

# Wigwam Local Community “WLC”, Network Operative Rules

WIGWAM CLUBS ITALIA & WIGWAM APS ITALIA

Piove di Sacco, 31.03.2016 with 2019 updates

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### 4. USE OF THE BRAND AND NAME WIGWAM

#### 1. ORDINARY MEMBER of Wigwam Local Community “OM\_WLC”

Associated with the Wigwam Association of his country, for Italy: Wigwam APS Italia

**Who he is:** He is a person who adheres to the principles which the Wigwam mission is inspired by the promotion of fair development, solidarity and sustainable collaboration.

It uses all the services generated for ordinary members by the Wigwam Network complex.

Participate with the payment of a basic membership fee\* per calendar year to which additional membership fees and donations can be added to support the association.

Receive the membership card or annual renewal sticker + n. 50 Wigwam Check for each fee or membership fee paid\* + shipping costs.

#### 2. SUPPORTOR MEMBER of Wigwam Local Community “SM\_WLC”

Associated with the Wigwam Association of their country, for Italy: Wigwam APS Italia

**Who is:** It is the owner or representative of an institution or organization or company or a person who carries out a professional activity and adheres to the principles that inspire the Wigwam mission for the promotion of fair development and solidarity and sustainable collaboration.

It supports the projects and operations of the Wigwam Network by offering its activity in a facilitated manner or by accepting Wigwam Check by Wigwam Members for services and products offered.

In the case of a public institution or private entity that cannot accept Wigwam Check, support for the activities of the Wigwam Network will be proven by signing the membership and paying the annual membership fee, as well as by any other contributions and support.

It uses all the services generated for ordinary members by the Wigwam Network complex.

Participate with the payment of a basic membership fee\* per calendar year to which additional membership fees and donations can be added to support the association. Receive the membership card or annual renewal sticker + n. 100 Wigwam Checks and other benefits provided to supporting members\*.

#### 3. OPERATOR of Wigwam Local Community\* “O\_WLC”

They are associated with the International Wigwam Association presently named **Wigwam Clubs Italy**, WCI, to become the: Wigwam World Organization, WWO.

**Who they are:** He is a person who attended the Basic Wigwam Course and is in possession of the valid **Wigwam Route Patent**.

He can be delegated to carry out the activity of **Linkman Operator** or be **the holder of organizational tasks**.

It uses all the services provided for ordinary members of the Wigwam Network.

Participate by paying a membership fee\* for **renewal Wigwam Route Patent** per calendar year.

Receive n. 100 Wigwam Check + another 50 for each additional fee or membership fee\*.

### **3.1 Linkman Operator of Wigwam Local Community “LO\_WLC”**

For **Wigwam Local Community WLC** we mean:

It is the whole Local network of: economic, cultural and institutional operators of a defined territorial area, the Place. The operators contribute to the local offer of products and services at a global scale, with particular reference to sustainable tourism and more generally to hospitality, as an integrated form of solidarity, collaboration, sustainability.

It coincides with the homogeneous territorial and cultural context in which the environmental and cultural resources (the socio-ecological services) are cultivated and in custody, taking them in the very promotional image of the local offer of such Place.

Activities may include hotel and non-hotel accommodation, catering and transport, but also small farms and food crafts with direct sales, tools, personal services and cultural and social promotion services provided by public and private associations. Particular interest is devoted to eco, cultural, scientific, art and tradition integrated tourism for enhancing the “genius loci” of the Wigwam Place.

The WLC is also associated with the users of the offer itself, the Ordinary Members, to create a direct relationship between supply and demand and establish a relational link based not only on the transaction of monetary values against product/service, but also on a relationship of integration and sustainable collaboration among people (production of *trust* as the *positive experience of collaboration among diverse*) A WLC does not have the ability to self-aggregate, nor to continue to operate successfully over time; WLC can develop and deliver thanks to the work of one or more Local Socio-Economic-Ecologic-Cultural Operators, interconnected, thanks to the WLC Network and formed by the Headquarter of Piove di Sacco (Padova) Italy, whose duty is the *on-the-job training* of the Operators (informing, training and organizing the **Operators** in harmony with their attitude, availability, culture, capacity, local opportunities and interests.

#### **Functions of the Linkman Operator of the Wigwam Local Community “LO\_WLC”**

The Linkman, acts as a motivator, catalyst and communicator of local potential, promoting interchange relations.

The operation, which must be carried out continuously and hopefully full-time, is a must for the functionality and success of the general and specific goals of each Place of the Wigwam Local Community.

#### **Basic tools:**

- Dedicated FB page
- Presentation brochure also in simple electronic format of your own WLC
- Workshop organization and monthly press conference of your own WLC
- Communication of your activities to the associates in your territory and to the other WLC's

#### **Associates:**

- Ordinary Memberships
- Supporting Memberships with and without acceptance of Wigwam Check

#### **Resources for the maintenance of the WLC activities:**

45% of the amounts collected from membership fees\*

Prize\* for each new entry attending the Wigwam Basic Course

#### **Performance threshold**

Trial period: 3 months except for exceptions

Minimum objectives to be achieved within the trial period and to be maintained every year:

n. 100 subscriptions Ordinary Members; n. 10 subscribers Supporting Members; n. 1 new enrolment in the Basic Course; at least an initiative that achieves a form of interchange between the operating realities of the WLC.

### **3.2 Correspondent Operator of Wigwam Local Community, "CO\_WLC"**

He is an Ordinary Wigwam Member, Supporter, Operator who is delegated the task to correspond from a territory in which a Wigwam Local Community is established.

This figure acquires the name of "**Correspondent Wigwam, CW**". This name will qualify the Delegate in his business card, in the accompanying of his signature, in his CV, in the FB page entrusted and in all the communication connected to the role.

The need to make this new function operational arises from the consideration that yes it is true, we live in hard times, but not without hope.

In newspapers, on TV, in social media, etc. it seems that only bad and bad news gets attention and it is a fact that they increase the audience, but good things really happen, and we of the Wigwams want to be witnesses of it!

Because even beauty produces emulation and generates socially healthy lifestyles.

The "Correspondent Wigwam" is a person in love with life and creation, optimistic and positive, who in his local community is attentive to good practices that contribute to building a more equitable, supportive and sustainable world. And above all, joyful!

He is a communicator of what is good and right in the territory of his own local community, convinced that by finding and circulating good news we can "contaminate" the world in a positive sense.

The good news is a powerful weapon against resignation!

#### **Functions of the Correspondent of Wigwam Local Community:**

The Correspondent Wigwam, acts as a communicator of local potential based on equity, the result of solidarity and sustainable collaboration with the population of its territory and with all other territories organized in Local Communities of Offer and Interchange.

#### **Basic tools:**

- FB page of the Wigwam Local Community of its territory
- Wigwam News web (Wigwam Network online institutional information body)
- Sharing in other social media

#### **Minimum terms of operation:**

- Immediate operation with the support of the Central Management of Wigwam Network
- Maintaining the qualification with the publication and / or sharing on the FB page dedicated to at least one piece of news per week

**This role is configured as a voluntary service**

### **3.3 Linkman Project Operator of Wigwam Local Community, "LPO\_WLC"**

#### **By Wigwam Project Group we mean:**

It is a group of people that intends to design, structure and implement a project that is inspired by the values of the Wigwam mission of equity, solidarity collaboration and sustainability, putting together their personal and professional resources in full freedom and autonomy.

The project, although with the expectation that it must also produce economic results, cannot be developed solely for commercial purposes.

The project group is constituted through the proposal of the institute card (attached diagram) to the Directive Council of the National Wigwam Association of the country (for Italy: Wigwam APS Italia) which, if technically necessary, can assign the evaluation to one or more expert Wigwam Operators competent authorities. The project group can be formed exclusively by members of Wigwam (Operators, Supporters, Ordinary). It takes the time necessary for the development of the project, except for exceptions previously communicated to and granted by the National Direction.

**Functions:**

It carries out its activity in favour of the cohesion of the various components necessary for the study, development and realization of a project identified by the Wigwam denomination; becomes a point of reference in the Wigwam Circuit for this project; composes offer packages of project results, communicates them by promoting interchange with all other Wigwam Project Groups.

**Basic tools:**

- WLC FB page where the Project Group has its own coordination core
- Presentation brochure also in simple electronic format
- Participation in the Workshop and monthly press conference of its own and / or other WLC
- Communication of its own activities to the associates in their own Group, other Groups and other WLC

**Associates of the Project Group:**

- Ordinary Members
- Supporting Members with and without acceptance of Wigwam Check

**Resources for the maintenance of the operations of the Project Group:**

45% of the amounts collected from quotas associative \*

Prize \* for each new entry procured for the Wigwam Basic Course

**Minimum terms of operation:**

Minimum annual objectives to be achieved: n. 30 subscriptions Ordinary Members; n. 3 subscribers Supporting Members; n. 1 new enrolment in the Basic Course; development of at least one structured project.

**PROCEDURE OF HOW THE PROJECT WILL BE ASSESSED**

1. Purpose and field of application in general the objectives and goals.
2. Project Leadership and Working Group

The leadership of the group elected with a majority vote of the members among those who will formally communicate, in writing, methods and timing of operations, analysis of tasks, methods of verification, tools to achieve the objective, relationships within the group and with the Wigwam Circuit Management.

3. Project and resource planning

The business plan on time axis for phases of articulation with related costs and revenues. Identify the sources of financing and self-financing. The actions to be implemented to determine the risks and opportunities to ensure the expected results and prevent unwanted effects. How to adopt, if necessary, new practices to modify the Project.

4. Objectives of the Project processes

The objectives for functions and levels, consistent with the Wigwam policy, measurable and pertinent to the conformity of the product / service offered, which can be monitored and communicated.

5. Human resources

The identification and actual availability of internal and external persons and their possible training, training and motivation for the success of the Project.

6. Communication with the interested parties

The communication strategies deemed most effective and the related means as well as the costs to be incurred (included in the business plan).

7. Evaluation of performance The Project must indicate, in addition to what it is necessary to monitor and measure, the assessment methods, when the monitoring must be performed, when the results must be analysed and evaluated (including the satisfaction of the users of the service).

8. Management of non-conformities and corrective actions How to intervene in the various phases of execution and implementation of the Project or how to react and monitor errors so that they do not recur and do not occur.

9. Improvements: The Project must include the methods of continuous improvement, innovation and reorganization.

### **3.4. Linkman Project Wigwam Club Operator Delegate**

#### **Project Club means:**

a group of people that intends to conceive, structure and implement a continuous activity and its management, inspired by the values of the Wigwam mission of equity, solidarity collaboration and of sustainability. To pursue this result, these people bring together their professional and human resources, in full freedom and autonomy, contributing to the achievement of results. The project, even with the expectation of producing economic results, cannot be developed solely for commercial purposes.

The Project Club is set up, in the non-profit legal form considered most appropriate with a memorandum and statute previously examined and approved by the Executive Council of the National Wigwam Association of the country (for Italy: Wigwam APS Italia).

The project Club can be exclusively formed by Wigwam associates (Operators, Supporters, Ordinaries).

The Project Club, albeit with managerial, administrative and financial, fiscal and contributory autonomy, as well as with full legal responsibility for the directors elected by its assembly, represents in all respects a part of the Wigwam Circuit, thus adopting the directives, membership and institutional logo.

**Functions:** It carries out its activity favouring the cohesion of the various components necessary for the establishment and operation of a project club with the Wigwam name; is the club's actual and / or legal representative; proposes initiatives that realize the aims of the project; uses and coordinates the professionalism of the members to carry out the activities of the club; manages the club's activities and communicates them in the network; promotes in the field interchange with the other components of the Wigwam Network.

#### **Basic tools:**

- WLC FB page where the Project Club is active
- Presentation brochure also in simple electronic format
- Participation in the Workshop and monthly press conference of its own and/or other WLC
- Communication of its activities to the associates in own Group and to the other WLC

#### **Members of the Project Club:**

- Ordinary Members
- Supporting Members with and without acceptance of Wigwam Check

#### **Resources for supporting the activity of animation of the Project Club:**

50% of the amounts collected from membership fees\*

Prize\* for each new entry made to the Wigwam Basic Course

#### **Minimum terms of operation:**

Basic annual fee: n. 100 subscriptions Ordinary Members; n. 3 subscribers Supporting Members; At least n. 2 new registrations for the Basic Course for the year.

### **3.5. Delegate for organizational functions of general value**

**Delegate for organizational functions Wigwam means:**

Any valid Wigwam Operator with WR Patent whose Presidents of the National Wigwam Associations or World Wigwam Organization (currently surrogated by the Italian Association of Clubs Wigwam) delegate to carry out any type of organizational or local task.

**Functions:**

It carries out its activity by fulfilling a specific organizational / executive / consulting role for the best management of the Wigwam Network.

**Resources for supporting the activity:**

Defined in relation to the type of assignment and commitment.

**Minimum terms of operation:**

Trial period: 3 months except for exceptions

Minimum objectives to be achieved within the trial period: defined according to the type of assignment and commitment.

#### 4. USE OF THE BRAND AND NAME WIGWAM



The use of the Wigwam trademark, as well as of the Wigwam name referring to the homonymous association circuit, must observe these rules:

- a) it is strictly forbidden to use purely commercial and any other improper use;
- b) the use is allowed for descriptive and / or institutional purposes, exclusively to the associates and aggregations with title;
- c) any other use, including sponsorships, sponsorships, names of places, initiatives or activities, e-mail accounts, websites and social networks, is always subject to prior approval by the central office.

(\* In relation to the provisions of Art. 9 of the Articles of Association, the amount of the association fees is resolved each year by the Shareholders 'Meeting (see attached approval resolution)

The original document is part of the Wigwam Clubs Italia Shareholders' Meeting minutes (for Wigwam World Organization) and Wigwam APS Italia (for Wigwam Italia) held on 31.03.2016

The Minute Secretary

The President of the Assembly

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