



## **WORKING TITLE**

### **Guidelines:**

## **Policies, Processes and Procedures of BMW Motorcycle Club of Aotearoa New Zealand**

Updated January 2020

## **INTRODUCTION**

At the 2007 AGM in Taupo it was agreed that the then 'Register' could benefit from having a set of policies processes and procedures recorded and published.

This will allow changes in the way we do things to remain consistent even if the elected and voluntary positions change. It also gives a degree of certainty to Area Representatives and Members.

It has been updated following the name change at the 2020 AGM. This will stay in draft form, and remains a living document, subject to change by due process and driven by need. Nothing in these guidelines can override the Constitution

## **DEFINITIONS**

Constitution	the rights powers duties & obligations of the BMWMC of Aotearoa New Zealand
Guidelines	the way in which the organisation is managed
Policies	the processes to follow covering any anticipated events or incidents

## **GUIDELINES**

### **ACTION PLAN**

A Strategic Plan steers the club into the future. It is a three-year plan updated by the Board and published on our Website. It is created by the Board with consideration to both feedback and our financial position. The Current Action Plan is available on the Website under Resources or by clicking [HERE](#).

### **ANNUAL GENERAL MEETING**

Held each January to coincide with the National Rally, the AGM is one of the four National events held annually. The organisation of the AGM rests with the Board, usually designated to the Secretary. Members are advised of the time; date and place of the AGM, the agenda and what further and more detailed information on matters pertaining to remits or voting is available via the Newsletter.

### **ANNUAL CALENDAR**

An annual calendar of events is prepared by the Board and published from time to time in the newsletter. This may also include monthly updates as published in the Newsletter by Area Representatives.

There are four Club events:

- The Annual General Meeting in January (run in conjunction with the Annual National Rally)
- The Annual National Rally in January
- The North Island RAG (Rough as Guts) Rally in the autumn
- The South Island RAG Rally in Spring

Each Individual event is both advertised on our Facebook Pages, Website and published in the Club's Newsletter



## **ANNUAL REPORTING**

The President presents an Annual Report at the AGM and this is traditionally included in the February/March Newsletter. Reports are also tabled from the Treasurer and Membership Secretary. Area Representatives are encouraged to provide a local report at the AGM.

## **AREA REPRESENTATIVES**

The twelve Area Representatives (as at January 2020) each represent a defined area. A list is published in each Newsletter and is available on the Website of by clicking [HERE](#).

## **AREA REPRESENTATIVE'S GUIDELINES**

Area Representatives have an approved set of guidelines to help them in their role as local leaders. That is also available on the Website under Resources or by clicking [HERE](#).

## **AWARDS**

There are 5 main awards (as at January 2020) presented annually at the National Rally. These are:

- A **The Gun Trophy** for the most popular article published in the newsletter
- B **The Concourse Trophy** for concourse d'elegance
- C **The Rick Kirkman Memorial Award** for Gymkhana
- D **The Mitchell Janssen 2UP Award** (also known as the 'Pillion in a Million') for the most rides by a pillion.
- E **The Oops Award** for the biggest mishap

Other Trophies can be considered and/or created as and when the need arises. Each Annual Rally Organising Committee may also create special Awards or Trophy's for events relating to that rally.

Some local areas may have their own awards presented and funded at a local level.

## **BADGES**

The cost of national badges is usually met from the registration fee for the event or as a separate cost to participants. Pre ordering badges allows the organisers to calculate the recovery cost for badges, including any die making or changes to existing dies.

The Life Member along with 10 year, 15 year, 20 year, 30 year and 40 year continuous membership badges are presented at the AGM by the Board President. There is no cost to the member for these badges.

## **BOARD (known as Honorary Officers)**

The President, Vice President, Secretary, Treasurer, Membership Secretary and Member Representative form the Club's Board

There are six (6) elected positions and with the adoption of the new Constitution each member is elected for a two-year period to a maximum of three (3) terms. Notices of elections are well advertised in the Newsletter or by Special message. The Positions are:

- |                        |   |
|------------------------|---|
| <u>President:</u>      | Is the Spokesperson for the Club, Presides at Meetings and provides leadership to the elected Board Members                                     |
| <u>Vice President:</u> | Is elected to provide north-south balance to the Board  |
| <u>Treasurer:</u>      | Maintains financial records, advises the Board of financial matters, provides banking oversight, pays accounts, provides a cash flow projection |



in conjunction with the annual financial report, presents financial reports to Board Meetings and presents the Annual Financial Reports at each Annual General Meeting

Secretary: Channels all correspondence. Prepares agenda and records minutes. Takes tasks as directed / requested.

Membership Secretary: maintains an electronic database of current membership, processes renewals and new membership applications, orders and dispatches membership cards, and keeps a register of Life Members (delegated by Secretary).

Member Representative: Provides guidance and advice to the Area Representatives and is one of the links between the Board and the Membership.

NOTE: Full Position Descriptions are available on the Website under Resources or by clicking [HERE](#)

There are 4 voluntary positions:

Editor: Provides Editorial oversight to the production of the digital Newsletter  
Gear Shop Officer: Maintains sales records, advises the Board about stock levels and ideas  
Area Representatives: (12 as at July 2013) are elected or appointed at the local level  
Web Master: maintains the Clubs website (in conjunction with the engaged company), Forum and is a moderator in the Group Facebook page.

Other position can be created as the Board sees fit. There can also be seconded members who carry out specific tasks for the Board on a short term basis.

## **BOARD MEETINGS**

The Board meets at a place they determine at least four times per year. Minutes from each Board meeting are published on the Website.

## **CONSTITUTION**

The Constitution is the Club's guiding document. The most current version is available on the Website under Resources or by clicking [HERE](#)

## **FACEBOOK.**

The Club has two Facebook pages.

[www.facebook.com/bmwmcnz](http://www.facebook.com/bmwmcnz) which is the Administration Facebook page with access limited to Admin Members Only.

[www.facebook.com/groups](http://www.facebook.com/groups) which is the Club's Group Facebook page that anyone can write to. This requires an application which, on completion of a few simple ground rules, can be rapidly approved.

## **FINANCIAL**

The Treasurer advises the Board of trends and cash flow projections. A financial report forms part of the Board meetings of the Club. A Financial Report and cash flow projection are provided at the AGM.

## **FIRST AID**

Members are encouraged to carry a first aid kit, basic repair kit and a tool kit on rides



## **GOVERNANCE**

The Board is responsible for managing the Club in accordance with the constitution and these guidelines. Changes to the constitution are presented by way of Remit at an AGM following a strict set of procedures. Where changes are voted on and agreed, they are actioned after acceptance by the appropriate government agency.

## **INFORMAL EVENTS**

There are Area events to which members are invited. These are local initiatives and the management rests with the local Area Representative and area members. There is no cost to the Club.

## **INSURANCE**

The Board takes out Public Liability Insurance on behalf of the Club. Every two years the policies are subject to review with competitive quotes being obtained using tendering processes. The current policies are available on the Website under Resources or by clicking [HERE](#)

## **LIFE MEMBERS**

The Board can elect a club member as a Life Member. The Board follows a criteria and a three quarter vote majority is required for approval.

## **LOGO**

At the 2020 AGM a new Club Logo was accepted. That had received prior approval from BMW AG. There should be no informal use of the logo without the sanction of the Board. Contact the Secretary for details.

## **MAKING CHANGES TO THE CONSTITUTION**

Changes to a constitution are a healthy part of any organisation, and allow the Club to meet the changing needs of its members. Changes need to follow due process: voting takes place at the AGM.

Any change can impinge on other parts of the constitution. A change should be looked at as a part of the whole constitution to avoid the risk of having one section in conflict with another.

## **MAKING CHANGES TO THESE GUIDELINES**

These guidelines are just that - Changes are possible and these should be considered as a 'Living Document'. Any change would be the result of reasonable consultation with at least the Area Representatives and the Board. In fairness to the integrity of the guidelines, members are advised of changes, and the document updated immediately by the Secretary. The guidelines are published on the Clubs website under Resources or by clicking [HERE](#).

## **MEMBERSHIP CARD**

Financial members are issued with a plastic membership card each year. Their membership fees are due on the anniversary of their joining the club. Electronic reminders are sent by the Electronic Database. The Membership Secretary controls this process.

## **NAME BADGES**

New members are provided with a name badge when they join as part of their introductory package. Replacement badges can be purchased through the Secretary.

## **NATIONAL RALLY**

The National Rally is held alternatively in the North and then the South Island. They are managed at a local level by the nearest Club area on behalf of the Board. A Guideline for running an Annual Rally is available on the Website under Resources or by clicking [HERE](#).



The location and advertising details are published in the Newsletter. Traditionally the date has been in January. From 2014 the National Rally has and will coincide with the Annual General Meeting

### **NEWSLETTER**

There are at least 11 digital newsletters published annually. The material is supplied by the Area Reps and/or local members. The Editor has an editorial overview of the data that is collated electronically in a specific Google Drive document provided for that purpose. The 'cut-off' date for each Newsletter is the 25<sup>th</sup> of the month. The DRAFT copy is assessed and approved by the Editor prior to being delivered electronically by the Secretary.

Previously printed copies of the Newsletter were bound and held by the then Archivist. They record our history. Those bound copies are now held by the Secretary. All copies of our digital Newsletters are held on our Website.

### **PHOTOGRAPHIC ARCHIVE**

This is also a part of our history. Members are urged to forward significant photographs for archiving to [photos@bmwmc.nz](mailto:photos@bmwmc.nz) or [editor@bmwmc.nz](mailto:editor@bmwmc.nz)

### **POLICIES**

The Club has its own Policies which are the processes to follow covering any anticipated events or incidents. They are available on the Website under Resources or by clicking [HERE](#).

### **R A G RALLY**

RAG stands for 'Rough As Guts', but that is an exaggeration. The North Island RAG is held in Autumn and the South Island RAG in Spring.

### **REGULAR EVENTS**

The Club holds four annual events and some areas hold their own events. Members are welcome to attend all. The location and details of these events are advertised in the Newsletter or by email sent by local Area Representatives.

### **REIMBURSEMENT**

All members put time and energy into the Club. Elected and voluntary members often go that 'extra mile'. The Board may reimburse elected and voluntary members for some expenses incurred in carrying out their role on behalf of the Club. Any reimbursement must be agreed to by Board before the event and at a rate determined by the Board. Enquiries should be directed to the Treasurer ([treasurer@bmwmc.nz](mailto:treasurer@bmwmc.nz))

### **RIDE PROTOCOLS**

The newsletter outlines a general protocol for participation in events. The Area Representative and local members adopt a set of local protocols that meet local needs. The protocols embrace the person managing the event, the Ride Leader, the Tail End Charlie, the pillion and riders in general. The focus is on enjoyment, safety and camaraderie.

A Risk Management Plan is published in each Newsletter. The Club expects that everyone looks after everyone else. That extends to the role we play as motorcyclists on a daily basis.

### **ROLES & RESPONSIBILITIES**

The official position roles are described in the Board section. Position descriptions are available on the Website under Resources or by clicking [HERE](#).



### **SALE OF BIKES AND GEAR**

There is space in the monthly newsletter for members to advertise items for sale or are wanted. Advertisements have a 3 month 'life' unless sold or purchased earlier. Contact [editor@bmwmc.nz](mailto:editor@bmwmc.nz) for details.

### **SUBSCRIPTIONS**

The Annual Subscription is now due on the anniversary of each individual member joining the Club. Electronic reminders are sent both prior to the due date and after the due date. Members failing to renew after 8 weeks are automatically removed the Club's database.

*"The categories of membership of the club shall be determined by the board. The annual fee payable for each category of membership shall also be determined by the board. The categories of membership and the annual fees must be passed by a majority vote at a board meeting."*

Payments may be made by internet banking, credit card payment or by cheque sent to the Secretary.

### **MEMBER SERVICES DIRECTORY.**

Previously referred to as the 'Tour Guide', the Member Services Directory lists contact numbers for members who voluntarily offer certain services to other members during their travels. To access this information, current financial members need to register via the Website. Contact the Secretary for details. This information is available electronically and can be accessed by most smart phones. Information in the Member Services Directory remains the property of the members only and cannot be used for commercial purposes or personal gain.

### **WEBSITE**

This is [www.bmwmc.nz](http://www.bmwmc.nz) and is the national website containing all information relating to the Club.

The Main Page contains:

- Seven directory headings of:
  - About Us.
    - Contains information about the Club and its resources
  - Gallery
    - Contains some photos (due to be upgraded)
  - News
    - Contains our Blog for any Administration Information and our Newsletters
  - Events
    - Contains information relating to National and Local Events
  - Shop
    - Contains information relating to purchasing club items (due to be upgraded)
  - MS Directory
    - Contains information on the Member Services Directory
  - Forums.
    - Contains information relating to the Forums
- A button to update your Database information.
- A button for New members to Join
- A button for Members to renew their membership.
- Club's Group Facebook Page seems to have taken over that role. However, a significant amount of historic and mechanical information is recorded there for access.