

BMW RA Board of Trustees Policies and Procedures

*Re-adopted by the Board of Trustees on March 21, 2006 and to continue in effect as revised.
Latest revision -- May 8, 2007*

- 1) **Bylaws:** The BMW RA Board of Trustees (BoT) will abide by the Bylaws voted into effect at the September 22, 2001 Advisory Council Meeting in Morganton, NC.
- 2) **Meetings:** Meetings will be defined as either a physical gathering of the BoT members or by teleconference and be governed by Article 4, Section 3 paragraph (c) of the Bylaws. An annual General Membership Meeting will be held at the annual International Rally unless the BoT decides otherwise and any and all Association members will be welcome to participate. All meetings will follow Robert's Rules of Order or a close approximation thereof with the following order of business:
 - Reading and approval of Minutes from the last BoT Meeting
 - Reports of Officers, Official Association Positions, and Committees
 - President
 - Vice-President
 - Secretary
 - Association Administrator
 - Treasurer
 - Regions Coordinator
 - Chartered Clubs Coordinator
 - Trustee Reports
 - Special Committee Reports -- Rally Committee, OTL Managing Editor Report
 - Old Business
 - New Business
- 3) **Publications:** The Association will publish a Club newsletter/magazine entitled "On the Level" (OTL) and distribute it to all Regular Members and advertisers. The publication will be the primary vehicle by which the Association informs its members of policy and administrative matters involving the BMW RA. The publication will include information of general interest to BMW riders, as well as reports on the activities of the Association and more. The publication will be copyrighted by the BMW Riders Association International, Inc. An Advertising Manager contracted by the Association will accept commercial ads.
- 4) **Advertising Manager:** The Association will hire on a fiscal year basis an independent contractor who will function as an Advertising Manager (AM). The contractual duties and responsibilities of the AM are detailed in, but not limited to, the "BMW RA Independent Contractor Agreement" document accepted by the previous administration and this BoT as policy. The BMW RA will compensate this contractor according to the agreement for one calendar year (January through December) at which time a performance review will be made by the publication Production Manager and reported to the BoT. The BoT will decide after careful review if the contractor fulfilled their obligation to the Association and the BoT will vote on renewing its agreement for another year. The AM may be replaced at the discretion of the BoT for any reason at any time by a simple majority vote.

- 5) **Association Administrator:** The BoT will hire on a fiscal year basis an independent contractor who will function as the Association Administrator (AA). The contractual duties and responsibilities of the AA are detailed in, but not limited to, the "Association Administrator Independent Contractor Agreement" reviewed and accepted by the BoT. The BMW RA will compensate this contractor on a per month basis for one fiscal year. A performance review will be made prior to the Agreement expiring by the Association Treasurer and reported to the BoT. The BoT will decide after careful review if the contractor fulfilled obligations and will vote on renewing the terms and agreement for another fiscal year. The AA may be replaced at the discretion of the BoT for any reason at any time by a simple majority vote.
- 6) **Member Benefits:** New and renewing members will receive a new membership card and decal. Pins will be awarded in addition to the above to members in five-year increments. All members will be allowed to place non-commercial ads in the BSS section of the association's magazine. All Regular Members will receive no fewer than ten issues of the publication each year. All Regular and Associate Members qualify for special association discounts or promotions as determined by the policies of this BoT.
- 7) **Chartered Club Program and Benefits:** It will be the policy of this BoT to appoint, by a simple majority vote, a volunteer Association member to the official position of BMW RA Chartered Clubs Coordinator. The BoT will approve, by a simple majority vote, benefits the Association will provide to its Chartered Clubs and a "guidelines document" the program will abide by. These guidelines will become an addendum of this document and remain in effect until expiration.¹
- 8) **Finance:** Unless prior approval has been granted by a vote of the BoT as requested by the Treasurer, all legal obligations will be paid by Association check. All checks must bear the signatures of one of the AA or Treasurer to be valid. Expenditures equal to or greater than \$5,000 must be brought in front of the BoT for approval.
- 9) **Financial Support for Regional Promotions:** This BoT endorses promotion of the Association by any member who has been pre-approved to do so in a specific local region. These regional promoters will be referred to as Regional Representative or Region Rep (RR) and report directly to a Regions Coordinator or the BoT. The RA will provide reimbursement to any Region Rep who incurs expenses within their region for operations and communications with local BMW clubs, RA members, BMW dealers and the general public in the course of promoting the RA and RA regional events and activities. Each event expense will not exceed one hundred dollars (\$100) unless approved by the Regions Coordinator prior to incurring the expense.
- 10) **International Rally:** The BoT will assist with or put on an annual rally and may provide financial backing to prepare for the gathering as needed. The structure of the event will be guided by documents assembled and distributed from the Association's files. Any profit (after all associated expenses are accounted for by the AA) from this annual event may be awarded as a donation to a Hosting Chartered Club or Clubs in a manner seen fit by the BoT and agreed upon prior to the event date up to a maximum of 45% of the total profit. It will not be the policy of this BoT to hire a Rally Coordinator at this time.

¹ See the "Chartered Club Guidelines for Domestic and International Clubs"

11) Mission: The BoT adopted the following mission statement on March 10, 2005 and will endeavor to provide our members with the leadership to guide the Association toward accomplishing these goals:

To enhance the BMW motorcycling experience for our members and provide a forum on the history, current offerings and the future of the marque.

12) ICC Membership: The Board of Trustees will endeavor to continue it's strong relationship with the International Council of BMW Clubs (ICC) by providing a delegate to attend their annual meetings. When a delegate decides he/she can no longer attend future sessions, an observer will be chosen to attend along with the retiring delegate. The Association will reimburse the observer for travel expenses (air fare) in accordance with the same policies in effect by the ICC Office for delegate reimbursement. All delegates will maintain records and reports to pass on to their successors and are expected to report details of the ICC meeting proceedings to the Board of Trustees and membership after attending.