriate in situations where the removal of an International Officer or Executive Council Member is being considered. It is recognized that a similar process should be implemented to remove International Officers or Executive Council Members as was recently adopted to remove a Region Officer from office. For either group, there are no stated reasons for removal.

Financial Impact: There is no financial impact to WBCCI.

ATTACHMENTS

Exhibit 1:

Bylaws, ARTICLE VIII BOARD OF TRUSTEES AND EXECUTIVE COUNCIL (7/30/22)

Sec. 11 Resignations or Removal

1. Any Trustee of the Board may resign at any time by giving written notice to the President or Secretary.
2. A resignation shall take effect upon receipt unless otherwise specified in the resignation. Acceptance of a resignation is not necessary to be effective unless stated in the resignation. at the time specified therein, and unless otherwise specified therein, shall become effective upon receipt. Accepting any resignation shall not be necessary to make it effective unless specified in the resignation.
3. Any Officer of the Board or Council Member may be removed from office, for cause, by a 2/3 vote of the IBT, utilizing the Ethics and Grievance process, (WBCCI Bylaws Article V) if appropriate. Any International Officer or Executive Council Member may be removed from office, for cause, by the IBT using the Ethics and Grievance process outlined in Article V. The motion to remove an officer requires a two-thirds vote of the IBT.

Cause for removal may be defined as, but not limited to:

- 1 Violating WBCCI of Ethics, Constitution, Bylaws, or Policies.
- 2 Demonstrating conduct rendering them unfit to continue in an office or leadership position in WBCCI.
- 3 Nonperforming the role described in the office's job description(s).
- 4 Disregarding the confidentiality of sensitive WBCCI information.
- 5 Failing to disclose information that may result in a conflict of interest.
- 6 Mismanaging financial matters or information.
- 7 Committing a felony or an indictable offense resulting in a conviction while in office.
- 8 Engaging in actions that are not in the best interests of WBCCI.
- 9 Disrespecting WBCCI members with regard to gender, sexual orientation, national origin, race, religion, age, political affiliation, or disability commensurate with applicable legal and regulatory requirements.

Bylaws, ARTICLE IX REGIONS

Sec. 2

- H. In the event of a mid-term vacancy in the office of the President, the death or resignation, of the President or a mid-term vacancy in the office the death, advancement or resignation of a Vice President, or an officer's inability to fulfill the duties of office, the next-ranking Vice President shall advance. (8/22/24)
 1. When such a vacancy occurs, the Region Secretary shall notify each Local Club President of the vacancy and request each one's assistance in

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IBT MOTION

identifying interested and qualified candidates for the open Region Officer position. Potential candidates' names should be sent to the Region Nominations Committee. (2/22/24)

2. To fill an expired term, the open elected office or offices of Vice President(s) shall be filled by a majority vote of the region board from nominees submitted by the Region Nominations Committee.
3. To allow sufficient time for Local Club Presidents to contact their members, such office or offices of Vice President(s) will not be filled in less than sixty (60) days from notification to Local Club Presidents of such vacancy. (2/22/24)
4. Elected Officers serve for two (2) years or until their successors are elected, ~~they can be removed for cause from office by the Region Board adopting a motion to do so. The vote required for the adoption of this motion is (a) a two-thirds vote or (b) a majority vote when previous notice of such a motion has been given.~~ (8/22/24)
5. A Region President or another Region Officer may be removed from office, for cause, by the region board using the Ethics and Grievance process outlined in Article V. The motion to remove an officer requires a two-thirds vote of the region board. (8/22/24)

Cause for removal may be defined as, but not limited to:

1. Violating the WBCCI or Region Code of Ethics, Constitution, Bylaws, or Policies.
2. Demonstrating conduct rendering them unfit to continue in an office or leadership position in WBCCI.
3. Nonperforming the role described in the office's job description(s).
4. Disregarding the confidentiality of sensitive WBCCI information.
5. Failing to disclose information that may result in a conflict of interest.
6. Mismanaging financial matters or information.
7. Committing a felony or an indictable offense resulting in a conviction while in office.
8. Engaging in actions that are not in the best interests of WBCCI.
9. Disrespecting WBCCI members with regard to gender, sexual orientation, national origin, race, religion, age, political affiliation, or disability commensurate with applicable legal and regulatory requirements.

Bylaws Article V DISCIPLINARY PROCEDURES

Sec. 2 Grievance Procedure

- H. The committee's determination may be, but is not limited to: (2/23/23)
 1. The grievance be dismissed,
 2. The member(s) be given a letter of reprimand,
 3. The member(s) be removed from office or other elected position, (8/22/24)

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IBT MOTION

34. The member(s) be suspended from membership in WBCCI for a period of time; or
 45. The member(s) be expelled from membership in WBCCI.
- Suspension from WBCCI by a Local Club requires written approval of their Region Executive Board. Any expulsion from WBCCI, at any level, requires the approval, in writing, of the Executive Council.

Exhibit 2:

Bylaws, ARTICLE VIII BOARD OF TRUSTEES AND EXECUTIVE COUNCIL (7/30/22)

Sec. 11 Resignations or Removal

1. Any Trustee of the Board may resign at any time by giving written notice to the President or Secretary.
2. A resignation shall take effect upon receipt unless otherwise specified in the resignation. Acceptance of a resignation is not necessary to be effective unless stated in the resignation.
3. Any International Officer or Executive Council Member may be removed from office, for cause, by the IBT using the Ethics and Grievance process outlined in Article V. The motion to remove an officer requires a two-thirds vote of the IBT.

Cause for removal may be defined as, but not limited to:

- 1 Violating WBCCI of Ethics, Constitution, Bylaws, or Policies.
- 2 Demonstrating conduct rendering them unfit to continue in an office or leadership position in WBCCI.
- 3 Nonperforming the role described in the office's job description(s).
- 4 Disregarding the confidentiality of sensitive WBCCI information.
- 5 Failing to disclose information that may result in a conflict of interest.
- 6 Mismanaging financial matters or information.
- 7 Committing a felony or an indictable offense resulting in a conviction while in office.
- 8 Engaging in actions that are not in the best interests of WBCCI.
- 9 Disrespecting WBCCI members with regard to gender, sexual orientation, national origin, race, religion, age, political affiliation, or disability commensurate with applicable legal and regulatory requirements.

Bylaws, ARTICLE IX REGIONS

Sec. 2

- H. In the event of a mid-term vacancy in the office of the President, a mid-term vacancy in the office of a Vice President, or an officer's inability to fulfill the duties of office, the next-ranking Vice President shall advance. (8/22/24)
1. When such a vacancy occurs, the Region Secretary shall notify each Local Club President of the vacancy and request each one's assistance in identifying interested

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and qualified candidates for the open Region Officer position. Potential candidates' names should be sent to the Region Nominations Committee. (2/22/24)

2. To fill an expired term, the open elected office or offices of Vice President(s) shall be filled by a majority vote of the region board from nominees submitted by the Region Nominations Committee.
3. To allow sufficient time for Local Club Presidents to contact their members, such office or offices of Vice President(s) will not be filled in less than sixty (60) days from notification to Local Club Presidents of such vacancy. (2/22/24)
4. Elected Officers serve for two (2) years or until their successors are elected. (8/22/24)
5. A Region President or another Region Officer may be removed from office, for cause, by the region board using the Ethics and Grievance process outlined in Article V. The motion to remove an officer requires a two-thirds vote of the region board. (8/22/24)

Cause for removal may be defined as, but not limited to:

- 1 Violating the WBCCI or Region Code of Ethics, Constitution, Bylaws, or Policies.
- 2 Demonstrating conduct rendering them unfit to continue in an office or leadership position in WBCCI.
- 3 Nonperforming the role described in the office's job description(s).
- 4 Disregarding the confidentiality of sensitive WBCCI information.
- 5 Failing to disclose information that may result in a conflict of interest.
- 6 Mismanaging financial matters or information.
- 7 Committing a felony or an indictable offense resulting in a conviction while in office.
- 8 Engaging in actions that are not in the best interests of WBCCI.
- 9 Disrespecting WBCCI members with regard to gender, sexual orientation, national origin, race, religion, age, political affiliation, or disability commensurate with applicable legal and regulatory requirements.

Bylaws Article V DISCIPLINARY PROCEDURES

Sec. 2 Grievance Procedure

- H. The committee's determination may be but is not limited to: (2/23/23)
 1. The grievance be dismissed,
 2. The member(s) be given a letter of reprimand,
 3. The member(s) be removed from office or other elected position, (8/22/24)
 4. The member(s) be suspended from membership in WBCCI for a period of time or
 5. The member(s) be expelled from membership in WBCCI.

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Suspension from WBCCI by a Local Club requires written approval of their Region Executive Board. Any expulsion from WBCCI, at any level, requires the approval, in writing, of the Executive Council.

Motion:

- **Reviewed by (Constitution and Bylaws Committee):** BFB
- **Reviewed by (Parliamentarian):** LLG

Motion Resolution (Office Use Only – check one):

- Adopted
- Defeated
- Amended
- Referred
- Postponed
- Tabled (cannot be postponed beyond session)
- Withdrawn (will lie on the table only until the end of the present session)

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
IBT MOTION

Motion / Item Number: [2024-26](#)

Meeting Location and Date: [Virtual August 22, 2024](#)

Motion Maker: Debbie Hammer, Ethics & Grievance Committee Chair

Title: Rewrite of the Bylaws Article V Disciplinary Procedures and Introducing a New Online Form for Submission of Complaints.

Summary: This motion aims to establish a process for expediting the resolution of complaints submitted. It also seeks to remove ambiguous language and present a more logical procedure. It also introduces a new online form for complaint submission.

Motion: I move that Article V, Disciplinary Procedures, be stricken in its entirety and replaced with a process for expediting the resolution of complaints submitted, removing ambiguous language, and presenting a more logical procedure, as stated in Exhibit 2.

REQUIRED Attachments (for Policy, Bylaws and/or Constitutional Amendments):

- **Exhibit 1: Redlined Current Blue Book text**
- **Exhibit 2: Proposed (new) Blue Book text**

SECONDED BY: _____

Purpose / Impact(s): This motion aims to clarify ambiguous passages in the current procedure and shorten when a complaint is active. To help with this process, a new online complaint submission form has been introduced. The address to the Jotform for complaint submission is <https://form.jotform.com/232778004467057>, and it will be available on the ACI website.

The impact of this amendment is a process that is easier to understand, more streamlined, and aims to expedite matters quickly.

Background: The membership has raised questions about the wording of the current procedure and the need to reduce the timeframe for resolving issues. Previous Ethics and Grievance Committees have used flow charts to help members understand the process, but a well-written document should not need one.

Financial Impact: There is no financial impact to WBCCI.

ATTACHMENTS

Exhibit 1:

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

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~~Bylaws, ARTICLE V DISCIPLINARY PROCEDURES~~

~~Sec. 1 Grievance Filing~~

- ~~A. Any member, hereafter referred to as the complainant, may file a grievance alleging that another member has violated any WBCCI Constitution, Bylaws, Policies, or Code of Ethics, or any comparable governing rules of any Region or Local Club of WBCCI, or that the member is guilty of any misconduct at a Local Club, Region or International event. Such complaint shall be filed at the lowest appropriate level, with the Local Club, Region, or International President, or with the appropriate International Standing Committee Chair as detailed in (B) following. (See Grievance Process located on the WBCCI website.) (2/23/23)~~
- ~~B. Complaints resulting from misconduct at a Local Club event should be filed at the Local Club level, at a Region event at the Region level, and at an International event at the International level. A complaint filed regarding an incident occurring on a National Caravan or at a National Event Rally, shall be filed with the International Standing Committee Chair responsible for that activity. In every case, the first step will be to attempt a negotiated settlement between parties. All the steps included here shall be followed at all times. (2/23/23)~~
- ~~C. Local Clubs and Regions will follow the process outlined in their Bylaws. In the case where Local Club or Region Bylaws do not include a procedure, the process use shall conform with Article V of the International Bylaws. (7/22/17)~~

~~Sec. 2 Grievance Procedure~~

- ~~A. Complaints shall be filed in writing and shall state the date and location of the alleged violation or misconduct, the facts on which the complaint is based and, if applicable, the particular provision of the rule or regulation which was violated. The complaint must be filed with the Local Club, Region, International President, or the responsible International Standing Committee Chair no later than thirty (30) days after the alleged violation or misconduct occurred or was discovered. The complaint must be signed and dated by the complainant and include his or her Airstream Number. (2/23/23)~~
- ~~B. Upon receipt of the complaint, the local Club, Region, International President, or the responsible International Standing Committee Chair shall review the complaint and determine if it is filed at the appropriate level. The Local Club, Region, International President, or the responsible International Standing Committee Chair shall inform the applicable level of Grievance Committee that a complaint has been filed and shall forward a copy of the grievance to the International Ethics and Grievance Standing Committee. In the case where no Grievance Committee exists, one shall be appointed by the appropriate President. The International Ethics and Grievances Standing Committee shall adjudicate Grievances arising from National Caravans and Special Events Rallies. (2/23/23)~~
- ~~C. It will be the duty of the Grievance Committee Chair to mail a copy of the complaint by certified mail, return receipt requested, restricted delivery to addressee only, to the accused member, and to notify him or her that any defense which the member may wish to present on his or her behalf, may be presented in the form of a written response, and further, that a hearing before the Committee may be requested by the accused member. Any such demand for a hearing shall be filed in writing with the Chair of the Committee no later than thirty (30) days following the~~

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- ~~member's receipt of the complaint. The hearing request shall be sent by certified mail, return receipt requested, restricted delivery to addressee only. (7/22/17)~~
- ~~D. The Committee will upon receipt of the complaint, handle the matter confidentially. (7/22/17)~~
- ~~E. If the accused member demands a hearing, it shall be the duty of the Committee Chair to set the date and place for such a hearing and notify the accused member and the complainant by certified mail of such time and place. Such hearing may be held by conference call with agreement of all parties. (7/22/17)~~
- ~~F. At such a hearing, all relevant testimony, documents, or other evidence shall be admitted and considered by the Committee. Upon conclusion of the hearing, the Committee shall make findings of fact, based upon the above. The Committee's findings, together with its recommendations, shall be reported in writing to the Local Club, Region, International President, or responsible International Standing Committee Chair. (2/23/23)~~
- ~~G. Findings of fact by the Committee shall be based on the complaint, the accused member's response (if any is filed), the testimony presented at the hearing (if any), the written evidence or documents produced and any additional information discovered as the result of the investigation, which may be deemed appropriate by the Committee. (7/22/17)~~
- ~~H. The committee's determination may be, but is not limited to: (2/23/23)~~
- ~~1. The grievance be dismissed,~~
 - ~~2. The member(s) be given a letter of reprimand,~~
 - ~~3. The member(s) be suspended from membership in WBCCI for a period of time, or~~
 - ~~4. The member(s) be expelled from membership in WBCCI.~~
- ~~Suspension from WBCCI by a Local Club requires written approval of their Region Executive Board. Any expulsion from WBCCI, at any level, requires the approval, in writing, of the Executive Council.~~
- ~~I. It shall be the responsibility of the appropriate Local Club, Region, International President, or responsible International Standing Committee Chair to send, by certified mail, return receipt requested, delivery to addressee only, a copy of the Committee's determination to the accused member and the complainant. (2/23/23)~~

~~Sec. 3 Appeal Process~~

- ~~A. Any member who has been expelled or suspended from membership in the International Club, may at any time within thirty (30) days following such expulsion or suspension, file a written notice of appeal with the International President. Such notice shall state the errors relied upon as grounds for the reversal of the decision on such expulsion or suspension and may contain a demand for a hearing. (7/22/17)~~
- ~~B. Upon receipt of a notice of appeal, it shall be the duty of the International President to appoint an appeals board composed of three members of the International Board of Trustees, one of whom he/she shall name as chair. (7/22/17)~~
- ~~C. The appeals board, so appointed, shall mail to the complainant a copy of the notice of appeal advising the complainant of the appeal. The appeals board shall obtain the complete record from the original hearing including notices of complaint, accused response, evidence, documents and any record made at the original hearing,~~

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~~including a recording, if available and the written ruling of the prior hearing.
(7/22/17)~~

~~D.—The hearing on appeal shall be on the original record made, the complainant and the accused may present argument based on the original record only. No further evidence or witnesses shall be heard. (7/22/17)~~

~~E.—At any such hearing, equal time shall be accorded the accused and the complainant, and each shall be entitled to question the other. (7/22/17)~~

~~F.—Upon conclusion of the hearing, or if no hearing is requested upon receipt of all information provided to the appeals board, the appeals board shall render a judgment, in writing, based upon the written records and the arguments presented at any hearing. Such judgment may affirm, overrule, or modify any judgment previously taken on the complaint, and such judgment so rendered, shall be final and conclusive. If suspension or expulsion is recommended, the International President will then inform the Region and Local Club Secretaries as well as the Executive Director, who will notify the secretaries of all Local Clubs of the name and address of the person expelled. The approval of the International Executive Council shall not be required for suspension or expulsion as determined by the appeals board. (7/22/17)~~

~~G.—Any member expelled or suspended as provided in section 3 hereof who fails to file an appeal within 30 days of the mailing of notice, shall be deemed expelled or suspended as the case may be after the 30 days have expired. If suspension or expulsion is recommended, the International President will then inform the Region and Local Club Secretaries as well as the Executive Director, who will notify the secretaries of all Local Clubs of the name and address of the person expelled.
(7/22/17)~~

~~Sec. 4—The suspension or expulsion of any member, as provided in this article, may be deemed to include, any spouse or significant other of that member. (7/22/17)~~

~~Sec. 5—Grievance Conclusion~~

~~A.—The information supplied to, or received by, any fact-finding committee, complainant, or accused, during any investigation, at all levels, shall be strictly confidential. Violating this provision may result in disciplinary action. (7/22/17)~~

~~B.—Upon conclusion of all the steps of the process, including appeal, the applicable President, (Local Club, Region or International,) may report to the assembly, a final decision of the action. All details and evidence of the case shall remain confidential in perpetuity. (7/22/17)~~

~~Sec. 6—Expelled members may at any time, after two years following expulsion, file with the office of the Executive Council of WBCCI a written petition for reinstatement. The Executive Council, upon receipt of any such petition, and after conducting inquiries and investigation, as it deems necessary, shall grant or deny the same. The determination of the Executive Council is at its sole and absolute discretion. (7/22/17)~~

~~Sec. 7—Subject to the other provisions of this article, any discipline imposed pursuant to this article shall be recognized and enforced by the international, region, and Local Club organizations of WBCCI. No international, region or Local Club organization shall take any action that is inconsistent with any discipline imposed in accordance with this article.
(7/22/17)~~

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~~Sec. 8 Any grievance committee or appeals board shall have the authority to negotiate resolution of any dispute brought pursuant to this article, with or without the approval of the complainant. If the grievance committee or appeals board reaches a negotiated resolution with an accused member, that resolution shall be in writing, shall be signed by the accused member (and any spouse or significant other) and the members of the applicable committee or board, and shall be distributed the same as any determination that would have been made by the applicable committee or board. (7/22/17)~~

Exhibit 2:

Bylaws Article V DISCIPLINARY PROCEDURES (/8/22/24)

Sec. 1 Grievance Filing

All grievance information shall be confidential at all levels, by all parties, at all times.

A. Any member, hereafter referred to as the complainant, may file a grievance alleging that another member, hereafter referred to as the respondent, has violated any WBCCI Constitution, Bylaws, Policies, or Code of Ethics, or any comparable governing rules of any Region, Local Club, or Intra Club of WBCCI or that the member is guilty of any misconduct at a Local Club, Intra Club, Region or International event. Such complaint shall be filed at the lowest appropriate level with the Local Club, Intra Club, Region, International President, or the relevant International Standing Committee Chair.

B. International, Region, Local Club, and Intra Club officers may not be grieved for performing their duties described in the WBCCI Constitution, Bylaws, and Policies or the applicable Club/Intra Club or Region (lower level) Constitution, Bylaws, and Policies. Refer to the relevant bylaws regarding the removal of officers.

C. Complaints resulting from misconduct at a Local Club event should be filed at the Local Club level, at a Region event at the Region level, and an International event at the International level. A complaint filed regarding an incident occurring on a National Caravan or at a National Event Rally shall be filed with the applicable International Standing Committee Chair. In every case, the first step will be to attempt a negotiated settlement between parties. All the steps included here shall be followed at all times.

D. Local Clubs, Intra Clubs, and Regions will follow the process outlined in their Bylaws. If their Bylaws do not include a procedure, the method used shall conform to Article V of the International Bylaws.

Sec. 2 Grievance Procedure

Grievances may be mediated at any point before an appeals decision.

A. Complaints must be submitted:

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- a. In writing, using the Airstream Dispute Form available on the ACI website. (<https://form.jotform.com/232778004467057>). All online forms submitted immediately notify the Ethics and Grievance Standing Committee Chair. Alternatively, claimants can call Headquarters to request a paper complaint form.
 - b. All sections of the form must be completed legibly and signed.
 - c. No anonymous Complaints will be accepted.
 - d. The complaint must be filed with the Chair of the Ethics and Grievance Standing Committee no later than fourteen (14) days after the alleged violation or misconduct occurs or is discovered. If a complaint form is requested from Headquarters, it must be requested no later than fourteen (14) days after the alleged violation or misconduct occurs, or is discovered, and the completed form must be sent to Headquarters postmarked no later than seven (7) days after receiving it from Headquarters.
- B. When a complaint is received:
- a. The Ethics and Grievance Committee Chair or their representative will carefully review it to determine its validity and decide the appropriate level to address it.
 - b. Once the committee determines the complaint is valid, it will promptly refer the grievance to the relevant President or committee chair for resolution.
 - c. If no Grievance Committee exists at the relevant level, one shall be appointed by the appropriate President or Standing Committee Chair. Grievance committees should comprise three (3) or five (5) people but will always be an odd number. The International Ethics and Grievances Standing Committee shall adjudicate Grievances arising from National Caravans and Special Events Rallies.
 - d. The appointed committee will choose a chair from its members.
- C. It will be the duty of a Grievance Committee Chair to:
- a. Mail a copy of the complaint certified mail, request a return receipt, and restrict delivery to the respondent.
 - b. Notify the respondent that they may provide a written response to the complaint.
 - c. Notify the respondent that they may request a hearing within fourteen (14) days of receiving the notice. The hearing request shall be sent by certified mail, and a return receipt will be requested, which will be restricted to the addressee only unless all parties agree to electronic mail.
- D. If the respondent requests a hearing, the Committee Chair shall set the date, time, and place for the hearing. And notify the respondent and the complainant by certified mail of such time and place unless an agreement for electronic mail has been made. If both parties agree, such a hearing may be held in person or electronically.

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E. The hearing will be conducted professionally. Proper language and respect for all parties shall prevail at all times during the hearing. complainant and respondent shall each have one (1) hour to present their facts. Both the complainant and respondent must be present at the hearing. Witnesses need not be present; they may be represented by a written statement that will be read into the record. All relevant testimony, documents, or other evidence shall be admitted and considered by the Committee. If the complainant, the respondent, or neither attends the hearing, the grievance committee, at its discretion, may reschedule, dismiss, or adjudicate. If neither party attends the requested hearing, the grievance committee's decision is final and not challengeable or eligible for appeal.

Hearings conducted virtually will be recorded. If the hearing is not held virtually, an audio/video recording will be made, or detailed minutes will be taken. Minutes or recordings of the hearing will be filed with Headquarters. Headquarters will provide the record, as submitted by the Grievance Committee, to the complainant or the respondent upon request, and to the appeals board, if necessary.

F. Findings of fact by the Committee shall be based on the complaint, the response (if any is filed), the testimony presented at the hearing (if any), and the written evidence and documents produced. No new information or documents shall be submitted.

G. The committee's determination may be but is not limited to:

1. The grievance be dismissed,
2. The member(s) be given a letter of reprimand,
3. The member(s) be removed from office or other elected position,
4. The member(s) be suspended from membership in the Local or International Club
5. The member(s) be expelled from membership in WBCCI.

H. The Committee's findings and recommendations shall be reported in writing to the Local Club, Region, International President, or responsible International Standing Committee Chair within fourteen (14) days.

I. Suspension (item 4 above) by a Local Club Grievance Committee requires the written approval of their Region Executive Board (local) or International Executive Committee (International) before the decision is delivered to the complainant and respondent. Any decision by a Grievance Committee to expel a member requires the International Executive Council's approval in writing.

J. The appropriate Local Club, Intra Club, Region, International President, or responsible International Standing Committee Chair shall send a copy of the Committee's determination to the respondent and the complainant within fourteen (14) days. The determination shall be sent by certified mail, return receipt requested, and delivered to both parties unless an agreement for electronic mail has

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been made. The report shall also be emailed to the Ethics and Grievance Committee Chair.

Sec. 3 Appeal Process

- A. Any member who has been expelled or suspended from membership in the International Club may, at any time within fourteen (14) days following such expulsion or suspension, file a written notice of appeal with the International President. Such notice shall state the errors relied upon as grounds for reversing the decision on such expulsion or suspension and may contain a request for a hearing. Notice of request for reconsideration shall be sent directly to the International President by electronic mail or certified mail to Headquarters, with a return receipt requested.
- B. Upon receipt of a notice of appeal, the International President shall appoint an appeals board composed of three International Board of Trustees members, one of whom they shall name as chair.
- C. The appeals board, so appointed, shall mail to the complainant a copy of the notice of appeal advising the complainant of the appeal unless electronic mail has been the method of communication at the earlier levels. The appeals board shall obtain the original hearing's complete record, including notices of complaint, accused response, evidence, documents, and any record made at the original hearing, including a recording, if available, and the written ruling of the prior hearing.
- D. The hearing on the appeal shall be on the original record made; the complainant and the respondent may present an argument based on the original record only. No further evidence or witnesses shall be heard.
- E. At any such hearing, the respondent and the complainant shall be accorded equal time, and each shall be entitled to question the other. If the complainant, the respondent, or neither attends the hearing, the appeals board may, at its discretion, reschedule, dismiss, or adjudicate. If neither party attends the requested hearing, the appeals board's decision is final and not challengeable.
- F. After the hearing or if no hearing is requested, upon receiving all the information, the appeals board will issue a written decision based on the written/recorded records and arguments presented. The decision may confirm, overturn, or change any previous judgments on the complaint. ~~This decision will be final and conclusive.~~ Such judgment may affirm, overrule, or modify any judgment previously taken on the complaint, which shall be final and conclusive. Regardless of the outcome, the report shall be emailed to the International President and Ethics and Grievance Committee Chair.
- G. If suspension is recommended, the International President will inform the appropriate Region, Local Club, and Intra Club secretaries. The Executive Director will notify all Region, Local Club, and intraclub secretaries of the name and address

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of the person expelled. As determined by the appeals board, approval from the International Executive Council shall not be required for suspension or expulsion.

Sec. 4 The suspension or expulsion of any member is deemed to include any spouse or partner that is a member unless specified otherwise in the Grievance Committee or appeals board decision.

Sec. 5 Grievance Conclusion

A. The information supplied to, or received by, any fact-finding committee, complainant, or accused during any investigation at all levels shall be strictly confidential. Violating this provision may result in disciplinary action.

C. Upon conclusion of all the process steps, including appeal, the applicable President(Local Club, Region, or International) may report to the membership a final decision of the action. All details and evidence of the case shall remain confidential in perpetuity.

Sec. 6 Expelled members may, at any time after two years following expulsion, file a written petition for reinstatement with the office of the Executive Council of WBCCI. The Executive Council, upon receipt of any such petition and after conducting inquiry and investigation as it deems necessary, shall grant or deny the same. The determination of the Executive Council is at its sole and absolute discretion.

Sec. 7 Subject to the other provisions of this article, any discipline imposed according to this article shall be recognized and enforced by the international, region, and Local Club organizations of WBCCI. No international, region or Local Club organization shall take any action inconsistent with any discipline imposed per this article.

Motion:

- **Reviewed by (Constitution and Bylaws Committee):** BFB
- **Reviewed by (Parliamentarian):** LLG

Motion Resolution (Office Use Only – check one):

- Adopted
- Defeated
- Amended
- Referred
- Postponed
- Tabled (cannot be postponed beyond session)
- Withdrawn (will lie on the table only until the end of the present session)