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1.1 Order of Business

from Article I, Sec.1 Bylaws (1/18/02)

The order of business shall be:

A. Opening Ceremonies

1. Invocation (Non-sectarian)
2. Pledge of Allegiance (The United States Pledge of Allegiance may be omitted at all WBCCI rallies, events, and functions held outside the United States.) (1/17/03)

B. Roll Call

C. Approval of Minutes

D. Reports of Officers and Committees

E. Special Orders

F. Unfinished Business

G. New Business

H. Announcements

I. Adjournment

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

from Article III, Bylaws

The duties of the Standing Committees shall be as follows:

A. Caravan

1. Foster a continuing interest in National, Region, Local Club and Intra-Club caravans.
2. Administer and approve National caravan programs.
3. Assist and support Region, Local Club and Intra-Club caravan programs as requested.
4. Develop and maintain the Caravan Handbook as a guide for the caravan program of the International Club.
5. Establish and conduct, at a minimum, an annual training program for Caravan leaders and Caravan participants.
6. Coordinate the itineraries of National Caravans with the dates and locations of National Event Rallies, where feasible, to afford participants in National Caravans the opportunity to attend and support such rallies.
7. Encourage, assist in arranging, and approve caravans in fraternal countries where Airstream has a significant presence or where there is significant member interest in visiting.

B. Constitution and Bylaws

1. Conduct a continuing review and study of the International Club Constitution and Bylaws and recommend amendments deemed desirable or necessary.

2. Review Bylaw and Policy motions proposed to the International Board of Trustees to ensure consistency with existing Bylaws and Policy. (7/22/26)
    a. Submit all motions to the International Finance Director and the Chair of the Information Technology Standing Committee for review and assessment, in coordination with the Executive Director, of the respective financial and information technology impact of the motions.
    b. A motion that does not reflect the required acknowledgements on the motion form, or in the minutes of a motion that is made from the floor, shall not be eligible for consideration by the International Board of Trustees.
3. Conduct a continuing review and study of the Constitution and Bylaws of all Local Clubs and of all IBT authorized Intra-Clubs. Reviews must be conducted every 5 years at minimum.
    a. If any are found to be deficient or in violation of the Constitution and Bylaws of the International Club, report such deficiency to the appropriate Region President for Local Clubs or to the International President for Intra-Clubs.
    b. If such deficiencies or violations are not corrected in a reasonable time, submit a report with recommendations to the Executive Council.
4. Receive and review proposals for amendments to the International Constitution and provide a written report to Headquarters for distribution to the IBT and membership containing the recommendations of the Standing Committee regarding such proposed amendments.

C. Ethics and Grievance (2/23/23)

1. Investigate, assess, and adjudicate all grievance complaints made by members and others at the International Club level.
2. Make recommendations to the Executive Council and to the IBT regarding ethics and grievance matters relating to the International Club or the International Rally.
3. Advise and assist Regions, Local Clubs, Intra-Clubs, Interest Groups and International Standing Committees in handling grievance complaints that fall within their respective areas, when requested to do so.

D. Family/Youth

1. Develop an effective continuing program and structure to encourage Family/Youth participation in Local Club, Region and International Rally and Caravan functions.
2. Ensure that regular Family/Youth columns appear in the Blue Beret and in Region and Local Club bulletins.
3. Embrace electronic and social media communications with youth and their parents.
4. Promote activities which utilize social media, electronic communications, and outdoor activities.
5. Solicit and share best practice activities and communications from, among and to Regions, Local Clubs, and to members and their children.
6. Develop and support a network of family/youth coordinators that cover all locations of members.
7. Collaborate with Membership Standing Committee to continuously improve the on-boarding process for members with families.

E. Finance

1. Corporate Budget
   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. (8/22/24)
   b. Present the following year's budget to the IBT for approval at the last IBT meeting of the current year. (8/22/24)
   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. (8/22/24)
   f. Complete a review of the end-of-year financial results and provide a summary at the IBT meeting following the fiscal year close. (8/22/24)
   g. Maintain a process for reviewing the corporate financial books on an annual basis with a report provided to the IBT at each meeting. (8/22/24)
   h. Conduct an audit of the corporate financial books every 3 years or upon the vacancy of the Executive Director. (8/22/24)
   i. Assist the treasurers of Local Clubs, Regions, Standing Committees, and Intra-Clubs through communication, training, development, and discussions. (8/22/24)
2. International Rally Budget
   a. Prepare a budget for each International Rally, projecting the rally fee, club income and expenditures for each rally.
   b. Each International Rally budget shall show for each line of the original budget, any revisions to the budget, and the amount expended to date. Each International Rally budget must be approved a minimum of 18 months prior to the start of the rally.
   c. Complete a review of the financial results of the International Rally and provide a summary at the 2nd quarterly IBT meeting following the rally.
3. Lifetime Membership Fund
   a. Administer the Lifetime Membership Fund.
   b. Review annually the financial status and the viability of the Lifetime Membership Fund and make recommendations to the Board of Trustees for adjustments to the one-time fee for Lifetime International Dues.
   c. Costs of Administration are to be charged against the Lifetime Membership Fund with approval of the IBT.

F. Historical

To preserve and share Club history as follows:

1. Preserve Club History

a. Solicit, acquire, catalog, curate, and preserve historical items in both physical and electronic formats.
b. Convert physical items to an electronic format for security, ease of sharing, and long-term preservation.
c. When appropriate, loan or donate items from the Club archives to other non-profit organizations.
d. Maintain a record of donated or loaned items from the Club archives.
e. When appropriate, dispose of items that have no significance to Club history.

2. Share Club History
   a. Write or solicit historical articles for inclusion in Club publications.
   b. Develop, deliver, and solicit historical presentations to be shared at Club activities.
   c. Make select historical items available to Club members electronically.
3. Manage Heritage Designations
   a. Recommend potential Heritage Numbers to the IBT with supporting rationale.
   b. Authenticate Heritage Airstreams owned by Club members.

G. Information Technology

1. Provide technology assistance, as required for, for new technology initiatives and projects.
2. Provide technical support and assistance, if needed, to Region and Local Club members for International Club approved technology projects and systems.
3. Provide assistance, as needed, to the Executive Director and Executive Council during development of WBCCI technology strategy and implementation plans.
4. Assist with technology rollouts and training as required.

H. International Relations

1. Promote WBCCI Airstream owner's lifestyle by encouraging the formation of Local Clubs and caravans in fraternal countries where Airstream has a significant presence.
2. Maintain communications with these Local Clubs and assist in arranging caravans as world conditions permit.

I. Long Range Planning

Develop and maintain a Mission, Vision, and Long-Range Plan for the WBCCI. This Committee shall propose changes consistent with the Long-Range Plan. Members of this committee shall be dedicated to long-term improvements which increase value for the membership, enhance the ability of the club to attract and retain new members, and improve club operations and governance.

J. Membership – Outreach, Engagement, and Retention

Develop and implement a membership program that:

1. Engages new members through the development and implementation of a comprehensive onboarding plan for use by members, Local Club and Region Membership Chairs.
2. Ensures the Membership Manual, located on the WBCCI website, is updated to align with current plans, membership messaging and recruiting.

3. Encourages present members to retain their membership by encouraging participation in rallies, caravans, and courtesy parking. Success shall be measured by year-over-year decrease in non-renewal rates.
4. Inspires non-member owners of recreational vehicles manufactured by Airstream, Inc. to become members.
5. Offers inspiration, encouragement, training, and assistance to the membership committees of the Local Clubs and Regions.
6. Promotes the Lifetime Membership Program and develops and administers programs, discounts, or other recognition for Lifetime Members.

K. National Event Rallies

1. Promote, coordinate, and develop new and existing National Event Rallies.
2. Administer and approve National, Region and Intra-Club National Event programs; make presentations on approved programs as necessary.
3. Assist sponsors with registration, itineraries, partnerships, marketing & social media, budget, and event reports.
4. Coordinate with National Caravans for joint caravan/event opportunities.
5. Review and prepare summary report from the Financial Reports received from the sponsors of each event/rally and present such reports tot eh International Board of Trustees annual meeting.

L. Publications

1. Serve as the content recruiter of club publications, in either print or electronic form.
2. Club publications shall include the Blue Beret and other publications authorized by the Executive Council. As content recruiter, obtain assistance from the general membership, standing committees, the Executive Director, and the Executive Council in obtaining feature articles, photos, letters, and other information which provide information, entertainment, and provide a service to the membership.

M. Recruitment Oversight (2/25/25)

1. The Recruitment Oversight Committee (ROC), in partnership with the Executive Director, shall
   a. Develop a leadership recruitment process for candidates to express interest in serving on the Executive Council (EC), or as the Finance Director. The process should be engaging, repeatable, and have a consistent multi-media marketing plan inviting any WBCCI member to become a candidate for potential election.
   b. Develop a process to track and monitor potential candidate qualifications based on the requirements outlined in Bylaws Article VIII. The ROC will inform any potential candidate who does not meet the requirements, explain the reason, and cite the relevant section.
   c. Develop the Statement of Candidacy (SoC) forms for positions on the EC and for the Finance Director role. Finance Director position uses a different SoC form. The SoC for the EC election will include an indication whether a successful EC candidate will commit to taking an International Officer Role, if required.
   d. Respond to and/or refer questions from potential candidates.

e. Assist in the maintenance of FAQs.

2. The leadership recruitment plan will be implemented on the following occasions per Bylaws Article VIII:
   a. During the regular EC elections cycle.
   b. When a mid-term vacancy cannot be filled.
   c. When a vacancy occurs in the position of the Finance Director.

N. Technical

1. Distribute technical information to all Club Members via the *Blue Beret* and electronic medium to help maintain their Airstreams.
2. Provide information to Club Members through seminars at the International Rally and any Regional Rallies where it would be practical.
3. Research and provide a link to other online resources for various technical questions/answers.
4. Build a relationship with Airstream, Inc. for the Committee to keep abreast of new innovations and get information, as needed, to provide answers to member questions.
5. Build a relationship with key suppliers to be a resource for the Committee.
6. Develop a list of Subject Matter Experts to be a resource for the Committee.

O. Volunteer Training, Resources, and Support

1. Build and maintain a collection of the club's training materials and best practices.
2. Develop and maintain a quick index, by leadership role, of all sections of the Constitution and Bylaws that pertain to or reference the leadership role.
3. Initiate and maintain a program to assist Local Clubs in the planning and setting of annual goals.
4. Develop guidelines to make training materials more consistent.
5. Gather and share information on successful activities at all levels of the club.
6. Prepare and share Club Officer training information which can be utilized to inform and assist incoming officers.
7. Encourage development of new training modules and maintain a list of needed modules. Work with volunteers on the development of new training modules.
8. Make training materials available to all members.

4.12.1 Membership (6/24/20)

from Article IV, Sec. 12

International dues (membership) may be transferred from one local club to another during the current dues paying year. This change does not allow or require transfer or refund of any local club dues. Transfers are also permitted as follows:

A. The membership rights of original signers of a request for a provisional charter shall be transferred to the new local club.

B. In the case of the dissolution of a local club, membership rights shall be transferred to a local club of the member's choice.

C. In the case where a regular member determines that their needs are best met by a different local club, whether through geographic relocation or preference, they may request a transfer. This is limited to one transfer in any year.

4.12.2 International Dues (8/22/24)

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.

C. The IBT shall notify the membership of annual and Lifetime membership dues changes via official communication channels. (10/21/26)

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 2028 dues renewals: (10/21/26)

1. International dues for renewing regular members and members-at-large shall be $105 per membership year. In addition, members-at-large shall pay the current IBT established fee, $15, through Headquarters in lieu of local club dues.
2. International dues for new regular members and members-at-large shall be $105 for their membership year. The date they join WBCCI shall become the anniversary date for the payment of the following year's membership.

4.12.3 Lifetime Membership (6/24/20)

from Article IV, Sec. 10

A. Eligibility

WBCCI members in good standing may purchase a Lifetime Membership for a one-time application fee. Only the member(s) named in this original application as recorded at Headquarters shall be eligible as Lifetime Member(s) and the benefits of a Lifetime Membership, subject to:

1. Payment of a non-refundable, non-transferable one-time fee as listed on the "Lifetime Membership One-Time Fee Schedule" found on the WBCCI website.
2. Payment of a non-refundable annual local club dues or the member-at-large fee.
3. Proof of age in the form of copies of birth certificates or driver's licenses.
4. The annual payment of local club dues or the member-at-large fee to maintain lifetime membership.

B. To Apply for Lifetime Membership

1. Determine the age of each individual member as of December 31 of the year in which the application is made. Calculate the average age of the applicant(s) rounded up. For example, if applicant one (1) is 66 and applicant two (2) is 63, the average age would be 64.5 and would be rounded up to 65.
2. Determine the one-time fee as listed on the Lifetime Membership One-Time Fee Schedule (see WBCCI website).
3. Submit the completed "Lifetime Membership Application Form" to Headquarters with payment in the amount of the one-time fee AND the local club dues or member-at-large fee. For age verification purposes, also include copies of the proof of age for each applicant(s) in the form of copies of birth certificates or driver's licenses.
4. Upon approval, the Lifetime Membership shall become effective on the member's membership anniversary date. (8/22/24)

C. In Default of Payment

1. In the event a lifetime member has not paid their local club dues or member-at-large fee on or before their membership anniversary date each year or within the thirty (30) day grace period, their lifetime membership shall be suspended including all rights, benefits and privileges for 12 months. Notice of suspension shall be in writing and communicated to the member in question. (1/21/21)
2. The lifetime member whose membership has been so suspended may renew within the period of suspension by the payment of all dues within the 12-month period of suspension.
3. Subject to paragraph B, a lifetime member's membership shall be terminated at the expiration of the 12-month period, without claim to residual lifetime membership fee.
4. A lifetime member whose membership has been terminated may re-apply at any time following the steps in Policy, Lifetime Membership.

D. Adding a partner/spouse (2/11/26)

1. When one member of a couple who purchased a lifetime membership predeceases the other member, or if a single lifetime member marries, the lifetime membership does not apply to the new spouse. Likewise, when spouses divorce and later re-marry, the lifetime membership does not apply to the new spouse. If the new partner/spouse is already a lifetime member, there is no cost. If the new partner/spouse is not already a lifetime member there will be a cost for the second member.
2. The club will charge a flat conversion fee of $500 if the new spouse is under fifty (50) years of age. If the new spouse is fifty (50) years of age or older, the flat conversion fee will be $250.00

4.12.4 Membership Stars (6/24/20)

from Article IV

A. Red Stars (2") and/or Red Maple Leaves (2”) depicting total years of membership in the International Club are hereby adopted as an official recognition of each five (5) years of membership.

B. The Stars and/or Maple Leaves will be issued by Headquarters after verification from membership records. The burden of proof of prior membership is on the member in case of reinstatement following a lapse of membership.

C. Display of Stars and/or Maple Leaves shall be aside the International Club Decal on the front and rear of the recreational vehicle. (8/24/23)

D. Red Membership Stars and/or Red Maple Leaves, one for each five (5) years of membership, are ideally to be placed half on either side of the Club Decal, if space permits. In the case of an odd number of Stars and/or Maple Leaves, the extra Star and/or Maple Leaf should be to the left of the Club Decal. If space does not permit, the Stars and/or Maple Leaves can be placed above or below the Club Decal. The spacing of Membership Stars and/or Maple Leaves should be visually pleasing. (8/24/23)

6.6.1 Local Clubs

from Article VI

A. Names of Local Clubs Names may be geographical in nature and represent a geographical area and/or be the name of the State or Province in which most of its members retain residence but no local club shall be assigned any exclusive territory. (7/5/13)

The Board of Trustees or Executive Council may, upon written request, authorize names for new local clubs and names for local clubs that have merged or consolidated or the renaming of existing local clubs. (1/24/19)

B. Local Club Officers No member shall be elected or appointed as an officer of a local club unless they are a regular member or provisional member of the local club. In addition, no member elected as an officer in any WBCCI entity shall serve in more than one officer position at a time. (11/17/22)

C. Ethics and Grievance Each local club should appoint an Ethics and Grievance Committee for the investigation of complaints against members. The committee members, before commencing an investigation of a complaint, must read WBCCI Bylaws Article V "DISCIPLINARY PROCEDURES". In addition, the local club President and the committee members should follow the Grievance Process located on the WBCCI website. In the case of the expulsion of a member, international dues will be refunded only on the recommendation of the International President. (7/20/19)

D. New Local Clubs Members wishing to organize a new local club should request assistance from the Region President or from Headquarters. Such request received at Headquarters will be referred to the Region President who shall, upon determining there is a need for a new local club within the Region, notify Headquarters and Headquarters shall forward the necessary instructions and materials to the members wishing to form the new local club. Upon receipt of a provisional charter from the President of the Region, the provisional local club may collect local club and international dues in the same manner as chartered

local clubs pending the issuance of a local club charter by the International Board of Trustees. (1/19/96)

When the provisional local club has fulfilled the requirements as set forth in Article IX of the International Constitution (sufficient members and appointed officers), an application for a local club charter shall be made in writing to the International Board of Trustees through the President of the Region. (1/19/96)

E. Local Club Elections Local clubs shall hold an election of officers annually. New officers shall take office any time after their election but not later than December 31. (6/19/79)

8.4.1 Leadership Candidacy Process (2/25/25)

A. All WBCCI members interested in serving on the Executive Council (EC) may submit a Statement of Candidacy (SoC) using a standard online template. (2/11/26)

1. The Recruitment Oversight Committee (ROC) is responsible for making sure the SoC online forms will be available on the Club website starting August 1 of the election year.
2. Candidates must submit their SoC before 11:59 p.m. eastern time on September 1 of the election year.
3. Club Headquarters will immediately notify the candidate via an auto-reply email that the SoC has been received.
4. HQ will post all received, completed, candidate SoC on the members only section of the club website, without edit, within two (2) business days following the SoC submission deadline. SoC contents will also be shared with membership via email blasts, social media and in the October special election issue of the *Blue Beret* which will be distributed digitally.
5. The election voting period will run from 12pm noon, eastern time, November 1 to midnight, eastern time, November 10.
6. Nine (9) Executive Council members will be elected using block voting. The nine (9) candidates with the greatest number of votes shall be declared elected, even if they do not receive a majority of the votes cast.
7. The names of the elected Executive Council members, and the number of votes each candidate received, will be available to the membership within two (2) business days of the close of the election.
8. If there is a tie in the ninth (9^{th}) position, there will be an immediate run-off election between those candidates.
   a. The run-off election will begin at 12pm noon, eastern time, December 1 and will close at midnight, eastern time, on December 8.
   b. When necessary, ties occurring in the subsequent positions will have run-off elections.
9. Should a candidate withdraw at any time before the distribution of the ballot, Club Headquarters will notify the WBCCI membership of the withdrawal, immediately remove the SoC from the website, and adjust the ballot accordingly.

10. Should any successful candidate withdraw after voting results have been announced, the candidate with the next highest voting rank shall be offered the vacancy by the Recruitment Oversight Committee.
11. At the completion of each EC election, and at least five (5) business days before the reorganization meeting, the ROC will provide the Executive Director with each EC member SoC and resume to be used for the officer election process.

B. Running for office and electioneering

1. Candidates who choose to promote themselves in any (international, region, local club, or intra-club) WBCCI publication must submit an article of 200 words or less to the entity they select within the appropriate deadlines for submission to that publication. If a publication decides not to accept a candidate's article, it must reject all articles from all the candidates.
2. Clubs must promote all candidate submissions if received before the publication deadline. Publication shall be in alphabetical order by the candidate's surname.
3. The Club email lists may be used by international, regional, local club, and intra-club leadership to educate members impartially about timelines, processes, eligibility, and proposed policy changes.
4. Club rules prohibit using blanket directory resources for campaigning.

8.4.2 Mid-term election of an International Officer (2/25/25)

From Article X, Bylaws

A. All international officer vacancies must be filled as soon as possible. Executive Council (EC) members with one or more terms on the International Board of Trustees (IBT) interested in an open officer position may submit their Statement of Candidacy (SoC) to the Recruitment Oversight Committee (ROC).

B. If the President, Vice President and Secretary position cannot be filled by candidates qualified by one (1) or more terms on the IBT and willing to serve, nominations will be solicited from EC members who have less than one (1) term of experience.

C. The ROC will review the submitted SoCs and will forward those meeting the eligibility requirement to the IBT. The ROC will advise the IBT if none meet the eligibility requirement and then will submit those not meeting the eligibility requirement to the IBT.

D. In a regular or special IBT meeting, the IBT will vote on the candidates provided by the ROC for the vacant position(s).

8.5.1 Confidence Vote of the Finance Director (2/25/25)

A. In an executive session, absent the Finance Director, the IBT will conduct a confidence vote of the Finance Director. The confidence vote will occur in the following circumstances:

1. At least every two years, during the regularly scheduled meeting in the third quarter of the EC term, the President will call a confidence vote with no suggestion of nor any requirement for cause.

2. The President may call a vote of confidence of the Finance Director for cause at any time, as prescribed in Bylaws Article VIII.

B. A simple majority vote will approve the vote of confidence.

8.6.1 Election of International Officers (2/25/25)

from Article VIII, Bylaws

A. Following the Election of the Executive Council Members, the current International President will call a special virtual Reorganization Meeting of the International Board of Trustees (IBT) for the election of the next term's President, Vice President, and Secretary.

1. The meeting will include the Immediate Past International President and the Parliamentarian as non-voting members, the newly elected Executive Council Members, the continuing Region Presidents and the incoming Region Presidents.
2. This meeting will be held within 30 days of the completion of the Executive Council election.
3. The Immediate Past International President shall preside over the reorganization meeting.

B. When the reorganization meeting is called, the Executive Director will provide to the IBT the complete Statement of Candidacy and resume for each member who has expressed an interest in being considered for an international officer position, including the position(s) they are interested in serving.

1. During the reorganization meeting, IBT members will vote by secret ballot, electronically, for each position separately, starting with President, then Vice President, then Secretary. Each office is elected by majority vote
2. The results of the election will be provided by the Secretary to the IBT.

8.6.2. Election of a Finance Director (2/25/25)

A. Initiation of the Process

1. The process to fill a Finance Director (FD) vacancy begins when the International President announces the vacancy.
2. Within the first fourteen (14) calendar days:
   a. The IBT may appoint an interim Finance Director as per the Bylaws. Members of the Finance Committee should be considered first for this interim position.
   b. The ROC, in partnership with the Executive Director, will implement the recruitment plan to solicit candidates for the Finance Director position and for the club member position on the FD Review Committee.

B. Election Timeline and Oversight

1. The International President will create a Special FD Review Committee and will, after the slate of FD candidates is completed, schedule a special IBT meeting to elect the new Finance Director.
2. The ROC will:

a. Solicit candidates for the Finance Director position via an online application, requiring a Statement of Candidacy (SoC) and resume.
b. Notify candidates via an auto-reply email confirming receipt of their application.
c. Update the FD Review Committee if a candidate withdraws, resume the selection process and adjust the ballot as necessary.
d. The Executive Director will serve on the Special FD Review Committee and oversee the selection of the Committee Chair by its members.

C. Special FD Candidate Review Committee Composition

The FD Candidate Review Committee shall include five (5) voting members:

1. Two (2) IBT members, selected by the IBT or Region Vice Presidents if no volunteers are available.
2. One (1) Club Member with a background in human resources, finance, or management, selected by the ROC.
3. One (1) Finance Representative, chosen by the ROC, in priority order from a-c below:
   a. Outgoing Finance Director (in good standing).
   b. Past Finance Director (in good standing).
   c. Member of the Standing Finance Committee.
4. The WBCCI Executive Director.

D. Election Process Calendar

Within the first fourteen (14) calendar days:

1. The ROC and Executive Director will assess timelines and communicate expectations to the IBT.
   a. The IBT will provide names of two (2) members to serve on the FD Review Committee.
   b. Recruitment for the Finance Director and Club Member positions begins.
2. Candidate Application Periods:
   a. Club Member: fourteen (14) calendar days.
   b. Finance Director: twenty-one (21) calendar days.
3. Committee Appointments: The ROC will select and announce the Club Member and Finance Representative by the fifteenth (15^{th}) calendar day of the application period.
4. FD Review Period:
   a. The review of candidates begins on the nineteenth (19th) calendar day of the Finance Director application period.
   b. The FD Candidate Review Committee will evaluate candidates over a fourteen (14) calendar day period, reviewing SoCs, resumes, and qualifications against the position description and Club strategic goals.
   c. The Committee will prepare a report summarizing the strengths and weaknesses of the candidates' application materials, overall ranking of the candidates, and an executive summary of the top three (3) candidates. The executive summary will outline the top three (3) candidates' qualifications, skillsets, leadership experience, and alignment with the Club's strategic direction.
   d. A final list of up to three (3) candidates will be submitted to the President and Executive Director within two (2) calendar days of completing the review.

5. Special IBT Meeting and Vote:

   The President, within two (2) business days of receiving the final list of candidates, will call for a special IBT meeting to vote on the recommended candidates.
   a. If no candidate receives a majority vote, a run-off election will be held for the two (2) candidates with the highest votes.
   b. In the case of a tie among three candidates, a run-off election shall be held in accordance with RONR 12ed. 46:32.
   c. Run-off elections will occur immediately after the initial vote.

9.6.1 Region Operations

From Article IX, Bylaws

A. Regional Expenses are addressed in Policy 16.6.3, Financial Disbursement.

B. Region officers' flags and Region Presidents' parade flagpoles will be passed on with normal succession of office. When replacements are necessary, expenditure will be charged to the Region Officer expense account.

C. Each Region President shall be presented a Past President flag, a service award selected by the International President up to the budgeted amount approved by the IBT and appropriate Identification Badges at the close of the International Rally. The cost of the foregoing items shall be charged to the General Fund of the International Club. (1/20/17)

D. Guidelines for Qualifications and Requirements of the Region President's Position. (7/19/21)

   1. Candidate for the office of Region President must possess:
      a. A true and aggressive belief in the WBCCI, its concepts and practices, and a desire to help in the growth and forward movement of the Club.
      b. An ability and willingness to travel, to meet and engage people in open and friendly conversation.
      c. A broad knowledge of, and experience in, WBCCI Local Club operations.
      d. A good working knowledge of the WBCCI organization and governing documents.
      e. A clear understanding of parliamentary procedure and general club management.
   2. The Region President must be willing and capable of performing the following duties: (12/23/25)
      a. Promote a full and diverse program of Local Club activities within the Region, structured to be of interest to, and inclusive of, all members, andwithin WBCCI concepts.
      b. Participate in all possible official and social functions held during a Local Club visit. Encourage Local Club officers and their appointees to consult,read and, thereby, increase their understanding of the WBCCI Blue Book, now made current and easily available on the Club website.
      c. Support Local Club activities through visits, letters, bulletins, phone calls, etc., and encourage visiting between Local Clubs. They must be an ambassador of good will and a promoter of good fellowship. They must promote harmony within any

Local Club where dissension or discord appears to be developing and be familiar with the WBCCI Grievance policy.

d. Perform ceremonial functions, e.g., installation of officers, presentation of Past Presidents pins, certificates, letters of appreciation, all to enhance the dignity, prestige and public recognition of deserving members, and, through them, of the Club. Function as a vital link in the Club communication chain, explaining interests, needs and actions of constituent Local Clubs or members to the international officers, committees, and others, and vice versa.
e. Assume, in a true sense, the "Trustee" responsibility for the concepts, policies, activities and management of the Club as a whole, striving to influence its progress and improvement. Disseminate to the Local Clubs information and directives as received from Headquarters. Follow up with the Local Club Officers on requests from Headquarters for information and help Local Clubs implement new policies.
f. Supervise the planning and operation of regional rallies and caravans, and the organization of New Local Clubs within the Region. Provide guidanceand support to Local Club(s) during a Dissolution or Merger.
g. Attend the National Rallies held in his/her Region and assist as requested.
h. Conduct Regional Board meetings, install Region Officers, appoint committees, and conduct other necessary regional business, maintaining proper records of regional affairs. Keep the Regional Vice Presidents informed of relevant matters and request their assistance to a maximum extent possible. Full development of the potential of each Vice President, by effective mentoring, is essential.
i. Coordinate with other Region Presidents and with International Committees as needed and, represent the Local Clubs and the Regional Board at International Board and Committee meetings on special matters as requested by them.
j. Assist the International President and other officers and Committees in the conduct of Club business as requested. (5/11/23)
k. Attend all International Board of Trustees meetings and participate in the deliberations of the Board. They must study the Committee Reports and the minutes of previous meetings and otherwise prepare themselves to be an effective participant.
l. Coordinate efforts between the Region Membership Chair and Local Clubs, to develop and implement an active program promoting the Club to non-member Airstream owners, to make them aware of the Club and the benefits of membership, and to extend invitations to apply for membership.
m. As Past Region President, continue to act as an ambassador for the WBCCI and assist the Local Clubs, current officers and committees as requested.
n. Sign, with all members of the International Board of Trustees (IBT), to uphold the following: I pledge to uphold the governing documents of the WBCCI, carry out the duties of my office as enumerated in its Bylaws and Policies, and to work under the direction of the IBT and the International President. I will faithfully discharge the duties of the office to which I have been elected, to the best of my abilities.

10.1.1 Duties of International President (7/24/21)

Guidelines for Qualifications and Responsibilities of International President.

A. Candidate for International President should have:

1. A true and aggressive belief in the WBCCI concepts and practices.
2. An ability to travel, in order to meet people and communicate easily.
3. A broad knowledge of, and experience in, WBCCI local club operations.
4. A good working knowledge of the WBCCI organization and governing documents.
5. A clear understanding of Parliamentary Procedure and general club management.

B. Demonstrate strong leadership ability: (8/18/22)

1. Lead by example with a commitment to transparency among the leadership team and with members.
2. Establish strong effective working relationship with the Executive Director and Headquarters staff.
3. Serve as Chair during meetings of the Executive Council, and International Board of Trustees, as well as meetings to settle Grievances submitted at the International level.
4. Mentor Executive Council Members, ensuring they are aware of, and performing, all responsibilities which will culminate in their successful term in office.
5. Be a problem-solver, leveraging appropriate resources and individuals to reach mutually agreeable solutions which serve to elevate Club operations and member satisfaction.
6. Foster team atmosphere among WBCCI leadership for continuity.
7. Lead Executive Council discussions and other WBCCI leadership discussions using teleconferencing or Zoom meetings as needed.
8. Work closely with Executive Council Members in Long-Range Planning for WBCCI and ensure implementation of mutually agreed upon goals.
9. Gather input and deliver annual review to Executive Director.

C. Promote and support membership in WBCCI:

1. Welcome all Airstream owners to actively participate in Club activities - whether current or future Club members.
2. Work closely with Airstream, Inc. to provide support for new members in WBCCI.

D. Demonstrate fiscal responsibilities: (2/25/25)

1. Working with the Finance Director, Executive Director and Incoming President, develop and receive approval for balanced annual Club Budget.
2. Working with the Executive Director and Finance Director, develop the International Rally Budget.
3. Review the content of the annual 990 form in conjunction with the Finance Director. Executive Director, and the Immediate Past International President.

E. Demonstrate planning responsibilities: (8/18/22)

1. Identify and align personal Presidential goals with Executive Council.
2. Review current International Standing Committee Chairs with Executive Council.

3. identify and make changes as needed.
4. Establish mentorship/leadership responsibilities between the Executive Council, and International Standing Committee Chairs and Region Presidents.
5. Develop the visitation schedule for the President and other members of the Executive Council that provides coverage of all Region, State/Province and National Rallies.

F. Be an effective communicator:

1. Create monthly *Blue Beret* articles which serve to update members on Club activities, improvements and initiatives.
2. Establish on-going dialogue with Airstream, Inc. leadership, in particular the Airstream President and Vice President of Sales.
3. Engage with members through a variety of platforms: in-person at rallies, Local Club Zoom calls, and regular digital updates.
4. Listen to members' concerns and commit to communicate appropriate resolution in a timely manner after following appropriate Club procedures.
5. Be available to receive and answer communications during business hours 8:00 am to 4:30 pm EST, approximately 10 to 20 hours a week.

12.4.1 Club Publications

from Article XII, Bylaws

A. Digital Membership Directory

1. WBCCI will maintain a digital membership directory and each member in good standing will be provided access to that directory.
2. The digital directory will include:
   a. Names and address of members and Big Red Number.
   b. Email and telephone information.
   c. A special designation for life members of WBCCI,
   d. Listing of all local and international offices held by the member,
   e. Listing of any numbered caravan(s) they have participated in.
3. The digital and pdf directories will not contain the personal information of any member who has requested it to remain private, but their name, region and local club number and Big Red Number will be published.
4. A pdf version of the directory will be made available for download on the club webpage and will be updated on a quarterly basis.
5. The pdf version of the directory will include:
   a. A listing of current International Board of Trustee members, indicating office or position held.
   b. A listing of current international standing committee chairs.
   c. A listing of current region and local club officers.
   d. A listing of current intra-club officers.
   e. An alphabetic listing of all club members, organized by last name, then first name, including big red number, region number, and local club number. Member address, emails, and telephone numbers will be included unless the member has requested

this information to remain private. Dual last name couples shall be listed twice, once under each last name.

f. A numerical listing of all club member last names in big red number order.

6. Once each year, a printed and bound copy of the January version of the pdf will be available to members, for the cost of printing, handling and postage. (12/23/25)
7. Except as authorized by the Executive Council, the contents of directories, including the membership directory, rosters of local clubs, or any list that includes member information, shall not be made available to any individual or organization not a part of the international club to avoid unwanted solicitations, and no member may use the directories for outside campaigning or soliciting purposes. (5/23/24)
8. The following statement shall be prominently displayed in each printed international membership directory, on the membership directory webpage, and be included in local directories/rosters:

> The WBCCI membership directories and rosters are the property of the WBCCI and are only for club-related purposes. No information shall be shared, sold, or used for solicitation outside the club. Any directories no longer needed, printed or electronic, shall be destroyed. Violations of this policy may result in disciplinary action in accordance with the bylaws and could penalize a member up to and including expulsion from the club. By accepting the terms and conditions of using this directory or roster, members agree to the bylaws and policies protecting the privacy of member information.

When economically feasible, the above statement shall appear in boldface or in a manner that draws the user's attention to it. (5/23/24)

B. The Blue Beret

1. The Blue Beret, the official publication of the club, is published in both print and digital editions. Print editions are provided four times each year. Digital only editions are provided monthly.
2. Articles describing club events from members may be included in the Blue Beret at the discretion of the publication editors.

C. Distribution

1. Members in good standing in the International Club may elect to receive, each calendar year, the four print issues and access to the digital issues of the Blue Beret. Members may also choose to receive digital copies only by updating the preference in their membership profile.
2. First Class handling and postage for the Blue Beret are available by prepaying the prevailing rate to Headquarters. Prevailing rate to be established by the Executive Director.
3. The Executive Director shall determine the most cost-effective way to distribute WBCCI publications outside of the United States.
4. Subscriptions to the printed Blue Beret are available to past members at the prevailing subscription rate.

5. Courtesy copies of the Blue Beret may be mailed to individuals or businesses for public relations or business purposes. Cost of the courtesy mailing list will be borne by the appropriate General Fund accounts. Members who have changed their mailing address or changed seasonal locations and have not updated their membership profile may receive a courtesy copy provided that member pays the cost of postage.16.6.1 (7/13/23)

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 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 $20,000until 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, year-to-date, and other reports that may be requested by the Executive Council 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)

H. Fiscal Year

The fiscal year for the Wally Byam Caravan Club International, Inc. shall be from January 1 through December 31. (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 and proper bank account practices
   Each WBCCI entity shall establish its own bank accounts in the name of "Wally Byam Caravan Club International, Inc" followed by the name of the local club, region, intra-club, national caravan, national event or special event rally entity for receiving all money and pay 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. (02/11/26)

   a. Member funds kept in accounts that are non-WBCCI authorized are prohibited. . This prohibition includes member funds collected for dues, rallies, caravans, national event rallies or other club activities.
   b. All WBCCI bank accounts will be authorized by the Club's executive director or their designee.
   c. No personal bank accounts, savings accounts, money markets, CDs or other investment instruments shall be used under any circumstance.
   d. A list of authorized accounts and signees shall be reviewed at least annually by the International Finance Committee. Only individuals added to a bank signature card can sign checks, use debit/credit cards. At a minimum this should be the Treasurer and one other voting officer that reside in different households. Bank signature cards should be reviewed and updated at least annually.

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. Only individuals added to a bank signature card can sign checks or use debit/credit cards. At a minimum this should be the entity treasurer and one other voting officer that reside in different households. Bank signature cards should be reviewed and updated at least annually. (2/11/26)

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. Investing of club resources in personal accounts or use of accounts that are not in the name of WBCCI, and are not approved or authorized, are prohibited. (2/11/26)

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 International Finance Director. (2/11/26)

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. (8/22/24)

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. (8/22/24)

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 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)

1. Provide for production costs of Club-related copy for a predetermined number of annual pages from general funds.
2. Provide for production costs of advertising copy for a predetermined 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.
   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 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.

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

M. ACCOUNTING POLICY (2/11/26)

1. This accounting policy establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets that are to be recorded in Wally Byam Airstream Club International's (WBCCI's) annual financial statements (or books).

2. Capital Asset Definition A "Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; and (2) was acquired or produced for a cost of $5,000 or more. Capital assets must be capitalized and depreciated for financial statement (or bookkeeping) purposes.

3. Capitalization Thresholds WBCCI establishes $5,000 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in WBCCI's financial statements (or books).

4. Capitalization Method and Procedure All capital assets are recorded at historical cost as of the date acquired.

   a. Tangible assets costing below the threshold amount are recorded as an expense for WBCCI's annual financial statements.

   b. Assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.

5. Recordkeeping Invoice substantiating the acquisition cost of each unit of property shall be retained for a minimum of four years. Refer to record keeping and retention policy for further information.

6. Maintenance of Fixed Asset Listing A Fixed Asset List shall be maintained by WBCCI's staff and shall be reviewed annually by the International Finance Director and Executive Director at the close of fiscal year, to ensure the document is accurate and up to date. The following information will be captured in an Excel workbook for each item on the Fixed Asset List:

   a. Assigned asset number
   b. Description of the asset
   c. Asset Category (Comp. & Equip./Furniture/Vehicles/Leasehold Improvement)
   d. The date the asset was placed in service
   e. The asset's cost or acquisition value
   f. The asset's salvage value, if any
   g. The asset's estimated useful life

7. Useful Life The useful life of an asset is that period during which the asset provides benefits. Estimates of useful life consider factors such as physical wear and tear and technological changes that bear on the economic usefulness of the asset. The following chart summarizes the useful life for each type of currently held property and equipment:

Asset	Useful Life
Computers	3 Years
Office Equipment	5 Years
Furniture or Fixtures	7 Years
Vehicles	5 Years
Leasehold Improvements	The shorter of the life of the leasehold improvement or the remaining term of the lease
Building Improvements	39 Years
Building	50 years

8. Depreciation WBCCI has established the straight-line methodology for depreciating all fixed assets. Depreciation will begin in the month the asset is placed in service. Under the straight-line depreciation method, the basis of the asset is written off evenly over the useful life of the asset. The amount of annual depreciation is determined by dividing an asset's cost reduced by the salvage value, if any, by its estimated life. The total amount depreciated can never exceed the asset's historic cost less salvage value. At the end of the asset's estimated life, the salvage value will remain.

9. Disposals WBCCI will recognize a gain/loss on disposal, including the removal of the asset and accumulated depreciation from the books.
10. Authority Refer to the WBCCI Blue Book Policy for expenditure limits and purchase authority.

N. Leader Tax Treatment for Caravans, National Event Rallies or Special Event Rallies (2/11/26)
   1. Reimbursed trip, camping, and mileage expenses for leaders or hosts of national caravans and national or special event rallies are not taxable. All other expenses, including meals and event tickets, must be paid personally and are not reimbursable.
   2. A complementary benefit received by a leader, host, co-leader or co-host is a taxable benefit.
      a. A 1099 must be issued by the organization providing the comped benefit.
      b. The 1099 must reflect the fair market value of the benefit including the tax liability, and is the responsibility of the leader, host, co-leader or co-host.
      c. The 1099 must be issued in compliance with current U.S. tax laws.
      d. Canadian tax laws will differ from the U.S. This policy should be interpreted and applied for applicable Canadian tax laws as appropriate
   3. The tables below outline what expenses are reimbursable and which expenses are not:

Expenses that are approved for reimbursement and are treated as non-taxable include:
1. Items included as part of the kitty for all participants in the caravan.
2. Mileage the leader incurs up to the IRS approved (or equivalent CRA approved rate for Canadians in Canada) mileage rate for mileage:
   a. From the leaders permanent residence to the start of the caravan.
   b. Mileage by the leader during the caravan.
   c. Mileage from the end of the caravan to the leader's permanent residence
3. Payments for campgrounds or other lodging expenses incurred by the leader on the way to and from the caravan.
4. Miscellaneous expenses incurred by the leader that are part of the kitty but paid by the leader personally for convenience purposes (cash tips, stamps for postage, places that do not accept US checks or the Club's debit/credit card, etc.) that are reasonable and not personal in nature.
5. Expenses incurred for scouting a caravan if approved by the Caravan Chair

Expenses that are not approved for reimbursement and will be treated as taxable to the leader include, but are not limited to:
1. Payment for meals or activities during the caravan that are not paid for from the kitty for other caravan participants.
2. Purchase of materials which are kept personally by the leader such as equipment or other items.

3. Payments to the leader for 'time incurred' or 'services rendered' by the leader at any rate.
4. Payments for clothing or other items generally considered personal in nature unless those same items are paid for out of the kitty to all participants (such as a hat, t-shirt, tote bag provided to all participants).
5. Payments for medical expenses or items that are strictly personal in nature.
6. Expenses that are not substantiated with receipts when receipts are available from the vendor.
7. Any amount for a non-reimbursable expense not returned to the Club or kitty within a reasonable time, specifically 60 days unless an extension is granted by the Caravan Chair for a valid reason for the delay.

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. (8/22/24)

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 supports 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 Council for use as evidence when scheduled or random, internal, or external audits occur to review the entity or the club's financial statements. (8/22/24)

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

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.
7. 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 16.6.3, Financial Disbursements.
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' 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 (8/28/22)
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 Finance Director 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. (2/25/25)

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, 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 Council, 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)

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. Personnel actions will be governed by the employee handbook. Executive Council will be notified of significant personnel actions. (8/22/24)

16.6.4 Rallies

Information on rally sites of all sizes is gathered and maintained by International Headquarters. Information is gathered from fairgrounds and other venues and is available for use in planning rallies of all sizes (2/23/23)

A. Local Club Rallies

Planned and conducted by a Local Club for the benefit and enjoyment of Local Club members and guests and financed by Rally fees. (1/21/94)

B. State, Provincial, Commonwealth, Multi-Local Club Rallies

Planned and sponsored by one or more Local Clubs within a State, Commonwealth or Province and such rallies are primarily for the benefit and enjoyment of the members of all Local Clubs in the State, Commonwealth or Province. Such rallies shall be self-supporting and financed by rally fees. Financial assistance for these rallies is not available from WBCCI general funds. The sponsoring Local Club(s) shall retain any surplus and be responsible for any deficit accruing from such a rally. (1/19/07)

C. Region Rallies

Planned by the Region Officers and conducted with the assistance of Local Clubs within the Region. Region rallies should be self-supporting and financed by the rally fees. Financial assistance for a Region rally is not available from WBCCI general funds. The hosting entity, upon completion of a Region rally, shall forward a written financial report of the rally to the Region Board. In Regions where a Local Club or Local Clubs assume full responsibility for the financial arrangements of a Region rally and retain any surplus accruing from such a rally, the Local Club or Local Clubs shall also be responsible for any deficit accruing from such a rally. (1/21/94)

D. National Event Rallies (2/11/26)

1. National event rallies are planned, sponsored, and conducted by one or more local clubs, regions, or Headquarters and held in conjunction with, or in the vicinity of, a well-known annual or periodic festival, event, celebration, or places of historic

significance or natural beauty. National event rallies may also be held in support of a community or non-profit organization and may also focus or celebrate the history or lifestyle of Airstream travel and/or WBCCI.

2. National event rallies may be recurring or one-time events.
3. The sponsor(s) of an established national event rally shall comply with the requirements as described in the application form located on the WBCCI website.
4. The sponsor(s) of a proposed new, first-time, or reactivation of a discontinued national event rally shall forward a completed National Event Rally Application to the National Event Rally (NER) Chair at least six months in advance of the proposed event date.
5. The National Event Rally Chair will coordinate with the event sponsor(s) to submit the proposed national event rally to be authorized by the NER Chair.
6. Bank accounts authorized by the Executive Director or designee shall be used for management of all national event rallies. The use of any personal accounts for national event rally financial management is prohibited.
7. All member financial transactions for any national event rally activities will be processed through the sponsoring entity via member credit card, bank card, or ACH withdrawal only. Free payment platforms such as Zelle, PayPal, Venmo or other non-authorized payment platforms are prohibited, with the exception of PayPal for Business.
8. Not later than sixty (60) days after the completion of the national event rally, the sponsor(s) shall send to WBCCI headquarters a completed and signed audit report with all bank statements and receipts attached. The audit report shall follow the format provided by the WBCCI Finance Committee.
9. All financial management of national event rally funds shall comply with this policy and policy 16.6.1 Financial Management.

E. Pre-rallies planned, sponsored and conducted by a local club or local clubs and held in the vicinity of, and just prior to the start of an international rally or region rally. Financial assistance for any aspect of a pre-rally shall not be available from WBCCI general funds or international rally funds. The local club or local clubs sponsoring a pre-rally shall assume full responsibility for the financial arrangements of such a rally, retaining any surplus and also responsible for any deficit accruing from the pre-rally. At the completion of a pre-rally, a written financial report of the rally shall be forwarded to the officers of the sponsoring local club or local clubs. (6/21/93)

F. International rallies, under the direction of the Executive Council are planned and supported by International Headquarters for the enjoyment of all members of WBCCI and held on date(s) and site(s) selected by Headquarters with the approval of the Executive Council. Selection shall be ratified by the IBT prior to contract approval. (2/23/23)

1. Contracts: Headquarters is authorized to engage the services of an attorney in the area of the rally site to review and advise on contracts for local facilities, services and material required for the rally.
2. Contracts for International Rallies:

a. Contracts shall be based on a reasonable fee for the facilities or a set fee multiplied by the number of members. This should be a realistic number of members estimated to be on site based on current trends and the number attending preceding years' international rallies.
b. No officer or employee of WBCCI shall contract for, or expend, more than $20,000 for international rally more than 48 months prior to the start of any international rally. This limit is to include registration forms, contractual deposits (other than site deposits), promotional items, travel to future rally sites, and moving cargo container(s). Any international rally expense that would exceed this amount must first be approved by the current Executive Council. (2/23/23)

3. Headquarters shall publish a detailed financial report of the international rally at the second quarterly meeting of the IBT following the rally.
4. Planning and Supervision: The planning and supervision of the annual international rally shall be the responsibility of Headquarters.
5. Income from International Rally: Fees (see Bylaws Article XVI) when any member, committee member or officer collects fund for or on behalf of the WBCCI, such funds shall be deposited in the proper account of the WBCCI.
6. Publicity: All publicity and news releases regarding the international rally shall originate from Headquarters. Any prepared publicity kits will be made available electronically to all local clubs by Headquarters.

G. National Recognition: At all WBCCI activities where members of countries with chartered local clubs are in attendance, recognition will be given in all respects in so far as possible such as: national anthems, depictions and any other means of national significance.

1. The only exception is the single performance of the national anthem of a country on its founding holiday.
2. The order of playing of national anthems shall be in accordance with international protocol. (1/10/14)

16.6.5 Caravans (2/11/26)

A. National Caravans If such activity was previously authorized by the Caravan Committee Chair, expenses incurred by members incidental to scouting prospective national caravans which do not materialize, and expenses incurred by a leader of a caravan which has operat ed at a deficit, shall be paid from the National Caravan Fund reserve (see 16.6.5, J). (2/11/26))

B. Caravan Approval All national and regional caravans must be approved by the Caravan Committee Chair. (2/11/26)

C. Local Club and Intra-club Caravans Local club and intra-club caravans that are approved by a local club or intra-club following its authorized procedures and documented in writing are fully sanctioned WBCCI Caravans. (2/11/26)

D. International Caravans WBCCI sanctioned local club, region, and intra-club caravans may be authorized to enter Mexico, Central America, and other international locations only if recommended by the International Caravan Committee and approved by the Executive

Council of WBCCI. Liability insurance will be provided by WBCCI unless the WBCCI insurer has provided a written statement that the destination is considered a dangerous location. If it is considered dangerous, appropriate liability insurance must be purchased to cover the caravan. The cost of such insurance shall be included in the kitty fee. For details refer to: Policy, 16.6.1 Financial Management, Sec. J, Liability Insurance, Item 2 Foreign Liability Insurance. (1/21/21)

E. Contractor Caravans may be provided when it becomes possible to offer travel opportunities which cannot be provided under the WBCCI Caravan Program for any number of reasons. These contractor caravans, provided as a member benefit, will be reviewed by the Caravan Chair, and authorized through the Club Executive Council. The contractor caravan will include appropriate elements of the WBCCI Caravan Program. (1/21/21)

F. National and regional caravans, which meet the criteria hereunder, shall be listed for registration on the Club webpage. (2/11/26)

Criteria:

1. Duration of six (6) or more nights not including nights spent at organized rallies.
2. Park in three (3) or more cities or geographic locations, not including organized rallies.
3. Number seven (7) or more trailers and/or motorhomes, including the leader.
4. Adhere to provisions in the current Club Caravan Handbook, the bylaws and established policy and financial management practices of the WBCCI.

G. Local club and intra-club caravans, which meet the criteria hereunder, may also be listed on the Club webpage if authorized by the Caravan Committee Chair. (2/11/26)

Criteria:

1. Duration of six (6) or more nights not including nights spent at organized rallies.
2. Park in three (3) or more cities or geographic locations, not including organized rallies.
3. Number seven (7) or more trailers and/or motorhomes, including the leader.
4. Adhere to provisions in the current Club Caravan Handbook, the bylaws and established policy and financial management practices of the WBCCI. (7/13/23)

H. Caravan Leader Pennant A leader of an approved caravan may fly the IBT approved Caravan Leader Pennant (24" hoist by 36" fly, 12" between points) from the date of approval of the caravan until its termination at which time it is to be returned to the respective board or organization. (7/22/17)

I. National Caravan Fund Financial Management The National Caravan Fund reserve is under the control of the Caravan Committee Chair, the finance director and executive director. Charges and deposits to this reserve will be authorized by the Caravan Committee Chair. (2/11/26)

1. A financial statement of the National Caravan Fund shall be submitted by the Caravan Committee Chair as part of the required IBT reports to the International Board of Trustees. (7/22/17)

2. The Caravan Committee Chair is directed by the Executive Council to see that any quantity discount, savings interest earnings or surplus is returned to the participants of a caravan. Any normal caravan operating deficit shall be the responsibility of the caravan participants by assessment of an additional kitty fee. (7/22/17)
3. Bank accounts authorized by the Executive Director or designee shall be used for management of all national caravans. The use of any personal accounts for caravan financial management is prohibited. (2/11/26)
4. All member financial transactions for any caravan activities will be processed through headquarters via member credit card, bank card, or ACH withdrawal only. Payment platforms for Zelle, Paypal, Venmo or other non-authorized payment platforms are prohibited. Caravan leaders or co-leaders shall accept no payments for caravans from members except through headquarters. All payments will only be applied to caravan fees through headquarters. (2/11/26)
5. Not later than sixty (60) days after the completion of the caravan the caravan leader shall send to WBCCI headquarters a completed and signed audit report with all bank statements and receipts attached. The audit report shall follow the format provided by the WBCCI Finance Committee. (2/11/26)
6. All financial management of caravan funds shall comply with this policy and policy 16.6.1 Financial Management. (2/11/26)

16.6.6 Intra-Clubs and Special Interest Groups (8/18/22)

A. Intra-clubs that serve a useful purpose to members within the International Club may be authorized by the International Board of Trustees. Membership in an authorized intra-club shall be restricted to members in good standing in the International Club. (1/17/97)

B. To establish an intra-club in WBCCI, members should prepare a proposed constitution, bylaws and any amendments thereto with a letter of intent and send it electronically to Headquarters. These documents will be reviewed by the Constitution and Bylaws Committee for conflict or inconsistencies with the constitution, bylaws or policies of the International Club. Such documents shall include, but not be limited to:

1. Name
2. Object
3. Membership requirements
4. Officers and their election
5. Meetings
6. Dissolution clause in accordance with State, Provincial, and Federal laws
7. Amendment procedures
8. Parliamentary authority

Following approval by the Constitution and Bylaws Committee, the Committee will submit a motion to the International Board of Trustees for Charter approval. (1/23/20)

C. The intra-clubs shall each provide an annual written “State of the Intra-Club” report to the International Board of Trustees at its second quarterly meeting. The annual report shall be submitted to Headquarters by the published deadline date and include: a summary of intra-

club activities, membership strength, financial report and a general statement as to the "health" of the intra-club. (7/22/26)

D. Intra-club shall provide Headquarters, on or before December 31st, a written list of the intra-club's elected or appointed officers for publication in the Annual Membership Directory of the International Club. Intra-club articles or notices of interest to the membership of the International Club may be published in the Blue Beret. (8/18/22)

E. Intra-clubs presently authorized: (10/21/26)

1. Amateur Radio
2. Classic Airstream
3. Indie Streamers
4. Vintage Airstreams (25 years or older)
5. Future Streamers
6. Grapes and Grain
7. Boondockers
8. Stella's Sisters
9. Pride Streamers
10. Streaming Musicians
11. Fly Fishing

F. Special Interest Groups (SIGS), e.g., bird watchers, mountain bike riders, full timers, etc., are recognized by the WBCCI with the approval and oversight of the Executive Council, and, (10/21/26)

1. Provide opportunities for members with shared interests to connect, communicate, and participate in informal activities.
2. Shall not be required to maintain a constitution, bylaws, officers, annual reports, or collect dues; however, Headquarters will request an annual confirmation that the group remains active and identify a current coordinator.
3. May conduct informal gatherings of members sharing a common interest. Such gatherings are not official WBCCI activities and are not covered by WBCCI insurance unless conducted as part of an existing official WBCCI event.
4. May be formed by members of WBCCI by submitting a request to Headquarters for review with approval and oversight of the Executive Council.
5. Shall not maintain independent official WBCCI mailing lists. Official communications and member participation shall be managed through methods established by Headquarters.
6. Shall designate a coordinator who serves as the primary contact with Headquarters and is responsible for complying with applicable WBCCI policies and the annual sublicense agreement.
7. Shall not collect dues or fees, maintain funds or financial accounts, enter into contracts, or otherwise conduct financial activities on behalf of the SIG. Members may make personal arrangements among themselves that are not considered official WBCCI activities.

8. Shall comply with WBCCI branding requirements and the WBCCI sublicense agreement. Official WBCCI logos, flags, and other identifying materials reserved for chartered WBCCI entities shall not be used by SIGs.
9. A SIG that wishes to conduct activities beyond the scope of this policy, including official WBCCI events, management of funds, official branding, or other activities reserved for chartered WBCCI entities, shall transition to an intra-club or other appropriate WBCCI entity in accordance with procedures established by Headquarters and the Executive Council.
10. Shall operate in accordance with the Constitution, Bylaws, Policies, and other requirements as established by WBCCI.

16.6.7 Past International Presidents Council

All Past International Presidents are members of the Past International Presidents Council and may make recommendations, in writing, on policies and procedures to the International Board of Trustees through the Council Chair. Information sent to International Board of Trustee members may be sent to Past International Presidents who, annually, submit a written request to Headquarters. (6/21/93)

16.6.8 Badge Standard Items (1/21/21)

Name Badges

A. Headquarters will issue a standard membership badge to a new member of WBCCI at the time of joining. Members may request additional badges, at the member's expense, for themselves, their dependent children and their pets. (10/23/25)

   1. Member badges will display an official emblem and insignia of WBCCI of the member's choice, the name of the local club and the name of the member.
   2. Pet badges will display an official emblem and insignia of WBCCI of the member's choice, the pet's name, the big red number, and either a phone number or the local club's name.
   3. If a member holds a current elected position in the local club or a region, that should be designated on the badge. Past elected offices can be designated on the badge.

B. The official badges and titles authorized are listed below in sec. F. No other deviation aside from badges provided under bylaws article XIII USE OF CLUB NAME AND EMBLEM will be recognized unless authorized by the international board of trustees. No items such as stickers, emblems, insignias or symbols, either permanent or temporary, should be affixed to the face of any WBCCI badge in such a way as to obscure the official emblem and insignia of WBCCI. The approved circular life member decal is the singular exception.

Further detailed explanation of types of name badges and authorized use is as follows:

C. Board of Trustees - Official badges bearing the words "Board of Trustees" shall be worn by all members of that body so designated by the Constitution. This badge is to be worn only while serving as a member of the Board of Trustees.

D. International Officers - Official badges bearing the words "International Officer" shall be worn by all International Officers so designated by the Constitution.

E. International - Official badges bearing the word "International" shall be worn by spouses/partners of members of the Board of Trustees, the Parliamentarian, Chairs of all Standing Committees, Past International Officers, Executive Director, and Past Trustees.

F. Badge Color Coding - Color coded badges are authorized for wear as follows:

1. Royal Blue and Gold - International President and Past Presidents and spouse/partner of each.
2. Royal Blue and White - Present and Past International Vice Presidents, Executive Directors and staff, Recording Secretaries, Finance Directors and Treasurers, Parliamentarians and the spouse/partner of each. No other titles are authorized for this badge. (2/25/25)
3. Green and White - Present and Past Airstream executives who have served or are now serving on the Board of Trustees and the spouse/partner of each. Titles currently authorized for use on this badge are Trustee and Past Trustee.
4. Red and Silver - Present and Past Region Presidents and spouse/partner of each.
5. Red and White - Region Vice Presidents, Secretary and Treasurer and spouse/partner of each.
6. Orange and White - All International Standing Committee Chairs and spouse/partner of each.
7. White and Light Blue - Present and Past Local Club Presidents and the spouse/partner of each.
8. White and Light Green - Caravan Leaders, Assistant Caravan Leaders and spouse/partner of each. This badge to be worn by Caravan Leaders, Assistant Caravan Leaders and spouses/partners of numbered National, Region and Overseas Caravans from the date of approval of the caravan, and thereafter, with the annual review and approval of the Caravan Standing Committee Chair. The badge will be issued by the Caravan Standing Committee Chair in accordance with the above.
9. White - All other Club members.
10. White and Dark Orange – National Event Rally Host and spouse/partner. This badge to be worn by National Event Rally host and spouses/partners of official National Event Rallies from the date of approval of the event/rally and thereafter, with the annual review and approval of the National Event Rallies Standing Committee Chair in accordance with the above. (11/17/22)

16.6.9 Flags, Pennants and Logos

A. Official and approved flags, pennants and logos shall meet the following requirements: (7/22/26)

1. All flags, pennants and logos, except those in use prior to January 17, 1997, require the approval of the Executive Council or International Board of Trustees prior to distribution or use.

2. A flag designed for use by or in any WBCCI entity, caravan, event or rally shall be of dimensions not to exceed thirty-six (36) inches hoist by sixty (60) inches fly. (7/22/26)
3. All such flags shall carry the name of the entity and the name of the "Wally Byam Caravan Club International" or "WBCCI" or one of the official insignias of WBCCI (see Bylaws, Article XIII Use of Club Name and Emblem, Sec. 1). (7/22/26)
4. Official Flags for all present or past club officers will carry the name of the office and the name of the "Wally Byam Caravan Club International" or "WBCCI" or any of the approved international club insignias (see Bylaws, Article XIII Use of Club Name and Emblem, Sec. 1). Local club officers' flags will also bear the name of the local club. (7/22/26)

5. A pennant shall be of dimensions not to exceed twenty-four (24) inches hoist by thirty-six (36) inches fly.

6. Logos, pennants, and flags must meet the following criteria: (10/23/25)
   a. Logos should be consistent with the international club's branding and code of ethics.
   b. Logos are not subject to specific size limitations.
   c. Flags, pennants and logos must be scalable and suitable for both digital and print use and must use artwork to which the entity has all due respective rights for use.

B. The official flags and the approved pennants of the Wally Byam Caravan Club International, Inc. are as follows:

1. Official Flags: (5/23/24)
   a. WBCCI (General Membership)
   b. Local Club/Intra-Club Officers (President, Vice Presidents, Secretary, Treasurer, Director/Trustee, and any officer identified in their Bylaws)
   c. Local Club Past Officers
   d. Region Officers (President, Vice Presidents)
   e. Region Past Presidents
   f. Region Past Vice Presidents
   g. International Officers (President, Vice Presidents, Recording Secretary, Finance Director) (2/25/25)
   h. Executive Council Member
   i. International Parliamentarian
   j. International Past President
   k. International Past Vice President
   l. International Past Recording Secretary
   m. International Past Treasurer or Finance Director (02/25/25)
   n. Past Executive Council Member
   o. International Past Parliamentarian
   p. Local Clubs, Intra-Clubs and Region flags, those which are approved by the Executive Council or International Board of Trustees
2. Approved Pennants: (1/23/20)

a. Caravan Leader
b. Past Presidents
c. Vintage Airstream Club
d. WBCCI

3. Members are encouraged to display National, State or Provincial flags and approved WBCCI flags in accordance with flag rules of the country in which the flags are flown.
4. Members who have been elected to an office in the International Club or an intra-club shall, upon retirement or resignation from such office, be eligible to fly and display an official approved Past Officer's flag.
5. Local Club Officer who has served as a Local Club President for more than one term may be issued a "Blue Star" in lieu of an additional Past President's Flag.
   a. This "Blue Star" is to be sewn on the outer white stripe, centered.
   b. Subsequent Blue Stars will be sewn above and below the original Star.
   c. In those cases where the partner has served as the President of a Local Club, additional "Blue Stars" may be added.
   d. The size of the "Blue Star" shall be four inches in size and shall be issued by HQ WBCCI.

C. FLAG PROTOCOL

The correct protocol for flying the United States, State and WBCCI flags within the United States is found on the following website or successor website:

https://www.defense.gov/News/Feature-Stories/story/Article/1892936/dos-and-donts-for-displaying-old-glory/

The correct protocol for flying National, State and WBCCI flags in Canada is found on the following website or successor website:

Canada National Flag Code: https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/position-honour.html

To facilitate the correct placement of flags in various situations, i.e., motorhome, trailer, outside and stage, a visual model is presented in WBCCI Flag Protocol on the WBCCI website.

16.6.10 Airstream Numbers (5/23/24)

A. The display of the Airstream Number, aka big red number (BRN), is encouraged for participation in club activities to assist with the identification, location, logistics, parking, communications, and some safety considerations. When the BRN is required for participation, the activity organizer shall inform the participants in advance and at registration. All methods for displaying BRNs, when required, should be visible and clear to read as described on the "All about BRNs" club webpage.

The traditional method of display is provided below:

1. The club decal is affixed to the recreational vehicle centered above the front and rear windows or cluster lights, if so equipped, though lower or not centered placement is

acceptable if Airstream badging, antennas, cameras, etc. do not permit application in the preferred location.

2. The vinyl BRNs should be centered, front and rear, below the decal.
3. The use of 6" high numbers is desired unless space does not permit, in which case Headquarters will provide numbers of a size that may be used.
4. Membership stars, one for each 5 years of membership, are ideally to be placed half on either side of the club decal, if space permits. In the case of an odd number of stars the extra star should be to the left of the club decal. If space does not permit, the stars can be placed above or below the club decal.
5. Other options for display at club activities, information regarding the history and purpose of BRNs, as well as instructions for installation are provided on the club webpage "All About BRNs".

B. Airstream Number Assignment Policy shall be as follows:

1. New club members will be furnished their first set of numbers and decals when they join at no cost to them. Members may purchase replacement numbers or decals through the club store at the current price plus shipping.
2. The lowest available and unrestricted Airstream Numbers, 1000 and above, shall be issued to the new members at the time the application for membership is received unless the member requests a specific available number.
3. Club members may request a change to a different available Airstream number, under the restrictions noted below, by contacting Headquarters with a request and the payment of the shipping and the cost of the new number. In the event that duplicate requests for a specific number are received at Headquarters, the request with the earliest contact date will be honored. New numbers for one recreational vehicle manufactured by Airstream, Inc. will be furnished, and the new number will be noted in the next issue of the ANNUAL MEMBERSHIP DIRECTORY.
    a. Members can request a change to any available number 1000 and above for any reason.
    b. b. Requests for numbers 1000 and for approved Heritage numbers will only be processed if the requirements of Policy 16.6.10, Item E are met.
    c. International Officers who, upon election to the office decline a new number may during the period they are in office request a new number in the series they are entitled to by the nature of their office.
4. Current members owning two or more recreational vehicles manufactured by Airstream, Inc. may display the same assigned Airstream number on each vehicle. However, if they wish to have different Airstream numbers on different Airstreams that they own, additional airstream number(s) can be requested. Any additional Airstream numbers issued to a current member will incur an annual ten-dollar ($10) fee per each additional number plus his/her normal membership fee.
5. Airstream numbers and decals will be mailed directly from Headquarters to the new and current club members. Members requesting additional set(s) of Airstream numbers for additional Airstream(s), will be charged the cost of each new number plus shipping.

6. The Airstream number assigned to a WBCCI member remains the member's number as long as qualifications of membership in the club are maintained, except, a Heritage Number shall only remain assigned to that member as long as the member retains ownership of the applicable Heritage Airstream per Policy 16.6.10, Item E.

C. Airstream Number Release Policy shall be as follows:

1. Airstream numbers that become inactive, due to dues delinquency status, shall be unavailable for reassignment for a minimum of one (1) year to allow for late renewal or application for a new membership unless one of the following conditions applies, in which case the number is available for immediate reassignment:
   a. The non-renewing member provides a written or email release for the number to be immediately reassigned, as might be the case if they sell their Airstream and do not intend to purchase a replacement Airstream, nor retain their membership in the club.
   b. The member was assigned a new number in accordance with Policy 16.6.10, Item D, Subitem 1 thru Policy 16.6.10, Item D, Subitem 6 and did not retain their old number in accordance with Policy 16.6.10, Item B, Subitem 4.
   c. The member voluntarily requested a number change under Policy 16.6.10, Item B, Subitem 3.
2. Upon the termination of club membership or the sale of an Airstream, the Airstream number shall be removed from the Airstream, unless that Airstream number is being transferred to the new owner who is currently a club member or will immediately join the club.
3. Club members may request a change to a different available Airstream number, under the restrictions noted below, by contacting Headquarters with a request and the payment of the shipping and the cost of the new number. In the event that duplicate requests for a specific number are received at Headquarters, the request with the earliest contact date will be honored. New numbers for one recreational vehicle manufactured by Airstream, Inc. will be furnished, and the new number will be listed in the MEMBERSHIP DIRECTORY. (7/13/23)

D. Airstream Number Range Definitions: Airstream numbers in various ranges shall be assigned in accordance with the following restrictions unless an exception in Policy 16.6.10, Item E applies: (5/23/24)

1. Sub 100 Series (1-100): Assigned at the sole discretion of Airstream, Inc.
2. 100 Series (101-199): Available to be assigned to the International President:
   a. The newly elected International President will be assigned, the lowest available Airstream Number in the 100 Series if desired.
   b. Upon completion of service as International President that number will be retired from future reissue.
   c. If an International President does not accept a 100-series Airstream Number, the Airstream Number they used while in office will be retired from future reissue at the end of their term. If the International President was more than one non-100-series Airstream Number during their term in office, only their primary Airstream Number will be retired.

3. 200 thru 300 Series (200-399): Available to Region Presidents
   a. Each newly elected Region President may select an available Airstream Number in the 200 series if desired. If sufficient available numbers in the 200 series do not exist, the selection will be extended to available numbers in the 300 series.
   b. The order of the selection shall be established by drawing the names of the eligible Region Presidents in the presence of the IBT. A Region President taking office mid-term and wanting a number in this series may select one from the available numbers. They do not have to wait for an IBT meeting.
4. 400 Series (400-499): Available to be assigned to International Officers, other than the International President, and Executive Council Members.
   a. The order of the selection shall be the International Vice President, International Secretary, Finance Director, and then the Executive Council Members. (02/25/25)
   b. Executive Council Members will select numbers in the order of most votes received to least during the most recent election cycle.
   c. In the event of a tie vote count, the order of selection will be determined by a drawing of the tied member names in the presence of the IBT.
   d. An Executive Council Member taking office mid-term and wanting a number in this series may select one from the available numbers. They do not have to wait for an IBT meeting.

5. 500 and 600 Series (500-699) Reserved for future use.

6. 700 Series (700-799): Available to be assigned to members in certain appointed international positions, currently defined as the International Parliamentarian and International Standing Committee Chairs.
   a. The Parliamentarian and each Standing Committee Chair, upon hitting the service milestones defined below, may select an available Airstream Number in the 700 series, if desired.
      i. The Parliamentarian may select their number at the first IBT meeting attended in that position.
      ii. The Standing Committee Chairs may select their number after three years of service in that position and delivery of three committee reports to the IBT.
   b. If more than one member is eligible for a number in this series at the same IBT meeting, the selection order shall be the International Parliamentarian, followed by eligible Standing Committee Chairs in an order determined by a drawing of their names in the presence of the IBT.

7. 800 Series (800-899): Available to be assigned to by WBCCI National Caravan Leaders.
   a. Caravan Leaders who have led a minimum of five (5) National Caravans may select an available Airstream Number in the 800 series, if desired.
   b. If more than one Caravan Leader is eligible for a number in this series at the same IBT meeting, the selection order will be based upon the earliest completion date of the 5th caravan lead. In case of a tie, the names will be drawn to determine the selection order.

8. 900 Series (900-999): Available to WBCCI National Event Rally hosts.
   a. Members who have hosted a minimum of five (5) National Event Rallies may select an available Airstream Number in the 900 series, if desired.
   b. If more than one Rally Host is eligible for a number in this series at the same IBT meeting, the selection order will be based upon the earliest completion date of the 5th rally hosted.
9. Airstream Numbers in the 100 through 999 series shall only be assigned to members actively holding the qualifying position and shall not be assigned retroactively after the member no longer holds the qualifying position.

10. 1000 Plus Series (1000-32000+): Available to be assigned to any WBCCI member.

E. Airstream Number Exceptions: The following exceptions apply to the Airstream number ranges defined in Policy 16.6.10, Item D:

1. Heritage Numbers: The Heritage Number policy is as follows:

   a. Airstream Numbers that have been designated Heritage Numbers shall be reserved from reassignment except as permitted by other rules within Policy 16.6.10, Item E. Current members assigned an Airstream Number that is later designated as a Heritage Number may continue to use that number as long as they remain members in good standing.

      i. Heritage Numbers in the Sub 100 Series (1-100) are only restricted from reassignment at the sole discretion of Airstream, Inc.

      ii. Heritage Numbers in the 100 Series (101-199) are not restricted and can be assigned to International Presidents in accordance with Policy 16.6.10, Item D, Subitem 2.

      iii. Heritage Numbers in the 200 Series and above (200-32000+) shall be restricted from reissue as normally allowed by Policy 16.6.10, Item D, Subitem 2 through Policy 16.6.10, Item D, Subitem 8.

   b. Airstream Numbers can be designated as Heritage Numbers as follows:

      i. Airstream Numbers that were in use on Airstreams while participating in historically significant caravans, as determined by the Historical Standing Committee and approved by the IBT, may be designated as Heritage Numbers.

      ii. Airstream Numbers that were assigned to club members while they made historically significant personal contributions to the club, as determined by the

Historical Standing Committee and approved by the IBT, may be designated as Heritage Numbers.

iii. Nominations for Heritage Numbers with rationale will be submitted by the WBCCI Historical Standing Committee to the IBT for their approval.

c. A member that owns a Heritage Airstream may request assignment of a Heritage Number as an Airstream Number as follows:

i. The member should file application with Headquarters and include a letter from the Historical Standing Committee certifying the authenticity of the Heritage Airstream using serial numbers and/or relevant photo evidence and any other historical data about the Airstream.

ii. Headquarters is responsible for issuing the number, providing it is available and approved.

iii. The issued Heritage Number shall only be used on the Heritage Airstream and shall not be transferred to another Airstream nor used on any other Airstream the member owns.

iv. A Heritage Number assigned per this policy shall be released by the member when they no longer own the Heritage Airstream for which it was issued.

v. Heritage Numbers in the Sub 100 Series (1-100) shall only be issued for a Heritage Airstream with the approval of Airstream, Inc.

vi. Heritage Numbers in the 100 Series (101-199) are unavailable to be assigned to Heritage Airstreams in accordance with Policy 16.6.10, item D, sub-item 1.

2. The currently approved Heritage Numbers are: (7/22/2026)

00	165	598	617	1242	2345	3560	6524
1	234	599	618	1309	2359	3690	6705
2	268	600	620	1408	2374	3912	6730
35	274	602	627	1506	2375	4032	6768
50	303	605	692	1604	2380	4091	6781
54	310	606	747	1954	2397	4255	7170
81	329	607	751	1986	2400	4936	7305
82	340	608	767	2058	2420	5232	7505
83	342	609	975	2186	2421	5289	7667
87	360	611	985	2194	2474	5618	8511

100	403	612	1042	2198	2476	5980	8671
115	444	613	1166	2201	2925	6065	26019
120	503	614	1199	2209	3238	6082	
163	537	616	1208	2279	3317	6472	

3. Child/Grandchild: Children or grandchildren of the original members who participated in any of the documented historically significant caravans listed below may request assignment of the parent or grandparent's originally-assigned number, 200 and above, if not already issued:
   - The 1955 Eastern Canada Caravan
   - The 1956 Caravan to Cuba
   - The 1956 European Caravan
   - The 1959-60 Africa Caravan
   - The 1963-64 Around the World Caravan

   a. An application for an Airstream number previously issued to a parent or grandparent, who participated in one of the caravans enumerated above, shall be accompanied by a letter of authentication from the Historical Standing Committee.
   b. Headquarters is responsible for issuing the number, providing it is available.
   c. A number issued to a child or grandchild of a parent or grandparent who participated in the above-noted historical caravans is non-transferable except to another child or grandchild.

16.6.11 Pennants & Window Decals, Past President (1/29/93)

Board approved Past President pennants and window decals may be purchased from Headquarters.

16.6.13 Officers Flags

A. International Officer, Executive Council Member, Parliamentarian, and Trustee flags will be passed on with the normal succession of office. The Club will purchase flags for current officers and any replacement flags and provide the initial "past office holder" flag when they complete their term. (5/23/24)

B. Each Past International President shall be presented a Past President flag and appropriate Identification Badges at the close of the International Rally. This expense is to be charged to the club's Operating Budget Account #535.

C. Each retiring International Officer, Recording Secretary and Finance Director shall be presented with the appropriate Past International Officer Flag and Identification Badges at the close of the International Rally. This expense is also to be charged to the General Fund. (2/25/25)

17.1 Motions Handling (7/22/26)

from Article XVII, Bylaws

A. Motions may be submitted for approval to the international board of trustees (IBT) by members of the IBT or by chairs of the international standing committees.

B. Motions submitted to amend constitution shall follow policy 18.1.1, Timeline and Method for Handling Proposed Amendments to the International Constitution.

C. Motions submitted to amend bylaws or policy may be voted on in IBT meetings. Minimum time frames for bylaw amendments and the voting margin for approval and time frames shall be in accordance with Bylaw article XVII, Amendments.

D. Electronic voting may be used for simple requests expected to obtain unanimous consent. Examples include approval of flag or logo, a special big red number (BRN) request, and correcting typographical errors in bylaws or policy.

E. The electronic motion voting process follows:

1. A member of the IBT or a standing committee chair submits the motion via email to motions@airstreamclub.org. These motions are automatically copied to the following:
   a. WBCCI Executive Director
   b. WBCCI Office Manager
   c. Parliamentarian
   d. Constitution and bylaws standing committee Chair (CBL chair)
2. The parliamentarian reviews and initials the electronic copy of the motion and forwards to CBL chair.
3. The CBL chair reviews the motion and initials the motion and sends it to motions@airstreamclub.org.
4. WBCCI headquarters, on the following Tuesday morning, distributes the reviewed motion to IBT voting members for electronic voting.
5. IBT members will cast their votes no later than the following Monday.
6. WBCCI headquarters compiles the voting results and transmits them to the International Recording Secretary by Wednesday the same week.
7. The International Recording Secretary announces the results by Friday of the same week to:
   a. IBT members
   b. The motion maker (if not an IBT member)
   c. The CBL chair
8. WBCCI headquarters posts the update Blue Book to the club's website after review.
9. All participants must adhere to this process to ensure transparency, accuracy, and timely communication of decisions.

18.1.1 Timeline and Method for Handling Proposed Amendments to the International Constitution (2/22/24)

Any amendment to the International Constitution, proposed in accordance with Constitution, Article XII, Amendments, must adhere to the following procedures and timeline:

A. Amendments to the WBCCI Constitution may be submitted to Headquarters at any time. Still, they will only be considered for approval during the biennial election for Executive Council members, using the following timeline. Proposed amendment(s) will be sent to the Constitution and Bylaws (CBL) Chair for review. The only exception would be by a special resolution of the IBT.

B. Proposed amendment(s) will be sent to the Constitution and Bylaws Committee (CBL) for review within ten (10) days of receipt. The Committee will have twenty (20) days to review and comment on the proposal.

C. The proposed amendment(s) and Report of the Constitution and Bylaws Committee will be sent to the International Board of Trustees (IBT).

D. At the next International Board of Trustees Meeting the proposed amendment(s) will be considered and, if approved by a 2/3 vote of the Board of Trustees, will be submitted with a copy of the Constitution and Bylaws Committee report to all WBCCI members for their consideration at the next Executive Council election.

E. If the Board of Trustees modifies the proposed amendment(s), it will be resubmitted to the Constitution and Bylaws Committee for review and report. The Constitution and Bylaws Committee will prepare a revised report within ten (10) days and submit the report to Headquarters.

F. Headquarters shall forward copies of the Constitution and Bylaws Committee final report to all members with copies of the proposed amendment(s), no later than ninety (90) days prior to the Executive Council election. Local Club leadership will provide an opportunity for their members to discuss all amendments at the local level.

G. Local Clubs, as well as Members at Large, will have sixty (60) days to review the amendment(s) and submit questions or proposed changes directly to the author(s) of the amendment(s). Consideration and discussion of these questions, and any proposed changes will take place on a Members Only Forum on the WBCCI website.

H. If the authors have made any changes to the original motion(s), based on member input, the revised motion(s) needs to be sent to the Constitution and Bylaws Committee and the Parliamentarian for review. The revised motion(s) will then be sent to the International Board of Trustees for approval before distribution.

I. Fifteen (15) days prior to the Executive Council election the amendment(s) will be sent to all WBCCI members for their vote. A Constitutional Amendment requires a quorum of 20% of the members for a valid vote by electronic and/or paper ballot. A 2/3 vote in the affirmative is required for the passage of the Constitutional Amendment(s).

J. The results of the members' vote on any Constitutional Amendment(s) will be reported by the International President to the Board of Trustees at its next meeting for inclusion in the

WBCCI Minutes of said meeting. If approved, amendment(s) become effective on that meeting date.

19.1 Financial or Operational Assistance from WBCCI to the WBCCI Foundation (2/23/23)

To avoid real or perceived mingling of resources, WBCCI will only provide contracted financial or other resources that provide direct Member benefits as a part of the WBCCI Benefits package for its Members.

A. Contracted services would include any staff time or physical materials being paid for by the Foundation.

B. Direct Member Benefits would include access to the member database for communications arranged by, paid for, and managed by the Foundation.

These policies were amended and approved by the International Board of Trustees at the virtual meeting on 22 July 2026.