BMW Car Club
of America

BMW CCA

BMW CAR CLUB OF AMERICA, INC.
OPERATIONS MANUAL

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INTRODUCTION

This manual contains the approved policies, procedures, guidelines and rules governing the operation of the BMW Car Club of America (BMW CCA) and its Chapters. It serves as a guide for National staff, elected National Officers, Contractors, National Program Leaders and staff, Event Organizers, National Service Officers, Chapter Leaders, and Club Members. It is designed to help BMW CCA and its chapters operate consistently, legally and ethically within the policies established by the BMW CCA Board of Directors and the BMW CCA By-Laws.

This manual is a living document. Comments and recommended changes are welcome and may be submitted to the Executive Director or any member of the Board of Directors.

PRECEDENCE

BMW CCA policy is determined by the Board of Directors. If policy changes are approved, but not yet incorporated in the most recent published version of this manual, the changes approved by the Board of Directors and recorded in the Board Meeting minutes will take precedence. The most recent version of the BMW CCA Operations Manual will be maintained in the National Office and will be made available for download from the BMW CCA website (www.bmwcca.org). In the event of a conflict between the Operations Manual and the BMW CCA By-Laws, the By-Laws shall take precedence.

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Section 1. BMW CAR CLUB OF AMERICA, INCORPORATED BY-LAWS

Article 1. Name

BMW Car Club of America Incorporated. (Hereafter referred to as "the Club.")

Article 2. Purpose

Insofar as permitted to a nonprofit corporation under the South Carolina Nonprofit Corporations Act of 1994, as amended ("Act"), as codified in Title 33, Chapter 31, Section 101, et seq., the Code of Laws of South Carolina 1976, as amended, the purpose of the Club is to enhance the BMW ownership experience for members by providing publications, services, support, information, and activities that promote camaraderie and encourage social awareness and individual responsibility.

Article 3. Location

Meetings will be held at a location chosen by the President or the Board of Directors. For Corporate matters, the address of the Club shall be that of the National Office.

Article 4. Membership

Section 1. Active member, limited to anyone interested in BMW automobiles.

Section 2. An applicant may be granted active membership by the Executive Director or by any officer who examines and approves the member's application.

Section 3. An active member may request that a member of his or her immediate family, for a yearly charge designated by the Board of Directors, be granted associate membership. An associate member will not receive Club publications. An associate member shall be a voting member of the Club and eligible for all other Club benefits.

Section 4. The above provision notwithstanding, the Board of Directors may provide for special types of membership, such as honorary, life, or charter, but not restricted thereto.

Section 5. Any active member or associate member may have his or her membership revoked by a 2/3 vote of the Board of Directors for actions determined by the Board of Directors not to be in the best interests of the Club. Any revoked member shall receive a prorated refund of national dues.

Article 5. Elections

Section 1. Any member may nominate a member in good standing by submitting a written nomination with both membership numbers, countersigned by the nominee.

Nominees for Regional Offices and those nominating them must reside and be a chapter member in that region.

Section 2. The Board of Directors may appoint a nominating committee (consisting of voting members) that may nominate any candidates for office. All nominees for office must have been members in good standing for at least six months prior to the annual meeting. Candidates for President must have prior service as a member of the Board of Directors in order to be eligible to serve as President.

Section 3. No director or candidate for the board of directors may hold a concurrent position with the BMW CCA national office or as Roundel managing editor, editor-in-chief, Roundel art director and/or art director's staff, Roundel advertising manager and/or advertising manager's staff, or be an employee of BMW AG or its subsidiaries.

Section 4. Election of officers will be held by secret ballot to be ratified at the annual meeting. Ballots will be distributed by any of several methods, including but not limited to Roundel, the US Postal Service, e-mail, or other electronic means, to the membership at least 45 days prior to date of the annual meeting. Ballots returned by mail or by electronic means, as specified on the ballot, must be received at the designated location no later than the date specified. If, when the final election tabulations are made, there exists a tie, ballots for any tied elections will be counted daily until the tie is broken for up to an additional four business days. If a tie still exists, all candidates tied for the lead will be invited to attend the Annual Meeting to witness a coin toss to determine the winner. Challenges to election results must be filed in writing with the National Office within seven (7) days of posting of the official results.

Section 5. If a vacancy occurs between elections, the vacancy shall be filled by a voting member appointed by the Board of Directors. The Board of Directors may, at its discretion, appoint a voting member to assume the duties of any officer who is absent or incapacitated, or otherwise unable to perform the duties of the office.

Section 6. The voting member's primary place of residency listed in the BMW CCA National Office membership records will establish the voting address for purposes of national elections.

Section 7. In those elections where there is only one candidate for each and every office covered by the election the Board of Directors need not follow the provisions of Section 4 above. In such case the Board of Directors shall announce the names of the candidates running for office without opposition in Roundel; voting need not be required. The Board of Directors shall ratify the election of the candidates at the annual meeting.

Article 6. Officers

Section 1. The Corporation shall have a President, Executive Vice President, Secretary, Treasurer and one Regional Vice President for each duly authorized Region all of whom shall be members of the Board of Directors (hereinafter referred to as the "Board"). The position of Treasurer shall be filled by a member with the appropriate accounting or finance education or experience.

Section 2. All officers shall hold office for a period of three years, or the period of time that exists between one annual meeting and the one approximately three years later. The President, Executive Vice-President, Secretary and Treasurer shall serve not more than three consecutive three-year terms in any one position and all Regional Vice-Presidents shall serve not more than three consecutive three-year terms.

Treasurer, North Atlantic Regional Vice-President and Pacific Regional Vice-President shall be elected beginning in 2010. Executive Vice-President, Secretary, and Central Regional Vice-President shall be elected beginning in 2011. President, South Atlantic Regional Vice-President, and North Central Regional Vice-President shall be elected beginning in 2012. Current officers' two-year terms shall be extended to allow for the transition to three year terms. In the event that the Board votes to create a new region, the new Regional Vice-President appointed by the Board shall serve out a term as though elected in the immediate past election, a Bylaw change to officially identify this new Regional Vice-President position shall be proposed on the ballot.

Section 3. Any officer shall have the right to resign by submitting a resignation in writing to the Board.

Section 4. The President shall officiate at all meetings. The Executive Vice President shall officiate in the absence of the President. The Secretary shall maintain minutes of all meetings, carry on all correspondence, keep all current Club records and perform other duties as assigned by the Board. The Board may appoint voting members to assist the Secretary as necessary. The Secretary shall have available at all meetings a copy of the By-Laws and Roberts Rules of Order. The Treasurer shall be responsible for all funds, making expenditures that are authorized by the Board, and is required to submit a report of treasury at the annual meeting. No person shall incur an obligation to, nor commit the credit of the Club, except as specifically authorized by the Board. Each Regional Vice President shall be elected from and, in the case of geographic-based regions, shall reside within the region. Their duties shall include the representation of the interests of the region as a whole, Chapters and individuals therein, to the Board; to assist existing or aid in developing new region Chapters; the arranging and coordinating of events or activities and furtherance of the purposes of the Club, and such other duties as the Board may deem necessary. The geographical or organizational basis of each region may be specifically defined from time to time by the Board of Directors with notice of any changes to all membership concerned made at least six months prior to any voting which may pertain thereto. The region assignment of members residing outside the continental United States, Alaska, Hawaii, the District of Columbia, and Puerto Rico will be determined by the Board of Directors.

Section 5. If a vacancy occurs between elections, the vacancy shall be filled by a voting member appointed by the Board of Directors. The Board of Directors may, at its discretion, appoint a voting member to assume the duties of any officer who is absent or incapacitated, or otherwise unable to perform the duties of the office. In the event no candidate can be found for a vacant position the Board of Directors may override term limits for appointment of a sitting Board member to the vacant position.

Article 7. Meetings

Section 1. Except as otherwise provided, meetings will be called by the President or Board when necessary or suitable to the activities of the Club.

Section 2. The Board shall meet at such times as they may by vote determine, or at the call of the President.

Section 3. The Secretary or an appointee shall notify all members of all general meetings of the Corporation by written notice, distributed to each member at least five (5) days before meeting time. The Secretary shall notify all directors of meetings by similar notice.

Section 4. For the purpose of a general meeting and the Annual Meeting, fifteen (15) voting members shall constitute a quorum.

Section 5. Roberts Rules of Order shall be the parliamentary authority of the Club.

Section 6. The annual meeting shall be held before the end of the second quarter of the year.

Article 8. Corporation Powers

Section 1. Except as herein otherwise provided, the Board shall exercise all powers of management of the corporation.

Section 2. The Board may name a membership or other such committee as it sees fit, or may act as a committee of the whole. It may delegate to the President the power to appoint any committee.

Section 3. It shall be the policy of the Board to consult the members on any matters involving the general welfare and conduct of the Club. Failure to do so shall not affect any vote of the Board.

Article 9. Dues

Section 1. Dues and fees will be set by the Board of Directors.

Section 2. Members who are in arrears shall be sent a written notice, and their membership may be revoked if dues are not paid within one month from date of such notice.

Article 10. Subsidiary Organizations

Section 1. Chapters - The Club shall promote and encourage the organization and operation of Chapters, which shall be affiliated organizations of the Club, participating in and subscribing to its purposes and activities, operating within organizational structures as agreed by the Board of Directors.

Section 2. Standards -The Board shall set, and from time to time may modify, the standards that such organizations shall be required to meet in order to qualify as Chapters. They shall operate in accordance with the general policies established by the Club. It shall be further required that their constitution or By-Laws not be inconsistent with those of the Club. All members of the Chapter shall be required to be members of the Club and pay the initiation fees and annual dues of the Club. Additional dues may be required by the individual Chapters.

Section 3. Charters - Each such duly qualified Chapter shall receive a Charter in the name of the Board. Each such Charter shall specify the name of the Chapter, the date the Charter was approved and any other information so designated by the Board of Directors. A Chapter's Charter may be revoked at the request of the Regional Vice President, subject to a majority vote of the Board, when that Chapter fails to meet the requirements of the minimum standards of chapter performance outlined in the operations manual. A Chapter's Charter may also be revoked at the request of any Board Member, subject to a 2/3 vote of the Board, for actions determined by the Board of Directors not to be in the best interests of the Club.

Section 4. Requirements for Charter - Any group of 15 or more members in good standing may make application for a charter.

Section 5. Responsibility - Under no circumstances shall the Club be responsible for any debts incurred by a Chapter unless, prior to incurring such debt, the Board shall have granted written approval.

Article 11. Personal Liability

All persons or corporations extending credit to, contracting with, or having any claim against, the Club or Board, shall look only to the funds and the property of the Club for the payment of any debt, damages, or judgment or decree or any other money that may become due and payable to them from the Club or the Board so that neither the members of the Club nor its Board are personally liable therefore.

Article 12. Seal

The custody of the seal shall remain with the Executive Director.

Article 13. Amendments

An amendment to these By-Laws may be proposed to the membership by:

a) a 3/4 vote of the Board of Directors at any time; or
b) any two or more voting members if their proposed amendment carries a regular Board of Directors meeting by a 2/3 vote of the Board members present.

In either case the Secretary shall then notify the voting membership who by secret ballot referendum may adopt the proposed amendment by a 2/3 vote of the voting members returning ballots within 45 days of the distribution of such notice. No amendment shall become effective until approved by the membership.

Article 14. Dispute Resolution

Section 1. Membership in the Club, participation in Club events, and Chapter affiliations with the Club are privileges and not rights.

Section 2. Disputes concerning Club matters occur on occasion between and among Club members, Club Chapters and the Club. These disputes ("Internal Disputes") would not exist but for the fact that an individual voluntarily chose to join the Club or to participate in Club events or a Chapter voluntarily chose to affiliate itself with the Club.

Section 3. Whenever possible, Internal Disputes should be resolved exclusively within the organizational structure of the Club and not in the public courts, irrespective of whether a member or Chapter claims to have sustained injury, damage, or loss.

Section 4. Litigation or threats of litigation concerning Internal Disputes, brought by members or Chapters, are typically not in the best interest of the Club or its members.

Section 5. It has long been the practice of the Club and its Chapters to require members to sign waivers and releases of liability as a condition of being granted the privilege of participating in or attending certain Club events. These protect the Club from the harmful effects of litigation by, among or between its members.

Section 6. Therefore, the Board of Directors is authorized to implement and publish, in the Operations Manual, Waivers and Releases of liability in favor of the Club, its Board of Directors, its officers, its employees, its volunteer workers, its contractors, its representatives, its Chapters, and its members. These Waivers and Releases:

a. shall upon publication be binding upon all members and Chapters who or which thereafter join or affiliate with the Club or renew or otherwise continue their memberships and/or affiliations with the Club;

b. shall not narrow or invalidate the waivers and releases that were or will be executed by individual members seeking to participate in Club events; and

c. shall not prohibit the Club's Board of Directors from finding that extraordinary circumstances exist and therefore authorizing the Club or any Chapter thereof to bring or participate in litigation or binding arbitration, to the extent that such authorization is neither prohibited by law or prohibited elsewhere in these By-Laws. Such a finding requires that the

Board of Directors, by a 2/3 vote and in its sole discretion, decides that such litigation or arbitration is in the best interests of the Club.

[These By-Laws incorporate all changes and amendments through February 15, 2019 approved by a majority vote of the membership.]

Section 2. BMW CCA NATIONAL

2.1 Mission

The mission of the BMW Car Club of America is to enhance the BMW experience through camaraderie, education, and social responsibility.

2.2 Vision

The premier car club member experience.

2.3 Organization

Executive Director

Chief Financial Officer

President

Executive Vice President

Secretary

Treasurer

Regional Vice Presidents

2.4 Corporation

The BMW CCA is incorporated as a nonprofit organization under of the laws of the State of South Carolina. It qualifies as a nonprofit corporation under IRS Code 501(c)(7).

2.5 Membership

2.5.1 Members

Individuals become members of the BMW CCA by joining and paying annual dues.

2.5.2 Fees

The fee structure for dues is set by the Board of Directors. Currently, the fee structure is as follows:

Membership Type	Period	Fee	
Full	1 year (12 months)	$ 75.00	
	3 years (36 months)	$ 210.00	
	5 years (60 months)	$ 355.00	
	Lifetime	$ 2250.00	
Associate	Per year	$ 20.00	
	Lifetime	$ 600.00	
Add'l Chapter Affiliations		$ 15.00	per year

2.5.3 New Member Registration

Registration of new and renewal of existing members is performed by the National Office staff. Membership applications may be received by telephone, mail or online.

2.5.4 Assignment to Chapters

New members are assigned to chapters on a geographic basis according to their zip code. If there is no chapter covering the new member's zip code or if the new member specifically requests it, they may be assigned to any BMW CCA chapter that they wish. If a member moves outside the United States, they may remain affiliated with their original chapter unless they request otherwise.

2.5.5 Multiple Chapter Memberships

A member may join more than one chapter by contacting the National Office and paying an additional fee in accordance with the fee structure. This amount is rebated to the additional chapter of affiliation. There is no limit as to how many additional chapters with which a member may be affiliated.

2.5.6 Membership Effective Dates

Membership becomes effective on the date payment of dues is received. Renewals become effective on the expiration date of the current membership, as long as full payment has been received by that date.

2.5.7 Membership Expiration

Members are ultimately responsible for keeping their membership current and should, therefore, be aware of their current membership expiration date. Failure to renew a current membership prior to the expiration date will result in a membership lapse, and that individual may not be eligible for programs that require continuous membership.

2.5.8 Renewals

The National Office will send periodic notices reminding members that their membership is scheduled to lapse and giving them an opportunity to renew. Renewals may be accomplished by telephone, mail or online.

2.5.9 Associate Members

Members may purchase associate memberships for immediate family members residing in the same household. There is no limit on the number of associate memberships a full member may maintain at one time, however, all must be members of the immediate family and ***reside in the same household***. Once an associate member makes a permanent change of residence, he or she is no longer eligible to be an Associate member. Neither a separate *Roundel* or Chapter Newsletter is mailed to associate members.

Section 3. BMW CCA NATIONAL ORGANIZATION

3.1 Board of Directors

The BMW CCA Board of Directors is composed of the following National Officers: President, Executive Vice President, Secretary, Treasurer and Regional Vice Presidents.

The members of the Board of Directors serve as representatives of the Club in all approved activities.

The Board of Directors oversees the Club's management and is the final approval authority for policy, financial, legal and personnel actions. The Board is responsible to select, hire and oversee a well-qualified and ethical Executive Director to direct daily Club operations.

Board members are expected to attend all board meetings. Depending on their positions, some Board members may specifically be required to attend National events and Congresses, but all Board members are encouraged to attend national events and congresses.

Serving on the Board of Directors requires significant time and attention. Directors must participate in Board meetings and conference calls, review relevant materials, serve on committees, prepare for meetings and discussions with management, routinely interact and communicate with other Board members, the Executive Director, National service officers, and they must respond to members, chapters, contractors and staff as the responsibilities of their positions dictate. They must spend the time needed and meet as frequently as necessary to properly discharge their responsibilities. Immediate family members shall not serve concurrently in any National Board position.

Directors must have accurate and complete information to do their jobs; the quality of information received by the Board directly affects their ability to perform their oversight function effectively. Directors should be provided with and review information from a variety of sources including the Executive Director, committees, National service officers, Club members, outside experts and legal advisors. Prior to Board meetings, Directors should be provided with information in sufficient time to review and reflect on key issues and to request supplemental information, if necessary.

Immediate family member's i.e. spouses, partners, significant others or living in the same household may not serve concurrently as a National board member, as this is a conflict of interest.

All members of the National Board of Directors shall:

- At least one (1) week prior to each regularly scheduled Board meeting: submit to the Board of Directors and Executive Director a pre-meeting report that accurately reflects items of interest within their areas of responsibility; the purpose and amount of funds used from their travel allowance since the last meeting, if applicable; the purpose and amount of discretionary funds disbursed since the last meeting, if applicable; and the status of ongoing plans, projects or activities for which they are responsible.

- Respond to requests for information on Club policy, procedures and questions within their areas of responsibility from other Board members or the Executive Director.

- Have full access to the Executive Director.

- Keep confidential all discussions and materials pursuant to topics deemed to be sensitive until such time as a given sensitive topic is declared by the Board of Directors to be no longer sensitive.

- Disclose any actual or potential conflicts of interest that may result from their being elected or appointed to the Board of Directors.

- National board members shall not concurrently hold position(s) on any Chapter board as President, Vice President, Secretary and/or Treasurer.

3.2 President

The BMW CCA President is the Chief Executive Officer of the Club and has supervisory authority over all aspects of the Club. This authority carries with it a number of specific responsibilities:

- Overseeing the selection of the Executive Director.
- Conducting annual performance evaluations of Executive Director.
- Accountable and responsible to the Board of Directors and, ultimately, to the membership for all strategic decisions recommended and carried out in the name of the Club.
- Supervising development and maintenance of reviewing and monitoring implementation of the Club's strategic plans.
- Understanding and reviewing annual operating plans and budgets.
- Focusing on the integrity and clarity of the Club's financial statements and financial reporting.
- Advising the Board of Directors and Executive Director on significant issues facing the Club.
- Providing active leadership for the Board of Directors, the chapters and the members.
- Supervising the Executive Vice President, Treasurer, Secretary, Regional Vice Presidents and the Executive Director.
- Establishing ad hoc committees, new National service positions, and overseeing effective corporate governance.
- Calling and presiding over meetings of the Board of Directors no less than once per quarter.
- Presiding over the annual meeting.
- Writing and submitting, on a timely basis and in accordance with the publication schedule, copy for *Roundel's* "Across the Board" column.
- Providing copies of all correspondence specifically applicable to any particular Board member or to the Board as a whole, if that is warranted.
- Serving with the Executive Director as primary liaison to BMW of North America (BMW NA), BMW AG, and the International Council of BMW Clubs.
- Attending National meetings.

The President has the authority to vote on all motions before the Board. The President is not limited to breaking tie votes.

In order to run for election for the position of BMW CCA President, a member must have first served in a position on the BMW CCA National Board of Directors for at least one full term.

3.3 Executive Vice President

The Executive Vice President shall further perform, implement or otherwise attend to any duties as may be assigned by the President or the Board of Directors.

The Executive Vice President shall assume and perform the duties of the President in case of the noted absence, death, medical inability, or refusal of the President. In so acting, the Executive Vice President shall have all powers and responsibilities of the President and will hold the position of Acting President. Prior to assuming the duties and responsibilities of the President, the Executive Vice President must inform the Board of Directors and the Executive Director that he or she acknowledges the situation requiring the action and that he or she understands and accepts the responsibility of the position. Except in an emergency, this acknowledgment must be in writing to the Executive Director, with written or verbal notification to the Board of Directors citing the date, time and reason the Executive Vice President is assuming the position of Acting President.

In order to run for election for the position of BMW CCA Executive Vice President, a member must have first served in a position and/or committee chairperson on the BMW CCA National Board of Directors for at least one full term at the discretion of the board of directors.

In addition to specific assignments, the Executive Vice President is responsible for:

- Assisting the President and the Board of Directors in developing, implementing projects and policies.
- Overseeing National Service Officers.
- Coordinating and supervising the approval process of Special Interest Groups/Special Interest Resources. Notifying the Executive Director of changes to the Special Interest Groups sections.
- Overseeing the organizational functions of National Events.

3.4 Secretary

The BMW CCA Secretary records and manages the key documents relating to the business of the Board of Directors and the policies of the Club. The Secretary's responsibilities include, but are not limited to:

- Recording accurate minutes for meetings and conference calls of the Board of Directors and for annual meetings. Approved minutes of these meetings and conference calls are to be maintained by the Secretary and posted to the BMW CCA website for access by all chapters as soon after each meeting as practicable.
- Provides within a timely manner after each Board meeting, the draft minutes of that meeting or conference call to each Board member and the Executive Director for comment.
- Ensuring that a copy of the Club's current By-Laws and Robert Rules of Order are available at all Board meetings.
- Ensuring that required notices of general meetings are mailed in accordance with the By-Laws.
- Presenting each Board member, a Confidentiality Statement and Conflict of Interest Statement to sign annually. Record the completion of these statements and retain a backup copy. The original will be maintained in the National Office.

3.5 Treasurer

The BMW CCA Treasurer oversees the financial planning and accounting of the Club. The Treasurer's responsibilities include, but are not limited to:

- Monitoring the financial matters of the Club and advising the Board of Directors on financial issues. The Treasurer is directly responsible for understanding and reviewing annual operating plans and budgets. The Treasurer, in concert with the Board, monitors implementation of the annual plans to assess if they are being implemented effectively and within the limits of approved budgets.

- Preparing and furnishing copies of Club financial reports to the Board and Executive Director within forty-five (45) days after the close of each fiscal quarter. While financial reports are primarily the responsibility of management, the Treasurer and the Board should take reasonable steps to ascertain that the Club's financial statements and other disclosures accurately present the organization's financial condition, and that they do so in an understandable manner.

- Preparing, in conjunction with the Executive Director and other individuals as may be deemed necessary, an Annual Budget for the next calendar year for presentation to the Board of Directors at the last meeting of the current year. The Treasurer shall provide to the Board budget projections versus actual performance on a quarterly basis and at the Annual Meeting present a report containing the Calendar Year results.

- Ensuring that all BMW CCA funds required for day-to-day operation are kept in checking and/or savings accounts in a U.S. federally insured institution. This institution is to be mutually agreed upon by the Treasurer and the Executive Director, and with the concurrence of the President. BMW CCA funds over and above those needed for day-to-day operations shall be invested in marketable financial instruments with a risk profile and time horizon consistent with the CCA's risk tolerance, future forecasted cash flow needs, and with the general purpose of preservation of wealth, in accordance with the Investment Policy.

- Prior to moving any funds outside of the normal day-to-day financial activities, the Executive Director shall consult with and receive concurrence from the Treasurer.

- Maintaining communications with the Executive Director regarding Club cash needs, expenditures and financial activity.

- Being responsive to questions from the membership regarding financial matters and office management, and for advising the Board on all financial aspects.

- Attending the National Meetings to address and/or provide guidance to Chapter Treasurers and Presidents.

3.6 Regional Vice Presidents

Regional Vice Presidents are the primary representatives of their regions, chapters and members to the Board of Directors. They represent the interests of their constituents in the decision-making process and implementation of Club policies and procedures. Regional Vice Presidents are the primary contacts for Chapter leaders and those members wishing to form chapters. They may also serve on committees and undertake such duties and projects as determined by the Board of Directors. Their responsibilities include, but are not limited to:

- Representing the chapters and their members to the National Board in matters of interest and concern to the chapters and region.

- Informing the Chapter Leadership of actions taken by the National Board. Communication via a Regional Conference Call at least once per quarter. Each communication should include information regarding Board decisions that affect the chapters or their members, major regional and National events.

- Assisting in the coordination and planning of National events being held in their region and working with the local Chapter on logistical arrangements, if needed.

- Ensuring the timely submission of Chapter reports, forms, financial statements and other such information as required by the Operations Manual, the Executive Director and other National Officers in the performance of their duties.

- Making every effort to promote Chapter growth and lending any assistance possible to those chapters that may need assistance.

- Promoting and seeking Board approval of regional events such as corrals, multi-chapter events, model specific and SIG gatherings, etc.

- Reviewing Chapter Newsletters and flyers for content, and items of interest or concern to other chapters and the National organization.

- Monitoring chapters for adherence to the Minimum Standards of Chapter Performance contained in this manual. Working with the Executive Director to institute probation, if necessary, and monitor the chapter's response and progress. Informing the Board of Directors when a chapter is in imminent risk of for charter revocation.

Subject to approval of each year's budget, Regional Vice Presidents each have five hundred ($500) dollars per quarter or two thousand ($2,000) dollars per year of discretionary funds at their disposal to spend for the betterment of the BMW CCA and primarily to aid chapters. If a Regional Vice President is a candidate for office in the upcoming National election, then the maximum discretionary allowance is five hundred ($500) dollars in the first quarter. Each Regional Vice President is responsible at the subsequent Board meeting to report the purpose and amount of all discretionary funds disbursed since the previous meeting.

Subject to approval of each year's budget, each Regional Vice President is authorized a travel allowance of three thousand ($3,000) dollars per year. If a Regional Vice President is a candidate for office in the upcoming National election, then the maximum travel allowance is seven hundred and fifty ($750) dollars in the first quarter. These funds are to be used for travel on official BMW CCA business within the Regional Vice President's region. Regional Vice Presidents have standing authorization for travel within their regions on club business within the limits of their travel allowances.

3.6.1 Assistant to The Regional Vice President

The Assistant to the RVP position will serve two purposes. First, it will allow the National Board to groom and prep potential candidates for National Officer Positions. Second, it will allow the RVPs to delegate some of their responsibilities which will allow them to work with their Chapter leaders and the Board on higher-level issues, while the Assistant to the RVP can help Chapters with compliance issues, routine problems, and other day-to-day needs. This position should be comprised of two volunteers from each Region.

Regional Vice Presidents remain the primary representatives of their regions chapters and members to the Board of Directors. The Assistants to the RVPs will aid in this work for the Region. They may also serve on committees and undertake such duties and projects as determined by the Board of Directors. Their responsibilities include, but are not limited to:

- Representing the chapters and their members to the National Board in matters of interest and concern to the chapters and region.

- Communications with the regions' chapters, via chapter President, Vice President, Secretary and Treasurer.

- Assisting in the coordination and planning of National and Regional events being held in their region and working with the local Chapter on logistical arrangements, if needed.

- Aiding in the timely submission of Chapter reports, forms, financial statements and other such information as required by the Operations Manual.

- Making every effort to promote Chapter growth and lending any assistance possible to those chapters that may need assistance.

- Promoting and seeking Board approval of regional events such as corrals, multi-chapter events, model and SIG gatherings, etc.

- Working with the RVP to monitor chapters for adherence to the Minimum Standards of Chapter Performance contained in this manual. Also, to help the RVP to monitor the chapter's response and progress in these issues

Subject to approval of each year's budget, any necessity for travel will be determined and approved by the assistant's Regional Vice President. Said funding will come out of that RVP's travel funds. These funds are to be used for travel on official BMW CCA business within their Region. These persons have standing authorization for travel within their regions on club business within the limits of their travel allowances.

Additional funding would have to be pre-approved by the President or Executive Director.

3.7 Committees

Some Board responsibilities may be delegated to committees to permit directors to address key areas in more depth. Regardless of whether the Board grants plenary power to its committees, with respect to particular issues, or prefers to take recommendations from its committees, committees should keep the full Board and the Executive Director informed.

As deemed necessary and directed by the President or the Board of Directors, committees may be composed of any combination of members of the Board of Directors, members of the National Office staff, Contractor's, National Service Officers and Club members. The President or the Board of Directors will appoint the chairperson of these committees. The Board of Directors each year will reaffirm all volunteer appointments at the Annual Meeting.

3.8 Board Liaisons

From time-to-time the Board of Directors may designate a member of the Board to be a liaison between the Board and a BMW CCA program or activity. The level of participation is at the discretion of the Board Liaison.

3.9 Board Member Limitations

Non-compliance with the listed duties and responsibilities outlined above may be grounds for removal from the Board of Directors under the provisions of the BMW CCA By-Laws.

Members of the Board, their immediate families and household members may not participate in any BMW CCA-sponsored raffles or membership contests in which a prize or award of substantial value is involved.

3.10 Standards of Conduct

For the BMW CCA to be a positive experience for all members it is incumbent upon all members, with regard to their fellow members, Club officials and employees, their chapters and the National organization, to conduct themselves in a courteous and ethical manner. Following are the standards of conduct to which members of the BMW CCA are expected to adhere:

3.10.1 BMW CCA Members Standards of Conduct

The BMW CCA is an organization that welcomes everyone, whatever his or her age, background or car model. Discrimination based upon race, color, national origin, sex, marital status or sexual orientation, age, disability, religious beliefs, veteran status, genetic information, or any other lawfully protected category by any member or chapter of the BMW Car Club of America is prohibited.

With a large membership, it is appropriate to establish basic standards of conduct that govern our interactions with each other. Therefore, the following Standards of Conduct have been established. Changes shall require a majority vote of the Board of Directors.

Simply put, treat others with the respect and consideration with which you would like to be treated.

- All members will treat each other with common courtesy.
- Personal confrontation, either verbal, visual, physical or via electronic media will not be tolerated.
- Personal criticism or defamation of one individual by another will not be tolerated.

Personal responsibilities include:

- Complying with all Club policies, rules, By-Laws and Minimum Standards.
- Maintaining appropriate behavior.
- *Not assisting others who are attempting to knowingly violate any policy, rule, by-law or minimum standard, or are attempting to commit an unethical act.*
- Abiding by the rules of competition when participating in a competitive event.
- When acting in an official capacity and representing BMW CCA, its programs or its chapters, members are responsible to accomplish their volunteered duties in accordance with the following standards:
- Make certain the organization is operating legally.
- *Take precautions to minimize or eliminate risk, especially with regard to individual safety, property protection, and legal liability. Act so as to safeguard organization assets.*

3.11 Responsibilities of The Board of Directors

It is the responsibility of all members of the BMW CCA Board of Directors to set the model of behavior that the rest of the Club, and its employees and contractors can emulate. A member of the Board of

Directors who violates the Standards of Conduct is subject to removal from office in accordance with the BMW CCA By-Laws.

Members of the BMW CCA National Board of Directors draw on their knowledge, values and skills to carry out the mission of the Club. BMW CCA National Board volunteers are expected to accomplish their volunteered duties in accordance with the following standards:

- Board members must make certain the organization is operating within a legal framework.
- Board members have a legal and fiduciary responsibility for the protection of all assets.
- Board members must attend Board meetings, absence being for good cause.
- National Board members will keep issues deemed sensitive and/or confidential under the provisions of the Operations Manual.
- Members of the BMW CCA Board of Directors, in the conduct of their duties, may accept from chapters small tokens of nominal value for recognition or appreciation. Such gifts may not be related in any way to giving preferential treatment to any chapter or individual.
- Club resources shall be used only for Club purposes.
- Board members will not take action or provide any input to a matter that will have a direct and predictable effect on their outside financial interests.
- Board members must perform their official duties fairly and impartially.

3.12 BMW Car Club of America Conflicts of Interest Policy

3.12.1 Purpose

The purpose of the Conflicts of Interest Policy is to protect the interests of the BMW CCA when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Director of the BMW CCA. This policy is intended to supplement, but not replace, any applicable state laws governing conflicts of interest applicable to a not-for-profit corporation.

3.12.2 Definitions

3.12.2.1 Interested Person

Any director, principal officer or member of a committee with Board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person. If a person is an interested person with respect to any entity of which BMW CCA is a part, he or she is an interested person with respect to all entities.

3.12.2.2 Financial Interest

A person has a financial interest if the person has, directly or indirectly through business, investment or family:

a. an ownership or investment interest in any entity with which BMW CCA has a transaction or arrangement; or
b. a compensation arrangement with BMW CCA or with any entity or individual with which BMW CCA has a transaction or arrangement; or
c. a potential ownership or investment interest in or compensation arrangement with any entity or individual with which BMW CCA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as, gifts or favors that are substantial in nature.

A financial interest is not necessarily a conflict of interest. Under BMW CCA Conflicts of Interest Policy, a person who has a financial interest may have a conflict of interest, only if the appropriate Board or Committee decides that a conflict of interest exists.

3.12.3 Procedures

3.12.3.1 Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and all material facts to the directors and members of committees with Board delegated powers considering the proposed transaction or arrangement.

3.12.3.2 Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Board or Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Committee members shall decide if a conflict of interest exists.

3.12.3.3 Procedures for Addressing the Conflict of Interest

Should the remaining board or committee decide that a conflict of interest does exist, an interested person may make a presentation or engage in discussion at the Board or committee meeting, but shall not vote on the transaction, arrangement or decision that results in, or is related to, the conflict of interest.

If after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board or Committee determines that the member has, in fact, failed to disclose a conflict of interest, the Board shall take appropriate disciplinary and corrective action.

3.12.3.4 Violations of the Conflicts of Interest Policy

1. If the Board or Committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board or Committee determines that the member has in fact failed conflict of interest, it shall take appropriate disciplinary and corrective action.

3.12.4 Records of Proceedings

The minutes of the Board and all committees with Board-delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board or Committee's decision as to whether a conflict of interest in fact existed.

2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

3.12.5 Annual Statements

Each director, principal officer and member of a committee with Board-delegated powers shall annually sign a statement which affirms that such person:

1. Has received a copy of the Conflicts of Interest policy;
2. Has read and understands the policy;
3. Has agreed to comply with the policy; and
4. Understands that BMW CCA is a not-for-profit organization and that in order to maintain its status must engage primarily in activities that accomplish one or more of its not-for-profit purposes.

3.13 Meetings

3.13.1 Regular Scheduled Board Meetings

Regular meetings of the Board of Directors will be called and scheduled by the President or by the Board of Directors. All Board members and the Executive Director are expected to attend. Members not able to attend will notify the President as early as practicable of their impending absence.

- The Board Room is designated a non-smoking room.
- The Secretary or Secretary's designee may record the meeting to help in producing accurate minutes. All recordings shall be destroyed no later than the date on which the minutes of the meeting are approved.
- Members of BMW CCA are invited and may attend the Board meeting as guests. Non-members may attend the Board meeting as guests at the sole discretion of the Board. Guests may participate in discussions to the extent that they do not disrupt the meeting and do not adversely affect the meeting schedule.
- Disruptive behavior by anyone in the Board meeting room shall be cause for his or her exclusion from the meeting.

3.13.2 Advising Membership of the Meeting

The date, time and location of Board meetings and the Annual meeting shall be published by the National office in a timely manner.

3.13.3 Agenda

The agenda will be structured as follows:

- Call meeting to order.
- Read or waive the minutes of previous meeting.
- Reports from Officers, Executive Director, *Roundel*, National Service Officers and all Committee Chairs.
- Discussion Topics.
- Administrative topics, such as future meeting dates, locations, and conference call schedule.

3.13.4 Minutes

Minutes of the previous meetings will be archived in the Members Only section on the BMW CCA website. Minutes will include detailed votes on non-sensitive motions.

When there is general agreement on the content of the minutes, the Secretary will make a motion via email or conference call to accept the minutes. If, in accordance with the procedures in this manual, the minutes are approved, they will be released for distribution and posted to the BMW CCA website. Minutes of meetings previous to that will be archived in the Members Only section of the website.

3.13.5 Discussion of Sensitive Topics

As the need arises, the Board will discuss topics of a sensitive nature. Sensitive topics shall include salary discussions of employees and contractors, disciplinary matters, legal matters, and other topics determined by the Board.

The President will schedule time during the meeting for discussion of sensitive topics. During the normal course of a meeting, any Board member may request a sensitive topic discussion. If approved by a majority of the Board present, the sensitive topic discussion session will be convened. (However, if the topic concerns an issue originating from an employee, contractor or subcontractor who has not followed the appropriate procedures through their supervisory chain, the matter will be postponed until that process has been followed. See below.)

Attendance during sensitive topic discussions by individuals other than Board members is at the discretion of the Board and may include individuals with information pertinent to or a legitimate interest in the topic.

A member who desires to address the Board regarding a sensitive topic must, no later than two (2) weeks prior to the convening of the Board meeting, submit a written request to the President, including the topic, reason and background for the request. If the Board agrees to consider the topic, it may request that other individuals or materials be present for the discussion. Prior to attending the sensitive topic discussion, any attendees other than Board members must agree to keep the discussion details confidential.

An employee, contractor or subcontractor who desires to address the Board regarding a sensitive topic may submit a matter to the Board, but first they must address the issue to their supervisory chain and give their supervisory chain sufficient opportunity to respond or to resolve the issue. For example, employees, contractors or subcontractors with a grievance or a proposal must submit it in writing with as much justification as they consider necessary, to their immediate supervisor, who must provide a written response within ten (10) business days. If they receive the relief or action they seek or they consider the response from their supervisor adequate, the matter is concluded at that point. If they do not receive the relief or action they desire and wish to pursue the matter, then the immediate supervisor must pass the original request along with their decision and rationale to the next higher supervisor, who must also provide a written response within ten (10) business days. The process is repeated as necessary until the employee, contractor or subcontractor has exhausted their opportunities within the supervisory chain. At that point, the matter may be submitted to the President as a request for consideration by the Board. The submission must include the original request, written responses from each supervisor in the chain, and any additional written material from any of the parties involved.

Once the President receives the request, he or she will notify the originator if the matter will be considered by the Board in a sensitive session (or open session, if appropriate) and whether the originator, members of the supervisory chain, or other parties' presence will be required during the discussion. Originators are advised to put all pertinent information in the original request, as the Board may or may not decide to personally interview the parties involved and, at its discretion, may rely solely on the written documentation to render a decision as to whether the Board will consider the topic or the matter as a

whole. Any decisions reached by the Board will be documented in writing in as much detail as is necessary to explain the decision to future Board members.

The purpose of this policy is to give all persons employed by the BMW CCA, either as direct employees or by contract, the opportunity to seek resolution from their entire supervisory chain, up to and including the Board of Directors, on any issues pertinent to their work. It requires that their proposals or grievances, as well as the responses from their supervisors, be written, so that a definitive record is established to support the discussion and decisions, and to provide future Boards a written record for their reference.

All written records of matters submitted for consideration by the Board in a sensitive discussion will be retained in the National Office by the Executive Director in a secure file, with access limited to the Executive Director, current members of the Board of Directors, and individuals authorized by the current Board of Directors.

3.13.6 Board Meetings by Conference Calls

When deemed necessary by events, or due to the length of time between regular scheduled Board meetings, the President or Board of Directors may call for a meeting by conference call. Conference calls will not normally exceed ninety (90) minutes in length and a time less than sixty (60) minutes is preferred. A conference call scheduled in advance, to keep the Board apprised of ongoing programs, projects and other Club business, will have an agenda prepared by the President. A conference call convened for a special purpose will not have an advance agenda other than the specific purpose of the call.

The Secretary will take minutes during the conference call and prepare a conference summary for review by the members present during the conference call, unless the discussion topic is sensitive, they will be available to the membership.

If the voting Board members participating in the conference call constitute a quorum, the Board may make and vote on motions. Motions made and the results of votes on motions will be included in the Secretary's minutes for the next regular scheduled Board meeting.

3.13.7 Annual Meeting

The Annual meeting shall be held before the end of the second quarter of the year.

The Annual Meeting will normally be held in conjunction with a regular scheduled Board meeting so as to reduce travel costs.

All Board members and the Executive Director are expected to attend the Annual meeting. All BMW CCA members are invited to attend the Annual meeting.

The order of business of the Annual meeting will include, but not be limited to:

Call to order

- Treasurer's Report
- Certification of election results
- Installation of newly elected officers
- Resolution to change bank records to reflect current officers
- Appointment or reaffirmation of National Service Officers

- Adjournment

3.14 National Elections

National Election procedures will be in accordance with the BMW CCA By-Laws.

National BMW CCA elections are held annually. Prior to each year's deadline for receiving nominations, the Board of Directors shall determine the voting methods and voting processes. In all cases, votes cast by members will be received, collected and tallied by an outside company contracted by BMW CCA for these specific purposes. At no time will BMW CCA volunteers or paid staff handle, count or receive cast ballots or preliminary information on cast ballots. The contract will specify that election results will not be provided by the outside company to any BMW CCA personnel or outside contractors until the voting deadline has passed.

National elections commence on the first (1st) day of the month in which *Roundel* contains the ballots and candidacy statements, and/or candidacy statements and ballots are otherwise conveyed to the membership. To run for office a candidate must be a BMW CCA member in good standing.

3.14.1 Election Schedule

The schedule for each annual election deadline will be set according to the following table:

BMW CCA National Election Schedule	
Event	
Deadline for submitting election notice to *Roundel*	September
Roundel issue containing election notice	November
Deadline for receiving candidacy statements at the National Office	Last business day of November r
Roundel issue containing candidacy statements and Ballot and/or month in which ballots and candidacy statements are otherwise conveyed to the membership	January

3.15 Election Campaign Guidelines

3.15.1 Candidate Guidelines/Eligibility

- Candidates are expected to engage with the membership primarily through the National website forum.
- Speaking opportunities at chapter events are allowed when granted by the chapter for each candidate of similar office.
- Emails, printed mail, and any other communication may be sent using only your personal network of friends and contacts within BMW CCA. Candidates are prohibited from using chapter or National member information/databases for campaign purposes.

- No director or candidate for the board of directors may hold a concurrent position with the BMW CCA national office or as Roundel managing editor, editor-in- chief, Roundel art director and/or art director's staff, Roundel advertising manager and/or advertising manager's staff, or be an employee of BMW AG or its subsidiaries.

- No director or candidate for the board of directors may hold a concurrent position with the BMW CCA Foundation Board, BMW CCA National Office, or the BMW CCA Foundation Office. Nor may the director or candidate be compensated in any way as an employee or contractor, or be an immediate family member (including spouses, partners, significant others, or living in the same household) of an employee, contractor, trustee, or office-holder of the BMW CCA Foundation, BMW NA, BMW AG, or any subsidiaries.

3.15.2 Chapter Guidelines

- If a chapter chooses to publish a candidate's statement, all candidates should be given equal opportunities.

- Chapters needing to express their point of view should do so using editorials within their communication channels.

3.15.3 National Guidelines

- The National office will include all candidates and their statements in the election issues of *Roundel*, on the National website, and make the election forums available on the National website. The candidate forums shall be promoted on the home page during the election season until voting is closed.

- National will send email notices that blanket the region with the specific purpose of promoting the elections, reminding members to vote, instructions for voting, and reminder links about the forums and candidate statements.

3.15.4 Ballots

Ballots will be provided to the membership in a manner and form determined by the Board of Directors. Whatever manner is selected, the ballot must include clear instructions on how to complete and submit the ballot.

The closing date of the election will be printed on each ballot. All ballots must be received by that date to be counted, except in the event of a tie, as specified in the By-Laws.

The ballot will include a statement to inform the voter that the region the member votes in for election of Regional Vice Presidents is determined by the member's U.S. Postal Service address of record at the National Office and not by the member's Chapter affiliation.

If peel-off mailing labels are used to identify the member voting, then the election instructions in *Roundel* must clearly identify that the member must save the label and affix it to the ballot.

3.15.5 Election Notice in *Roundel*

The election notice announcing the next election shall be displayed in *Roundel* in a prominent place, in the month specified in the BMW CCA National Election Schedule (3.14.1), and shall contain, at a minimum, the positions up for election.

3.15.6 Nominations and Candidacy Statements

Nominations must be received via email, fax, or hardcopy etc. in the National Office no later than 5:00 p.m. (EST) on the last business day of November as specified in the BMW CCA National Election Schedule (3.14.1). Candidates are responsible for verifying their statement has been received at the National office. Nominations received after the deadline will be disqualified. The nomination must include both of the following:

- The name of the nominee and the office for which he or she is being nominated, with the name, signature and membership number of the nominator.

- A statement from the nominee accepting the nomination, with the signature and membership number of the nominee.

The candidate may provide a high-resolution digital image of him or herself.

Candidacy statements should be submitted with the nomination, but may be submitted separately. The candidacy statement deadline is the same as for the nomination. Candidacy statements received after the deadline will not be printed in *Roundel*.

The candidacy statements and candidate photographs, if provided by the specified deadline, will be published in the *Roundel* issue specified in the BMW CCA National Election Schedule, as well as on the BMW CCA's website.

Candidacy statements will be published as received, except for correction of obvious spelling errors.

The candidacy statements in *Roundel* will be printed on a white background in the same type point size as is used for *Roundel* feature articles.

3.15.7 Candidacy Statement Disclaimer

In order to give all candidates the opportunity to freely express their positions, the Editors of *Roundel* will neither edit nor correct candidacy statements. Unless they are clearly libelous or defamatory, candidacy statements will appear as submitted.

The candidates must vouch for the accuracy of any facts, statements or allegations contained in their statements.

Nothing presented in any candidacy statement reflects any official position of either *Roundel* or the BMW CCA. Neither *Roundel* Editors nor the BMW CCA are responsible for any errors of fact.

3.15.8 Review of Nominations by the BMW CCA Nominating Committee

When a nomination is received at the National Office, the BMW CCA Election Nominating Committee and/or the Executive Director shall review it immediately for compliance with these requirements. If the nomination does not comply, it shall be disqualified.

In the event a nomination is disqualified, the BMW CCA Election Nominating Committee and/or Executive Director shall make a reasonable effort, as soon as is practicable, to contact the member by telephone, fax or email to inform the member of the reason for disqualification. The initial notification will be confirmed with a follow-up letter.

A member whose nomination has been disqualified has up until 5:00 p.m. (EST) on the last business day of October as specified in the BMW CCA National Election Schedule to resubmit a valid nomination.

3.15.9 Review of *Roundel* Election Issue

The *Roundel* issue containing the candidacy statements and ballots must be reviewed for compliance to these requirements by the Executive Director prior to the Editor sending it to the printer for printing and distribution.

3.15.10 Election Results

Elections results will not be made available to any member, staff or outside contractor until the close of the election and votes are tabulated. After receiving the election results from the contracted company, the Executive Director will make a reasonable effort to first notify those candidates who were running for contested positions, but who did not win. Subsequently, the Executive Director will notify those candidates who won their elections and then the Executive Director will issue a press release with the complete election results.

3.15.11 Voting Eligibility

Each member and associate member in good standing as of the fifteenth (15th) day of the month proceeding the month in which the election commences will receive a ballot in a manner and form determined by the Board of Directors.

Members residing outside the United States will vote for National Officers only.

3.16 Executive Director

The Executive Director is selected by the Board of Directors and is a full-time compensated employee of the Club. The Executive Director's primary responsibilities are to manage Club operations on a daily basis in an effective and ethical manner, and to monitor compliance with corporate policies and standards.

The Executive Director reports to the entire Board of Directors. Specifically, to the Treasurer on financial matters; to the Secretary on matters pertaining to Club correspondence and meetings; to the Regional Vice Presidents on matters pertaining to chapters; to the Executive Vice President on matters pertaining to National Service Officers, Special Interest Groups and National events; and to the President on all other matters.

The Executive Director, as one of the senior leaders of the organization, is responsible, along with the Board of Directors, to set strategic direction for the Club and to develop strategic plans. The Executive Director, with internal and external assistance as needed, is responsible to develop and implement the operational action plans that will accomplish the strategic objectives. The Executive Director will present action plan recommendations to the Board of Directors and, when plans are approved and sufficient resources have been allocated, ensure they are implemented. The Executive Director will keep the Board apprised of the status of operational action plans. The Executive Director has the authority to delegate responsibilities to other members of the National Staff.

The Executive Director is responsible for the integrity of the Club's financial reporting system. It is the Executive Director's responsibility to put in place and supervise the operation of systems that allow the Club to produce financial statements that accurately represent the Club's financial condition, so that members understand the business and financial soundness and risks of the organization, and so that the Board of Directors have sound information with which to make policy and resource decisions.

The Executive Director should be aware of the major risks and issues that the Club faces and is responsible for supervising the Club's financial reporting processes. The Executive Director necessarily relies on the expert advice of others on technical questions and legal requirements.

With a thorough understanding of how the Club operates, the Executive Director is responsible for all aspects of Club administration and management in order to accomplish the Club's strategic objectives within the annual operating plans and budgets. The Executive Director's responsibilities include, but are not limited to:

- Serving as the principal spokesperson regarding day-to-day Club operations.
- Supervision of all aspects of the National Office and staff, to include hiring and all other human resource operations.
- Supervision of *Roundel*'s Managing Editor.
- Liaison between the Board of Directors and *Roundel*.
- Assisting in the preparation of *Roundel*'s annual budget.
- Timely and efficient processing of new member applications, renewals, raffle proceeds, address changes, and all correspondence.
- Notifying new members of receipt of their applications.
- Overseeing the Club merchandising program.
- Reviewing travel and other expense reimbursements of all Board members, staff members, outside contractors, service officers, and any Club member on authorized BMW CCA business.
- Providing a pre-meeting report to the Board members at least one (1) week prior to a Board Meeting.
- Supervising the administrative, logistical and operational planning and execution of National events, conferences and meetings.
- Identifying and managing risks that the Club undertakes in the course of carrying out its business.
- Keeping appropriate Board members informed on the status of Chapter minimum standards compliance.
- Preparing and filing the annual corporate report.
- Ensuring prompt and accurate computation and payment of all required fees, licenses and taxes.
- Preparing the ballot for election of National Officers and contracting for the tallying of votes.
- On a routine basis, sending to Chapter officers the information and requirements necessary for them to operate their chapters at a high level of performance and maintain or exceed minimum standards.
- Maintaining the status of Chapter Minimum Standard performance to include Chapter newsletter publication, insurance programs participation, Chapter event frequency, and Chapter forms submission.
- Initiating required actions to bring chapters into compliance.
- Maintaining the member database; generating and distributing required reports and extracts, such as monthly membership and mailing label extracts to chapters, mailing extracts to *Roundel*'s printer, etc.

- Club promotion and advertising.
- Arranging for the timely publication and mailing of *Roundel*.
- Negotiate contracts on behalf of the Club with *Roundel*'s printer and other contractors involved with the publication. Monitor contract performance and contract costs.
- Ensuring adequate review of all contracts reviewed by qualified legal counsel before signing.
- Safeguarding and expeditious deposit of all checks and other cash receipts.
- Payment of bills, payroll, Chapter disbursements, expense reimbursements, etc. When appropriate, bills will be approved by the responsible person, e.g., *Roundel* production bills are approved by *Roundel*'s Managing Editor.
- Maintaining the Club's financial records and, in conjunction with the Treasurer, preparing the budget.
- The National Office staff is managed by the Executive Director.

3.17 National Service Officers

National Service Officers may be appointed by the President or Board of Directors as needed to perform specific functions deemed necessary to the operation of the Club or its programs, or for the direct benefit of its members. National Service Officers are volunteers who receive no direct compensation. They are entitled to reimbursement of authorized ordinary and necessary Club-related business expenditures.

National Service Officers report directly to the Board of Directors. The Executive Vice President is responsible to oversee and report on National Service Officers' activities. National Service Officers' duties may require them to work closely with the Executive Director. On occasion, the Board may direct that a National Service Officer work under the supervision of the Executive Director. In these cases, the Executive Vice President and Executive Director will work closely together to ensure that lines of authority, responsibility and communication are well-defined and effectively controlled.

National Service Officers are normally appointed and reaffirmed each year at the Annual Meeting.

National Service Officers are expected to attend Board meetings when they have input to the Board that cannot reasonably be provided by correspondence or if they are specifically invited by the Board to attend. Unless granted standing travel authorization by the Board, special travel authorization from the President and Executive Vice President is required.

National Service Officers' names and contact information will be listed on the Club Services page of *Roundel*.

National Service Officers include the following positions:

3.17.1 Ombudsman

The Ombudsman's mission is to help members find solutions to problems with BMW dealers, parts suppliers, or service operations. The Board may appoint multiple Ombudsmen.

The Ombudsman may act as an intermediary between a Club member and vendor or supplier. This includes BMW NA, dealers and aftermarket suppliers of BMW parts.

A member who wishes to use the Ombudsman service should contact the Ombudsman by one of the means listed under the Ombudsman's name on *Roundel*'s Club Services page or contact information in

the Members Only section of the BMW CCA website. The member should be prepared to completely and accurately describe the problem, including pertinent facts and documents.

Compromise is the goal of this office, unless a clear-cut situation exists for either party. The Ombudsman will contact the other party and try to arrange an agreeable solution to the problem.

Consultation with a BMW CCA Ombudsman does not guarantee resolution of a problem. As intermediaries, Ombudsmen may not accept responsibility for any actions or failures on the part of any other parties involved.

3.17.2 Technical Service Advisors

Technical Service Advisors are mechanics or technicians familiar with BMW vehicles who have agreed to assist members with technical problems. Members with specific questions about working on their vehicles may contact the most convenient Technical Service Advisor using the contact information printed on *Roundel*'s Club Services page or contact information in the Members Only section of the BMW CCA website.

3.17.3 National Driving Events Committee

BMW CCA supports driving events conducted by chapters and at National events. The Driving Events program is intended to promote driver education and safety by providing a framework for members to improve their driving skills in a fun and safe environment. The Driving Events Committee (DEC) is responsible for planning and overseeing the BMW CCA Driving Events program. Detailed information may be found in the Driving Events Manual.

Section 4. NATIONAL CORPORATE AND ADMINSTRATIVE POLICIES

4.1 Expense Reporting and Reimbursement

Authorized expenses incurred by members, officers, staff and contractors while conducting Club business will be reimbursed in accordance with the rules and guidelines of this section. Authorized expenses incurred by outside contractors while conducting Club business will be reimbursed provided the business or expense is at the direction of the Board of Directors or Executive Director, and reimbursement does not duplicate payment for services rendered under the terms of the relevant contract. The intent of the Club is that no employee or volunteer should have to pay out of their own pocket for the privilege of serving the Club and its members. At the same time, volunteers, staff and contractors must recognize that the fiscal well-being of the organization relies in part on spending discipline and moderation in incurring expenses on behalf of the Club.

Travel on BMW CCA business must be authorized in accordance with the Travel Authorization section of this manual. Expense reimbursement requests for non-routine travel requiring special authorization must include the authorization authority on the Reimbursement Request Form. For example, Regional Vice Presidents do not need special authorization to travel within their region provided they have sufficient travel funds remaining, so they need not quote the authorization authority for such travel on their reimbursement requests. However, if they deem it necessary to travel outside their region on non-routine Club business, they require advance approval. That approval authority must be cited on their reimbursement request. Travel without appropriate authorization will not be reimbursed.

4.1.1 General Expense Reporting and Reimbursement Requests

- All reimbursements must be in accordance with IRS rules and guidelines.
- All Expense Reimbursement Requests must be submitted to the Executive Director.
- Requests must be properly completed and submitted **within thirty (30) days** after the expenses have been incurred.
- All reimbursement requests must include an official expense report listing all expenses and appropriate receipts. Receipts are required for all expenses of five ($5.00) dollars or more.
- All reimbursement requests are subject to review by the Executive Director and may be disallowed or reduced if considered not reasonable. Incomplete or questionable requests may be returned for explanation and/or correction.
- The Executive Director may disallow any reimbursement requests submitted late. Disallowed requests may be appealed to the Board of Directors at the next regularly scheduled Board meeting.
- Personal expenses, personal side trips, or personal convenience items will not be reimbursed.

4.1.2 Travel Expense Reimbursement Guidelines

Individuals traveling on Club business will be reimbursed for travel expenses per the following guidelines:

4.2 Transportation

4.2.1 Air Transportation

Travelers will be reimbursed up to the amount of the lowest available twenty-one (21) day advance purchase airfare. Receipts for airfare are required. This does not mean that the traveler must book a flight at extremely inconvenient times or with multiple unnecessary stops just to get the lowest possible airfare. However, travelers are required to use good judgment and accept some latitude in scheduling flights so as to keep travel costs as low as practicable. If in doubt, travelers should consult with the

Executive Director prior to booking the flight. If last minute travel is required, a special approval is needed from the Executive Director. Excess baggage fees may be reimbursed if the excess baggage is directly related to Club business. In-flight beverage costs are not reimbursable. In flight meal costs are reimbursable under the provisions of §4.3 Meals.

4.2.2 Travel Airfare for Board members

Travelers will be reimbursed up to the amount of the lowest available twenty-one (21) day advance purchase airfare, with a tolerance of up to one-hundred ($100) dollars to allow the traveler some latitude in scheduling flight times, number of stops and airline preference, where appropriate. Travelers are required to use good judgment and accept some latitude in scheduling flights so as to keep travel costs as low as practicable. Receipts for airfare are required. If in doubt, travelers should consult with the Executive Director prior to booking the flight. Wherever possible, to ease the administrative burden of reimbursing travelers for expenses, airfare should be booked through the American Express Travel service. Fares in excess of the one-hundred ($100) dollars tolerance or on an alternate airline at the traveler's choice with no ordinary and necessary Club business justification must be approved prior to purchasing, or the excess cost will be the responsibility of the traveler. If last minute travel is required, a special approval is needed from the Executive Director. Excess baggage fees may be reimbursed if the excess baggage is directly related to Club business. In-flight beverage costs are not reimbursable. In flight meal costs are reimbursable under the provisions of §4.3 Meals.

4.2.3 Ground Transportation

Travelers will be reimbursed for travel to and from the departure and destination airports, and to and from meal locations at the destination, unless a free shuttle service is available or unless BMW CCA arranges and pays for ground transportation. Reimbursement is limited to reasonable cost of the available options, such as personal vehicle, taxi, limousine or shuttle bus. The traveler should make every effort, within reason, to use the most practical and cost-effective conveyance. If the traveler uses their personal vehicle; for example, to drive to the departure airport, they can be reimbursed at the described in §4.2.5, Personal Vehicles, as established by the Executive Director, plus parking at the airport's most economical parking facility.

4.2.4 Rental Cars

If authorized, travelers will be reimbursed for the least expensive available rental car deemed sufficient to accomplish the purpose of the travel. Normally, the use of rental cars must be approved in advance by the Executive Director. If the traveler rents a more expensive car than is deemed necessary, the traveler may be reimbursed for the least expensive alternative and is responsible for any costs above that.

4.2.5 Personal Vehicles

Travelers have the option to travel using their personal vehicle. Automobile related travel expenses, such as mileage, tolls, lodging, parking and meals, will be reimbursed up to the equivalent cost of the lowest available twenty-one (21) day advance purchase airfare or the equivalent cost of using a standard size rental car for the travel period, booked twenty-one (21) days in advance, whichever is lowest. Mileage will be reimbursed at the rate of fifty cents ($0.50) per mile or the lesser of the rental car rate as described above. The mileage reimbursement rate will be evaluated and adjusted from time to time. Receipts for tolls are recommended and are mandatory for tolls in excess of five ($5.00) dollars. Travelers making a trip using a rental car as the primary vehicle will be reimbursed for the cost of the car plus gasoline, tolls, lodging, parking and meals up to the equivalent cost of the lowest available twenty-one (21) day advance purchase airfare. Use of a personal vehicle to and from the airport is permitted and reimbursed as described in §4.2.3, Ground Transportation.

4.3 Meals

Travelers may be reimbursed for the cost of meals consumed during the period the individual is traveling on Club business. Reimbursable expenses include the actual cost of reasonable meals, tips and non-alcohol beverages taken with meals. Receipts for individual meals costing five ($5.00) dollars or more are required.

If a meal is provided or paid for by BMW CCA in conjunction with the purpose of the travel, that will be considered the meal for that period and additional charges for a meal at that time will not be reimbursed.

When the group attending the business activity dines together, meal costs for a spouse or friend dining with the group will be paid for by the Club or reimbursed, as necessary. The exception to this policy is that the cost of meals in conjunction with National Conferences and Congresses are covered only for the authorized Chapter representatives. Additional Chapter representatives, guests or family members may dine with the group if arrangements are made at least one (1) week in advance with the National Office and the representative or Chapter reimburses BMW CCA for the cost of the additional meals, as determined by the Executive Director.

Travelers on Club business to events at which meals are included as part of the event at no charge, may not be reimbursed for additional meals at those times. If event meals are included as part of the registration fee, the traveler may not be reimbursed for additional meals at those times if BMW CCA is paying the traveler's registration fee.

4.4 Lodging

Lodging costs, while on BMW CCA business, will be reimbursed. Travelers are encouraged to reduce lodging expenses when and where possible by sharing rooms.

If required for the purpose of the travel, and if authorized in advance by the Executive Director, the traveler may be reimbursed for rooms with specialized facilities, for example, a conference suite. Otherwise, costs for suites, executive floor rooms, concierge-level rooms, premium hotel facilities such as health clubs and pools, and all other special extra-cost items are the responsibility of the traveler and will not be reimbursed.

Additional charges for double occupancy of a hotel room to accommodate a spouse or friend may be reimbursed.

"No Show" charges resulting from failure to cancel a guaranteed room will be the responsibility of the traveler unless the failure to notify was beyond the traveler's control. Documentation is required.

4.5 Administrative Expenses

The expense categories listed below are reimbursable, but only to the extent that the cost involved was for the purpose of Club business:

Copying;
Postage; and
Office supplies

4.6 Event Registration Fees

When authorized by the Board of Directors, event registration fees may be wholly or partially reimbursed for individuals who are performing specific duties or functions at Club events that charge registration fees. An individual receiving reimbursement for performing such assigned duties or functions is not eligible to win attendance or door prizes at that event. Registration fees will not normally be reimbursed when the individual is performing duties or functions that are usually performed by volunteers who pay their own

registration fees. Registration fees for driving activities such as driving schools, car control clinics, safety schools, autocrosses, etc., will not be reimbursed.

4.7 Travel Authorization

Individuals traveling on BMW CCA business must be authorized verbally or in writing by the approving authority. All BMW CCA business travel must be in the performance of duties specified in the Operations Manual or assigned by the President, Board of Directors, or Executive Director, as applicable. Travel authorization may be either Standing Authorization as stated in the Operations Manual for routine travel §4.8 & 4.9, or Special Authorization requiring specific approval.

4.8 Standing Authorization

Standing Authorization covers travel for routine business, for example, Board member travel to Board meetings and National Congresses; travel by the Executive Director in the performance of her or his duties; travel by Regional Vice Presidents on Club business within their region and budget; and travel by the President and Executive Vice President on Club business within their budget and within the United States. Board approval of National Congresses such as the Chapter Congress, and Driving Events Congress, either specifically or by budget approval, constitutes standing travel authorization for authorized Chapter representatives and participants.

Travel to Board meetings by members of the Board of Directors and the Executive Director is automatically authorized when a meeting is scheduled. The Board may designate other individuals as normal attendees who do not require special authorization, such as *Roundel*'s representative and the National Events Coordinator.

Regional Vice Presidents have standing travel authorization for travel on Club business within their region, as long as they have sufficient funds remaining in their travel budgets.

The President and Executive Vice President have standing travel authorization for travel on Club business within the United States.

4.9 Special Authorization

Special authorization is required for individuals on non-routine Club business, for individuals whose position does not normally require travel, and for individuals who have exhausted their official travel budgets. Board member travel not covered by standing authorization must be in the performance of the job duties specified in the Operations Manual or assigned by the President or Board of Directors.

Requests for special authorization will be presented to the approving authority as listed below. Requests for special travel authorization should include departure and return dates, type or cost of lodging, type or cost of transportation, and other anticipated expenses. The approving authority must be identified on the Expense Reimbursement Request. Travel without the appropriate approval will not be reimbursed. Special authorization approval authorities are as follows:

- President and Executive Vice President will authorize travel by the Executive Director and all other travel not specifically identified below.
- President and Executive Vice President will authorize travel by National Service Officers, related outside contractors, and assigned committee members.
- President and Regional Vice Presidents will authorize travel by Chapter members to attend activities other than the National congresses already designated for standing authorization.
- Executive Director will authorize travel by the National Office staff.

- *Roundel* Managing Editor and *Roundel* Editor will authorize travel by *Roundel* staff and remain within *Roundel*'s travel budget.
- Club Racing Chairperson will authorize travel by the Club Racing staff in accordance with the Club Racing Financial Operations Manual.
- Unless already covered by a standing authorization, the President will authorize travel by the Regional Vice Presidents for travel outside their regions or in excess of their annual budgets.
- Unless already covered by a standing authorization, the President will authorize travel by the Treasurer and Secretary.
- The President will authorize travel by the Executive Vice President for travel outside the United States or in excess of the Executive Vice President's annual travel budget.
- The Vice President and Treasurer will authorize travel by the President for travel outside the United States or in excess of the President's annual travel budget.

4.10 BMW CCA Logo

The BMW CCA Logo is a trademark and property of the BMW Car Club of America, Inc. ("BMW CCA, Inc.") and may not be used in print, visual or electronic-based media, or for any other purpose without the express permission of the BMW CCA, Inc., or as allowed under this paragraph.

Chapters may use the BMW CCA logo in their newsletter and on their stationery. Chapter advertisers are not allowed to use the BMW CCA logo unless they qualify separately under another provision of this paragraph.

No one other than BMW CCA, Inc., and those authorized by BMW CCA, Inc., are allowed to sell or produce any product incorporating the BMW CCA logo. The BMW CCA logo is restricted to Club regalia.

4.10.1 BMW CCA Logo Use Policy (Non-Commercial, Non-Internet)

BMW CCA, Inc., may, by approval of the Board of Directors, allow the use of the BMW CCA logo for certain non-commercial purposes when it has been determined that such use promotes BMW CCA in a favorable way, and only in such activities and situations that are in keeping with the goals, mission and strategic direction of BMW CCA, Inc. Approval for such use is also dependent on a determination by the Board of Directors that there is minimal liability risk and with the stipulation that permission to use the logo may be revoked by the Board of Directors at any time.

Individuals requesting the use of the logo must apply in writing to the BMW CCA National Office. The application must stipulate the exact use of the logo, to what extent and under what conditions and situations, and the quantity and types of items on which the logo will be displayed. If the request is approved, the requester must then sign an agreement provided by the National Office stipulating the permission and limits of the logo use and an acknowledgement that the logo is a trademark of BMW CCA, Inc., and will be used only within the boundaries of the agreement. If requested, the individual seeking approval must present a sample of the item with the logo in place. If a sample is impractical, a photo may be substituted at BMW CCA, Inc.'s discretion.

4.10.2 Policy for BMW CCA Logo Use on the Internet

Permission is given to the following to use the BMW CCA logo on their Internet Web pages:

- BMW CCA Club Racing
- All Chapters of the BMW CCA, Inc.
- The International Council of BMW Clubs and member Clubs of the International Council

- The BMW Group, LLC, when used in conjunction with approved activities or approved programs pertaining to BMW CCA, Inc., or its members.

Permission is given to *Roundel* display advertisers who also have commercial websites to use the BMW CCA logo to represent a link to the BMW CCA, Inc., website. This permission exists only for the duration of the advertiser's contract to place display advertisements in *Roundel* and in such cases, the BMW CCA logo may not be used in such a way as to express or imply endorsement of the advertiser's products or services.

All other parties must apply in writing to the BMW CCA, Inc., for permission to use the BMW CCA logo.

Note: The BMW roundel logo is a registered trademark of BMW AG. Except where authorized for use within a BMW CCA or BMW CCA Chapter logo approved in accordance with the International Council of BMW Clubs guidelines, the BMW roundel logo may not be used by any person for any purpose.

4.11 Sponsorship Requests

From time-to-time, BMW CCA receives requests from groups and individuals to sponsor their events, activities or products. BMW CCA does not normally enter into agreements in which the Club acts as a sponsor, however, each request for sponsorship, if submitted with the appropriate information, will be evaluated and a decision rendered to either become a sponsor or decline to do so.

BMW CCA may, by approval of the Board of Directors, provide sponsorship for a selected endeavor when it has been determined that support of that endeavor is in keeping with the goals, mission and strategic direction of BMW CCA; the requested sponsorship promotes BMW CCA in a favorable way; and the requested funds, services or in-kind assets are available. Approval for such use also depends on a determination that there is minimal liability risk and with the stipulation that, unless otherwise stated in writing, any sponsorship agreed to, is a one-time occurrence and does not imply a continuing sponsor relationship. In addition, BMW CCA reserves the right to terminate sponsorship whenever the terms of the sponsorship agreement are complete, or whenever the exposure provided by the sponsorship no longer represents BMW CCA in a favorable way, as determined by the Board of Directors.

Requests for sponsorship must be submitted in writing to the BMW CCA Executive Director. The request must specify:

- The sponsorship that is being requested; what is the nature of the sponsorship?
- The individual or organization that is making the request.
- The mailing address and telephone number(s) of the point of contact.
- The inclusive dates of the sponsorship period.
- The proposed benefits to BMW CCA.

If BMW CCA's name or logo will appear, then the request must include proposed quantity, placement and size; the duration and number of occurrences of exposure; and the size and makeup of the target audience. If additional sponsor benefits are proposed, they must be specified in the request.

The Executive Director will review each sponsorship request for sufficiency, and for legal and liability concerns. The Executive Director will then present the request to the entire Board of Directors for review and action at the next Board meeting following receipt of the request.

Approval of a sponsorship request authorizes use of the BMW CCA name and logo only to the limits specified in the Sponsorship Agreement and does not constitute approval to use the BMW CCA name or logo in any other way.

4.12 Mailings And Mailing Lists

BMW CCA may, at the Executive Director's discretion, utilize the membership mailing list as a revenue source, provided that the integrity of the database is maintained, member information is not released on those members who have expressly requested their information be kept private, and that steps are taken to ensure the data is used only in the manner and quantity specified in the contract.

The Executive Director may, as an element of good will, extend mailing privileges to advertisers, provided the advertiser or sponsor pays for postage and provides the materials. The mailing list will not be given gratis to advertisers.

Other mailings may be authorized by the Executive Director as long as member privacy preferences are honored, the content is approved by BMW CCA, the organizations for whom the mailing is performed pay all costs, and the information sent to members is of interest or benefit to members.

4.13 Communication with BMW of North America (BMW NA)

Chapter personnel may not directly contact BMW NA requesting any goods, services or cash sponsorship unless they first submit to their Regional Vice President or the National Office a proposal identifying what donation they are requesting, and the date, location and a description of the event. All proposals must be submitted at least forty-five (45) days prior to the event date.

The proposal will be reviewed by the Executive Committee of the BMW CCA Board of Directors and a response will be provided within one (1) week.

4.14 Membership Revocation

A member or associate member's BMW CCA membership may be revoked for cause by a two-thirds (⅔) vote of the Board of Directors.

4.14.1 Request

A Request for Revocation of Membership can be brought to the Board by a Club member, a Chapter representative or any member of the Board of Directors.

4.14.2 Due Process

The Executive Director, on behalf of the Board of Directors, will contact the member in question via certified letter. This letter will notify the member of the statement of cause for revoking his or her membership, the date, time and location of the next BMW CCA Board meeting, and notification that the member may respond by letter or in person to the Statement of Cause before the Board.

4.14.3 Action

The Board, after due deliberation, may deny the request, revoke the membership as requested, put the member in question on probation with specific terms and conditions thereof, or fashion any other response, which, in the Board's judgment, is reasonable under the circumstances.

If membership is revoked, a prorated refund of the National dues will be returned to the former member.

4.15 Crisis Response Plan

4.15.1 Background

This Plan was developed to provide a working tool to assist in a crisis situation. The Board highly recommends that, regardless of a member's position, they become familiar with this plan by reading it prior to any Club event.

A crisis is any unplanned event, incident or situation that has the potential to damage or destroy BMW CCA's reputation. While the most likely crisis scenario for the Club would involve a death or serious injury at a driving event, there are other incidents or situations that could threaten our reputation such as: an altercation between members at a Chapter meeting that requires police intervention; a Chapter officer using Chapter funds for illegal purposes; or a medical emergency in which several members become ill after attending a Chapter function.

Don't confuse reputation with image. An image is a persona carefully constructed with advertising, public relations, and marketing activities. Reputation is the direct result of organizational behavior. Our stakeholders' members and their families, BMW Group and BMW NA, track owners, vendors and suppliers, and organizations supported by individual Chapters or the Club's Foundation determine the value of our reputation, based largely on their day-to-day interactions with us. A favorable reputation allows the Club to serve our members and conduct business with a minimum of impediments and constraints.

In a crisis, those stakeholders become the jury in the court of public opinion where, unlike at any other time, our reputation comes under intense scrutiny.

Because it is so valuable, the Club's response to a crisis must focus on defending our reputation. While there are other aspects of the Club that must be safeguarded, such as legal and financial exposure, decisions or actions taken regarding them must not jeopardize our reputation. For example, in an attempt to limit legal damages we cannot refuse to talk to the media.

4.15.2 Crisis Response Strategy

Defending the Club's reputation in a crisis involves taking actions designed to assist the people impacted by the event or situation, and communicating to our stakeholders our concerns about the situation and what we're doing about it. To accomplish that, the Club's crisis response strategy is:

Assist people.
Protect their property.
Correct the problem.

- Connect with stakeholders.

In most cases, because of the speed in which a crisis can develop, these actions are taken simultaneously, not sequentially. It does no good to take all the proper actions and not communicate what we are doing. Conversely, portraying the Club as addressing the situation when, in reality, very little has been done will do irreparable damage to our credibility.

4.15.3 Taking Action

Our first priority in any crisis is to assist the people who are directly impacted by the situation. Whether that means helping someone understand the provisions of the Club's medical insurance, providing a way to get a damaged car and equipment back to a member's home, or cooperating with authorities in an investigation, put people first in your crisis response decisions and actions.

We also have a responsibility to identify and correct or address the cause of the incident. That may be something that can be accomplished relatively quickly or implementing corrective measures following a lengthy review or investigation.

4.15.4 Communicating in a Crisis

The voracious appetite for stories created by 24-hour news networks and communications technology means that a seemingly small event or situation can be sent across the country or around the world in less than 30 minutes. That makes it critical for the Club to have the ability to quickly communicate about the actions we are taking in response to an emergency. Today's broadcast and communication technology allows the media to cover fast-breaking stories virtually in real-time.

If we are not prepared and willing to participate in a story involving bad news about the Club, our stakeholders will quickly form the impression that either we're irresponsible or that we are concealing something. That perception can put us at odds with the people impacted by the crisis and that conflict will inevitably fuel further media coverage of the situation.

Viewed from a different perspective, the media can provide access to audiences that the Club needs to reach with important information.

4.15.5 Crisis Response Communication Policy

It is the policy of the BMW CCA, Inc., and the BMW Car Club of America Foundation, Inc., to cooperate with members of the media who are reporting on an incident, situation or event involving the Club and its members.

The Club does not make or issue statements to the media about its members regarding their activities, associations or character outside of Club events or activities.

Each Chapter will appoint at least one (1) spokesperson to respond to media inquiries within the guidelines of this Plan. Each Chapter Officer and spokesperson should have a copy of this Plan. A copy should also be available at all Chapter events.

4.15.6 Selecting a Chapter Spokesperson

The spokesperson may be called upon to represent your Chapter and the Club in an emergency, so give careful thought to whom you ask to fill this role. The two most important criteria are a good communicator and someone who remains calm under pressure.

Because reporters will more than likely go to the scene of the incident, it is important that the spokesperson be available for interviews there. You may want to consider appointing two or three spokespeople so that Chapter events are covered.

If at all possible, the Chapter President should not be the on-scene spokesperson. He or she should focus on coordinating response efforts and providing support for people involved in the situation. Reporters covering a breaking story will not ask to interview the president; their main concern is receiving information from a credible source. If there are follow-up interviews later, it may then be appropriate for the President to represent the Chapter.

Public speaking does not come easy for some people, nor does appearing on camera or being quoted in a newspaper. Avoid pressuring someone to be a spokesperson. Although they may acquiesce to your persistence they may not perform well in an emergency, embarrassing the Chapter, the Club and themselves.

4.15.7 Crisis Response Procedure

This procedure is designed to inform Chapter and National BMW CCA officers of an emergency or adverse situation and prescribe the actions required for an appropriate response.

Step 1. Assemble Confirmed Information

The early stages of any crisis are characterized by a lack of confirmed information and a wealth of speculation. It is extremely important to only relate confirmed information regarding the situation to Club officers and members, public officials and the media. Speculation should not be included in these discussions.

Step 2. Notify the Chapter President

Inform the Chapter President, or alternate contact, within one (1) hour of learning of the incident or event at a function hosted by the Chapter involving death, serious injury, law enforcement response, or other situation with the potential to attract unfavorable media attention.

Chapter President	**Chapter Alternate**
Name: _____	Name: _____
Business Telephone: _____	Business Telephone: _____
Mobile Telephone: _____	Mobile Telephone: _____
Home Telephone: _____	Home Telephone: _____
Pager: _____	Pager: _____
Fax: _____	Fax: _____
E-mail Address: _____	E-mail Address: _____

Step 3. Notify BMW CCA Executive Director

Inform the BMW CCA Executive Director or BMW CCA President (listed on the VIP page of each *Roundel*), within one (1) hour of learning of an incident or event at a function hosted by the Chapter involving death, serious injury, law enforcement response, or other situation with the potential to attract unfavorable media attention.

BMW CCA President

Name: Jeff Caldwell
Business Telephone: n/a Fax: n/a
Mobile Telephone: 609-658-6798 E-mail address: president@bmwcca.org

Step 4. Prepare a Statement

Even if you think media involvement is unlikely the Chapter spokesperson should prepare a statement as a reference to use when talking to reporters about the incident or situation.

Use the format below to organize your thoughts. Don't worry about eloquent prose; a bullet-point outline will do. Although you should not read the statement during an interview, it is perfectly acceptable to say, "Let me refer to my notes to make certain I've given you all the information I have."

Depending on the nature of the incident or situation you may not require all of the following sections for your statement. Use your judgment to determine which of them are appropriate.

What happened?

Provide only confirmed information about the incident or situation.

What are our concerns?

Explain the concerns you have about the situation, always beginning with those about people.

What are we doing about it?

List the actions you are taking to protect people and property, and to correct the situation. Always begin with the actions you are taking to help or protect people.

Is more information available?

If appropriate, tell the reporter where people can obtain more information about the situation, such as a telephone number or website.

Step 5. Report Media Coverage

Keep a record of the interviews. Inform your Chapter President and the BMW CCA Executive Director, or alternates, within twenty-four (24) hours about any media interviews or inquiries about the situation including:

1. Date and time of interview.
2. Location of interview.
3. Media, type and location, e.g.:
   The Atlanta Constitution, newspaper, Atlanta, Georgia; or
   KMOX, radio, St. Louis, Missouri.
4. Reporter's name and telephone number.
5. Synopsis of the interview.

Step 6. Update the Statement

Update the statement as additional confirmed information becomes available.

Sample Statement

What happened?

About 9:40 a.m. today, accident at driving school at Pearson Falls Raceway.
One car involved.
Driver injured, taken to St. Catherine's Hospital.
Can't release name until family is notified.

What are our concerns?

Our primary concerns - driver & family, and the safety of our other participants.

What are we doing about it?

Assisted with first aid.
Will help family with everyday needs - our Club is very supportive.
Will investigate cause of accident.
Making arrangements to transport car and equipment to member's home.

Is more information available?

N/A.

4.15.8 Working with Reporters

In the first few hours of a crisis, reporters want the who, what, why, where, when and how of the story. Take a few moments to put together your statement - if a reporter arrives before you've had an opportunity to prepare your statement, it's appropriate to ask for a few minutes to get ready.

Stay within your area of responsibility. Your role as a spokesperson is to relate what actions the Club is taking in response to the situation. It's perfectly acceptable to refer questions about the medical condition of a member to the hospital or questions about what the member who started a fistfight will be charged with to the police.

Don't speculate. If you don't know, say you don't know.

Avoid making comments such as, "This should be resolved soon," or "I don't think the injuries are serious," in an attempt to minimize the situation.

Don't discuss liability, fault or cause. In many cases an investigation determines that the initial reasons attributed to the cause of the incident were not correct.

Don't say, "No comment." If you can't answer a reporter's question, explain why, for example, "I can't answer that question because we have not conducted an investigation into the cause of the accident," or "I cannot tell you the driver's name until his family has been notified."

Never make comments or provide information "off the record." Assume everything you say to reporters, including during an informal chat while the cameraman sets up the equipment, can be used in the story.

You are always on "the Record."

4.15.9 Suggested Chapter Emergency Response Procedures and Forms

Steps to take during and immediately following an emergency. This assumes that an incident has occurred and that the Emergency Medical team and/or Fire team have been dispatched.

4.15.10 During the Initial Evaluation of Emergency at the Track/Driving Venue

One (1) instructor should remain with the group. That instructor must politely, but firmly, keep the group together in the driver staging area or common area.

The Driving Event Team Leader must then, personally go to the incident site. Drive with the normal flow of traffic unless confirmation has been received that any cars still on the course have been warned and stopped.

At the incident site, the Team Leader will assess the situation and determine whether to cancel the balance of the activities or decide to resume driving.

The Team Leader should assess who is needed at the site and who is not directly needed. Then, ask those not involved to clear the area.

Ask that everyone involved remain until the EMT examines each person. Then be certain all names and telephone numbers are recorded for the report.

Ask any witnesses to stay until you have their names and telephone numbers (if not directly involved in the program).

Photographs should be taken of the incident site and the damaged car(s), as well as the surrounding area.

If the decision is made to end the program, then have the other instructors lead the remaining participants back to the driver staging area for the closing activities.

Participants will want information quickly. As soon as it is practical (the EMT has taken an initial look at the individuals involved and the Team Leader has a general explanation of what happened), use the radio to call in a report that can be broadcast directly to participants or be relayed to them through the instructor. This report should just state the facts:

1. In general, what happened?
2. In general, any injuries?
3. If injuries, provide a general description.
4. Keep the report as positive and as realistic as possible.

DO NOT MAKE COMMENTS REGARDING THE INCIDENT THAT COULD BE CONSIDERED PLACING BLAME OR FAULT.

4.15.11 Incident/Injury Report

This will be handled by the Chapter or National DEC. This form is for standalone Club Races at which an accident or incident has occurred. It must be filled out within forty-eight (48) hours of injury/incident and a copy sent to the Executive Director, BMW CCA Fax (864) 250-0038, the original kept by the Chapter President.

4.16 Contracts

All contracts, agreements for services or sponsorship, and/or commitments entered into in the course of conducting Club business, Club Racing, administration of *Roundel*, or administration of the National Office must be presented to the Executive Director for review by an attorney and the approval of the Board of Directors.

No person other than the President, Executive Director or DFO has the authority to sign any contract or commit any action that will bind the National Association in any given agreement or commitment for an amount more than one thousand ($1,000) dollars, whether the contract be for services or for sponsorship, without the express approval of the Board of Directors.

4.16.1 Addendum to Contract–Contractor Confidentiality Agreement

In the course of work pursuant to my contract with the BMW Car Club of America, Inc., (hereinafter referred to as BMW CCA) I recognize that I may receive communications that are confidential and/or proprietary to the BMW CCA.

I also realize that I may participate in discussions held by the Board on topics that are deemed sensitive or confidential, as outlined in the Operations Manual of the BMW CCA.

These discussions may involve such things as personnel matters, disciplinary matters and legal matters, as well as other topics determined by the Board to be confidential.

Disclosure of confidential or proprietary information, or the substance of any information from these discussions, could be detrimental to the BMW CCA or cause damage to an individual's reputation or to personal relationships.

I understand that I am expected to keep confidential, except to the extent necessary to fulfill my contractual obligation, any confidential or proprietary information of the BMW CCA that may come into my possession during the course of my contract with the BMW CCA.

I also understand that to reveal such information is a violation of this agreement, and therefore a violation of my contract.

As such, any disclosure of confidential or proprietary information can be grounds for voiding of my contract with the BMW CCA. I further understand and acknowledge that this agreement does not in any way make me an employee of the BMW CCA and that I am and will remain a contractor.

Signed,_____ _____, 20____

Print Name: _____

Title:_____

Section 5. BMW CCA PROGRAMS AND SERVICES

5.1 *Roundel* Magazine

Roundel is the official publication of the BMW CCA and is sent to every primary member. The mission of *Roundel* is to inform, entertain and promote a sense of community for BMW CCA members. It is the voice of BMW CCA and, as such, it is, first, a club magazine and, second, a car magazine. *Roundel* is the definitive source for Club members to acquire information about BMW CCA events, programs, members and activities, BMW products, and BMW the company.

5.1.1 Club Oriented

The sense of belonging to a club that we foster in our readers is a quality not easily replicated in commercial publication. Take advantage of our unique status as a membership publication by featuring our members and their activities.

5.1.2 Goals

Help members to fully enjoy their investment in BMW CCA and their BMW vehicles through coverage of Club events, personalities, members' cars, and other Club-related features.

Create the sense of participation for our readers by focusing on members and their interests and activities, engaging members for whom *Roundel* is their only connection to the Club.

Publish coverage of major BMW events, news, and new car introductions before released, and provide more depth and perspective than other automotive publications; provide BMW information and insight that cannot be found anywhere else.

Include regular coverage of vintage and historical BMWs to bring members a sense of BMW's place in automotive history. Be a "keeper of the flame."

Create consumer-oriented articles such as leasing, insurance, and dealing with service shops as well as instructional articles on vehicle repair, operation, prevention, and driver education that help our members enjoy BMW ownership. Target a portion of content to the "new consumer."

Involve members in new and unique ways in the magazine. Make them part of the stories. Encourage members to submit articles and photographs. Use our members as contributing writers, either as stand-alone feature writers or as adjuncts to in-depth features.

Ensure that all columnists provide a friendly, familiar personality responding to a broad range of our members' BMW interests, informing and entertaining as stable, familiar faces looked to as friends. Be sensitive to the total number of columns in any issue.

5.1.3 *Roundel* Editor-in-Chief

The Editor-in-Chief is contracted by the BMW CCA to provide editorial services and reports to and is supervised by the Executive Director.

The Editor-in-Chief establishes the personality of the magazine and manages the creation of editorial content in such a way as to reflect and enhance the stated purpose and goals of the BMW CCA.

The Editor-in-Chief is encouraged to attend, at BMW CCA expense, the Newsletter Editor/Webmaster Congresses to answer questions about *Roundel* and/or to offer advice to the Chapter Newsletter Editors.

The Editor-in-Chief will endeavor to print all letters from members, subject to space and suitability for publication. Editing and shortening of a letter is encouraged for space considerations as long as the

meaning is not materially altered. However, no letter will be printed criticizing dealers nor will any letter containing a personal attack be printed.

5.1.4 *Roundel* Advertising

Ad space will not exceed more than forty-five (45) percent of the magazine's pages.

Non-commercial, free, classified ads in *Roundel* shall be limited to one (1) fifty (50) word or two (2) thirty (30) word ads each month per member. Additional words will have a cost.

Roundel will print the disclaimer that it is not responsible for content, errors or omissions in any advertisement, commercial or classified ad.

Roundel reserves the right to edit or reject any ad.

5.1.5 *Roundel* Writers/Contributors

All *Roundel* writers and/or contributors are hired and supervised by the Editor-in-Chief and must sign releases granting BMW CCA the following rights:

Exclusive publication rights to all text; first publication rights to all photographic materials.

- The right to reproduce, publish, transmit and distribute the work in first-published form on electronic databases, online services and any other similar system now existing or hereafter developed.
- The right to permit libraries to store in any media the work as published in the magazine.

5.1.6 *Roundel* Event Advertising/Calendar Entries

Any Chapter hosting or promoting an event that denies a legitimate BMW CCA activity from participating while concurrently hosting a similar non-BMW activity will not be allowed to promote that event in *Roundel* or on the BMW CCA National website.

5.1.7 Regional Event Advertising/Promotion

If an event is designated a Regional event by the Board of Directors, the same policy BMW CCA provides, at no charge, one-half (½) page of advertising space to be used as a single ad in one (1) issue or two (2) quarter-page (¼) ads that can run in up to two (2) issues.

5.1.8 Copy Guidelines:

- Note: See the Media Kit on the BMW CCA website for current information.

5.2 Annual Raffle

The annual raffle is an optional program authorized by the Board of Directors as a general fundraiser. Normally, raffle prizes will be BMW vehicles. The Board will designate the raffle car each year no later than the first quarter's Board meeting. The odds, ticket price, and maximum number of tickets allowed to be purchased per member will also be set at that time.

A raffle ticket, once purchased, is nontransferable.

All applicable eligibility raffle rules will apply.

Ticket purchaser and holder must be a member (regular or associate) in good standing of BMW CCA by that date. Members of the Board of Directors, paid employees, and outside contractors of BMW CCA or *Roundel*, their immediate family members and/or households may not participate in the annual raffle.

The winning ticket holder is responsible for all state, Federal and local taxes due on the winnings. BMW CCA shall withhold a percentage of the winnings and file a W-2g form as required by the Internal Revenue Service. The ticket is sold subject to all Federal, state and local laws. It is void where prohibited by law.

5.3 Recognition Program Committee

The Recognition Program Committee (RPC) is responsible for overseeing the recognition and award program, including developing the criteria, managing the nomination process, reviewing nominations and selecting the final candidates for submission to the National Board for approval. Changes to any aspect of the program must be approved by the National Board upon recommendation by the RPC. National Office staff and the National Board will work with the RPC to ensure the program is successful and meaningful.

The National Board shall appoint at least five (5) people, including a chair person, to the RPC and may appoint additional members at its discretion. The appointees must be current BMW CCA members in good standing. The RPC will meet in person at the discretion of the National Board.

5.3.1 Recognition Awards and Criteria

Nominators must be a BMW CCA member or an appointed representative of a chapter and must be in good standing. National Office staff may also nominate. Nominations must be completed on the official nomination form (Appendix B1) and must be submitted to the RPC electronically by the date indicated on the form. The nominee must have been in good standing and full compliance for the entire nomination qualifying period. The nominee must be in good standing with BMW CCA, BMW CCA Foundation, BMW NA and BMW AG.

Current National Board members, and National Office paid staff are not eligible for Recognition Awards.

The qualifying period for each award will be the calendar year preceding the award (January 1 through December 31). Nominations may be submitted at any time throughout the calendar year. However, they must be received by the date indicated on the nomination form.

There are six awards:

- Friend of the BMW CCA
- Outstanding Chapter Volunteer
- Outstanding Officer
- Outstanding BMW Center
- Outstanding Independent Business
- Outstanding Chapter Awards (Growth and Retention, Charitable Contributions (financial) and Charitable Contributions (time). Outstanding chapter awards are not based on nominations, but are performance based as determined by National Office records.

In addition to the above recognition awards, there are also the National Service Officer Awards. Nominations for these awards can be made by any BMW CCA National Board member in good standing or any members of the National Office staff. Nominations must be completed on the official nomination form and must be submitted to the RPC by the date indicated on the form. Nominees must have been in

good standing and in full compliance for the entire nomination period. The Nominee must be in good standing with BMW CCA, BMW CCA Foundation, BMW NA and BMW AG.

Criteria for all awards can be found in Appendix B2 on the BMW CCA website.

5.3.2 Selection Process

Once the nomination period has closed nominations will be assessed by the RPC to ensure each nomination meets the selection criteria. An outline of the selection process can be found on Appendix B3 on the BMW CCA website.

5.4 National Events

This section defines National events, specifies the minimum requirements and standards of a National event, and assigns the duties and responsibilities of individuals involved with the planning, organization, execution and decision making of National events.

5.4.1 National Event Definition

A National event is intended to draw participants from the entire Club membership. It must be of interest or benefit to Club members outside of a single Chapter or region. While the overall responsibility for planning, organizing and executing, a National event belongs to the National Office. National events are, in reality, a partnership between the National organization and its Chapters. The National Office can manage and plan the administrative, financial and logistical details, but assistance from the local or host chapter(s) can provide a distinctive atmosphere, sense of community, and the knowledge of the local area that will help make the event complete, enjoyable and memorable. National events must be designated as such by the Board of Directors.

5.4.2 National Event Proposal

A National event can be proposed by any BMW CCA member, either as an individual or representing a Chapter or group of chapters. The proposal presented to the Board of Directors, must include:

- Type of event;
- Location;
- Facility recommendations;
- Sample schedule;
- Other pertinent information.

5.4.3 Duties and Responsibilities

For all National events, the Board of Directors is responsible for:

- Approving the event;
- Approving the event geographic location;
- Approving the event budget;
- Review event planning and organization at times specified on the event timeline; and
- Designating event locations and timeframes as far in advance as possible.

For all National events, the Executive Director and/or National staff are responsible for:

- Researching and contracting for facilities and services;
- Developing and publishing the event planning and operational timeline;

- Presenting the event proposal to the Board of Directors to include the potential geographic location, projected event budget, proposed activities, proposed planning and operational timelines, and recommended registration and activities fees, if applicable;
- Establishing, monitoring and controlling the event planning, organization and resource allocation;
- Soliciting, contracting with and providing necessary support for event sponsors and vendors;
- Periodically reporting to the Board of Directors on event planning and organization status, achievement of milestones, and financial status of the event, along with notification of problems that may threaten the viability of the event or the projected finances;
- Assigning and monitoring sufficient paid, contracted and volunteer staff to accomplish planning, organizational and operational tasks;
- Writing the event plan;
- Checking date conflicts with other National and Regional events, holidays and/or local events;
- Paying properly presented bills and invoices;
- Developing the publicity, marketing, and advertising plan;
- Establishing advance registration processes;
- Coordinating on-site registration;
- Reviewing all contracts for legal sufficiency and adequate provision of goods or services - acting as approval authority for all contracts;
- Ensuring all funds at event locations are properly safeguarded and accounted;
- Approving design for event printed materials and contracting for printing services;
- Where appropriate, contracting with BMW CCA chapters to provide services or to operate specific activities; and
- Updating administrative aspects of National Events section of the Operations Manual as needed, requesting approval from Board of Directors for changes that constitute a policy change.

For all National events the Host Chapter, if one is designated, is responsible for:

- Assisting in identifying venues, hotels, exhibit space, suitable driving event facilities, area cultural, business and entertainment attractions;
- Providing auxiliary volunteer staff to assist with on-site registration, traffic control and other logistical requirements;
- Acting as the formal local host for ceremonies, receptions and banquets to include participating in programs;
- Providing suggestions for advertising, if applicable;
- Providing contact information to the National Office for the primary Chapter contact individual(s).

5.5 Special Interest Group/Special Interest Resource Minimum Standards

As a courtesy and resource for its members, BMW CCA may recognize and list in *Roundel* and on the BMW CCA website, selected special interest groups and special interest resources. This is the policy and minimum standards for such groups and resources.

5.5.1 Definitions

- Special Interest Group: A non-commercial group with a National scope and focus on a BMW automobile-related subject that provides, to BMW CCA members only, contact and dues/benefits information.

- Special Interest Resource: An individual BMW CCA member who provides expert or reference information to all BMW CCA members on a specific BMW automobile or BMW automobile-related subject with a national scope and focus. An individual acting as a special interest resource may not operate the information and reference service as a commercial business, and must provide contact and benefits information to BMW CCA.

Status: BMW Automobile Special Interest Group/Special Interest Resource status is subject to approval by the BMW CCA Board of Directors. The primary point of contact for special interest groups is the BMW CCA Executive Vice President.

5.5.2 Minimum Standards

- Submit a written application and a renewal each year thereafter;

- Must be a member of BMW CCA;

- Maintain non-commercial status;

- Notify BMW CCA National Office of change of contact information within thirty (30) days of change;

- Publish dues/fees and list of benefits to its members; and

- Provide the published benefits to its members.

5.5.3 BMW Automobile Special Interest Group/Special Interest Resource Benefits

- Listing in *Roundel's* Special Interest Group/Special Interest Resource Section;

- Listing on the BMW CCA website Special Interest Group/Special Interest Resource Page with link to group or individual's website if applicable; and

- Dues collection by BMW CCA National Office upon request and approval.

Section 6. CHAPTERS AND CHAPTER OPERATIONS

A BMW CCA Chapter is a geographically or non-geographically based affiliation of BMW CCA members. The area covered by a geographically based chapter is defined by a grouping of zip codes. Non-geographically based Chapter membership is defined by their charter. Each Chapter must be chartered by the National Club and must adhere to National By-Laws, policies and minimum standards. At the same time, each Chapter is an independent organization with its own By-Laws and policies, which, in turn, must be in accordance within those of the National Club.

Chapters are the foundation upon which the BMW CCA was built, and they remain the backbone of the organization. BMW CCA members are assigned to a Chapter. This is the primary opportunity for members to interact with other BMW enthusiasts. The network of Chapters proves the national scope of the Club and provides one of the most effective channels for the National organization to communicate with and provide benefits and services to its members.

This section of the Operations Manual is designed as a reference for members who want to start, split or operate a BMW CCA chapter. As new volunteers step forward to guide and support their Chapters, this section will help them understand what is required, expected and advantageous for them to know and do. Adherence to the provisions of this section will help ensure continuity between Chapter leaders who have served in positions and the volunteers who are stepping into those positions.

6.1 Regions

To be more responsive to the needs of Chapters and individual members, the Club organized Chapters into geographic divisions now called Regions. A RVP (hereinafter “RVP”) is elected for each Region and serves as a member of the National Board of Directors. Non-geographic chapters will be represented by the Executive Vice President and/or could be assigned to another elected board member. The five (5) regions and states they cover are:

North Atlantic Region: Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont and (western) West Virginia.

South Atlantic Region: Alabama, District of Columbia, Florida, Eastern Arkansas or West Memphis, Georgia, Louisiana, Maryland, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, (eastern) West Virginia and Virginia.

North Central Region: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Eastern Missouri, Ohio, Wisconsin.

Central Region: Western Arkansas, Colorado, Kansas, Western Missouri, Nebraska, New Mexico, North and South Dakota, Oklahoma, Texas, Utah and Wyoming.

Pacific Region: Alaska, Arizona, California, Idaho, Hawaii, Montana, Nevada, Oregon, and Washington.

6.2 Chapter Communications

6.2.1 Communicating with Regional Representatives

Chapter officers should contact their RVP with questions on Club policy, regional matters, and suggestions and complaints.

At least once per quarter, RVPs are required to communicate with Chapter Leadership. This may be accomplished by the RVP via telephone, mail, email or internet.

RVPs may request input from Chapter leaders on matters under consideration by or being presented to the Board of Directors. It is essential to good governance and good representation that Chapter officers

respond as quickly as possible to such requests, so that the National Board can make informed decisions that take into consideration the preferences of Chapter leaders and their members. Such requests for input may also come from other National leaders for specific purposes. For example, the National Treasurer may request input from Chapter treasurers, or the regional Driving Events Committee representative may ask the opinion of Chapter driving events coordinators. Thoughtful and quick responses will help chapter representation.

Chapter driving event coordinators should contact their regional Driving Events Committee representative with questions, comments, suggestions and complaints concerning driving events.

6.2.2 Communicating with the National Office

Chapter officers should contact the National Office on procedural matters concerning member applications, renewals and reports; member changes of address; Chapter forms; insurance requirements; and financial matters such as member allocation funds and financial reporting.

Much of the information needed by the National Office to operate the Club and support the chapters is derived from standardized forms and reports submitted by the Chapter. These are contained later in this manual in the Section entitled “Forms.” It is essential for the Chapter’s well-being to submit these forms accurately and on time.

Communications with and benefits for the Chapter depend on the National Office receiving these forms. One of the Chapter President’s most important functions is to ensure that these forms are submitted on time.

As needed, the National Office Staff will publish *News From National*, which highlights issues of importance to chapters and members. It is designed to keep members up-to-date on current events and other pertinent news. *News From National* will be sent by email to all Chapter officers for whom National has a current email address. A copy of *News From National* will be posted to the BMW CCA website for viewing or downloading by members.

The BMW CCA website contains a “Members Only” section where Chapter leaders can find, in addition to the most recent and archived copies of *News From National*, agendas for upcoming or past Board meetings, and minutes from the most recent and previous Board meetings.

The BMW CCA website will contain a “BMW CCA News” section that members can visit. Chapter officers are encouraged to visit the website frequently to check on the latest news and the status of major events and programs.

6.2.3 Communicating with the National Board of Directors

Chapter leaders and in fact, all members, may directly contact members of the Board of Directors. Club members are requested to first contact their RVP on matters of policy or policy enforcement, since most likely the matter will first be referred back to the RVP. Likewise, Club members are encouraged to first contact the National Office on matters pertaining to Club administration procedures, since the Board will most likely refer those matters back to the Executive Director for research.

6.3 National Congresses

National meetings may not always be the most cost effective. Live and pre-recorded webcasts hosted on the national website can provide the information on demand, at a fraction of the cost. With that in mind BMW CCA may, or may not host, at the discretion of the Board, its traditional leadership congresses. The current list of topics is as listed below, but not limited to:

- **Chapter Congress** – attendance as determined by the national board.
- **Driving Events Congress** – For Chapter driving event coordinators and chief instructors.

6.4 Travel by Chapter Representatives to National Congresses

BMW CCA will reimburse authorized Chapter representatives attending National BMW CCA Congresses for reasonable travel expenses as specified by the Board. Only those Chapter representatives expressly authorized by BMW CCA will be reimbursed. Additional or unauthorized representatives are the responsibility of the Chapter or the individual. The Chapter must be in compliance with minimum standards in order for their representatives to be authorized to attend the listed events.

6.5 Chapter Minimum Standards

To keep status as a BMW CCA chapter in good standing, certain minimum standards must be maintained.

6.5.1 By-Laws

Each Chapter is required to have By-Laws, a copy of which **must** be provided to the National Office. If a Chapter amends its By-Laws, the Chapter must provide a copy of the amended By-Laws to the National Office.

6.5.2 Meetings

Each Chapter is required to hold at least one (1) event or business meeting per each thirty (30) days. Advanced notice shall be given to Chapter members on their website, social media or email. Meeting minutes must then be available to any chapter member requesting them.

6.5.3 Post Office Box

Each Chapter is required to maintain a post office box with a permanent address. The box must be checked regularly. Even with the advent of electronic communications, important materials are mailed to the Chapter.

Post office boxes are needed because a permanent address means that regardless of turnover of key Chapter officers, the Chapter will always have an address where important materials can be mailed. Mail forwarding and loss or delay of mail are kept to an absolute minimum with a static address. A permanent address enables the Chapter to print sufficient stationery and related items without fear of obsolescence, as well as, allowing the Chapter to reduce unit prices due to larger volume when ordering.

The post office box should be located at a post office within the portion of a Chapter's geographic area that contains a large number of Chapter members so that there will remain a probability that the post office will be relatively close to one or more Chapter officers. For Non-geographic chapters, the post office box will be maintained by the National Office.

If it is decided that the post office box location is to change, allow at least three (3) months overlap before ceasing to use the old box. Notify the National Office and other correspondents as soon as possible of the change.

6.5.4 Regional Publication

Each Chapter is required to submit chapter identifying information in the subject line i.e. "Sandlapper Chapter" for the BimmerLife publication twice a year as stated by the Board of Directors. By definition, submissions must contain the following minimum items:

- A listing of all Chapter officers and at least two (2) email addresses and two (2) telephone numbers, with area code, of any Chapter officers.
- At least one (1) Chapter-related article.
- Notification of at least one (1) Chapter event or business meeting per each ninety (90) days.

- The post office box address of the Chapter.
- A disclaimer of the materials published in the newsletter.
- High-resolution photos if larger than 10MB, send them separately to regionseditor@bimmerlife.com .
- Chapters are required to provide their chapter information to the Regions Editor of BimmerLife at regionseditor@bimmerlife.com.

6.5.5 Website

Each Chapter is required to maintain a live website with current information at all times. The Chapter website must contain the following minimum items:

- The Chapter name.
- A listing of Chapter officers and a means of electronically contacting at least two (2) Chapter officers.
- A current listing or calendar of Chapter events for the next ninety (90) days.
- An electronic gallery of past Chapter events, members and/or their cars.
- The Chapter's By-Laws.
- The post office box address of the Chapter.
- A disclaimer of the materials included on the website.
- A link to the BMW CCA homepage, "Join BMW CCA page," or both.
- All Chapters are required to post their chapter Financial Statements on their chapter website annually on or before March 31 each year.
- For non-geographic chapters, a discussion forum or other social engagement technology is required

Chapters are required to provide by email to the National Office the Chapter domain name and the URL of the Chapter website as soon as the website goes live, or whenever the domain name or URL changes. Chapters are required to maintain a live website at all times.

6.5.6 Reports

Each Chapter is required to submit the Chapter Officer Questionnaire Form to the National Office annually within two (2) weeks after Chapter elections, but no later than **March 15** of each year, and also whenever the data changes. The report must be submitted electronically through the BMW CCA website Chapter Forms page. This form is extremely important because it tells the National Office and Board of Directors who is in charge of the Chapter, who is performing vital functions, where routine and critical communications are sent, and who is eligible for National Congresses. The contact information on this report is essential to allow the Club to pass along important information quickly to the Chapter and its members.

Each Chapter is required to submit annually a Chapter Financial Statement to the National Office no later than **March 31**. **Chapters who currently have a non-calendar fiscal year. The report must be submitted electronically through the BMW CCA website Chapter Forms page. At the discretion of the Board of Directors, the National Office may request further information. *The National Board/National Office reserves the right to, at any time, audit Chapter financial information including income statements, bank statements, expense statements, and any other expenses they deem appropriate*. (** Must submit ninety (90) days after their fiscal year has ended.)**

Chapters must submit to the National Office a copy of their Federal IRS Form 990, 990-EZ or 990-N they filed within fifteen (15) days of filing the form with the Internal Revenue Service. All chapters are required to file one of these forms. If a chapter's annual Unrelated Business Taxable Income gross revenues exceed $1,000, a copy of the Federal IRS Form 990-T must also be submitted to the National Office within fifteen (15) days of filing the form with the Internal Revenue Service.

6.5.7 Financial Statement to Members

Each Chapter is required to provide a financial statement to all its members at least once a year via chapter website.

6.5.8 Bank Account and Electronic Transfer of Funds

Each Chapter is required to maintain a current bank account containing Chapter funds for use in delivering a BMW CCA membership experience at a Chapter level. Only elected Chapter Officers that serve on the Chapter Board shall be named signatories on the Chapter bank account, typically the President and the Treasurer.

Each Chapter will provide the National Office with the information required to initiate electronic funds transfers (EFT). All fund transfers from the National Office to the Chapter will be via EFT. For non-geographic chapters, National will help set up the bank account in Greer, SC.

6.5.9 Insurance

6.5.9.1 Event Insurance

Each Chapter is required to obtain liability insurance in the amount of ten million ($10M) dollars for every event, to include driving schools, safety schools, car control clinics, autocrosses, slaloms, rallies of any type, tours, gymkhanas, car shows and Street Survival. Coverage is not automatic. Coverage must be initiated by the Chapter holding the event. The Chapter must obtain a Certificate of Insurance for each event. BMW CCA must be listed as an additional named insured on the Certificate of Insurance.

Chapters may apply for event coverage under the BMW CCA liability policy, or they may obtain their own insurance. Chapters are encouraged to make use of the BMW CCA liability policy because premiums using this policy will probably be significantly less expensive than independently obtained coverage. In any event, the coverage obtained must be for at least ten million ($10M) dollars.

Club Races, Club Race Schools, HPDE, Time Trial, Autocross and Street Survival:
Chapters utilizing the BMW CCA liability policy must apply for event coverage by submitting the appropriate application form thirty (30) days in advance of the event. The request is sent to your regional DEC for review/approval before it is processed by the national office. Instructions are on the application form located in the Chapter Forms section on the BMW CCA website. Signed waivers are required for all wheels turning events.

Driving Tours, Rallies, Concours, Gymkhana or other social events:
Chapters are required to complete the event insurance form found in the Chapter Forms section on the BMW CCA website either before or no later than forty-eight (48) hours after the event. There are no additional fees for these types of requests. Signed waivers are required for all wheels turning events.

6.5.9.2 Directors and Officers Insurance

Each Chapter is required to participate in the Directors and Officers (D&O) Liability policy. Whereas the BMW CCA liability policy protects the Club, Chapters and volunteers from claims made for property damage or bodily injury. D&O coverage protects Chapter officers and other volunteers from claims made for other types of damages due to decisions made by those Chapter officers or other volunteers.

6.5.10 Chapter Logo

Official Corporate Chapter Logo: Chapters are required to have a logo that complies with BMW Clubs International Council guidelines. The International Council Guideline on logos is available from the National Office and also on the BMW CCA website. The BCIC provided an official template, which has been used to create official logos for every chapter.

The template has a designated area for customization with a chapter design. Chapters may submit changes or new artwork for that area, which will then be reviewed for BMW CCA approval and, if approved, then submitted to the BCIC for formal approval.

Once approved by BCIC, the new design may be used in accordance with the official BCIC guidelines. Note that the BCIC may update both design and/or usage guidelines on occasion. BMW CCA requires use of the official corporate chapter logo on letterhead, formal documentation, and the chapter's website. A benefit of BMW CCA being a member of the BMW Clubs International Council is that BMW CCA chapter logos include the trademarked BMW roundel logo within their Chapter logo. Chapters may not otherwise use the BMW roundel logo in any way for any reason. Chapters may not incorporate a derivative of the BMW roundel logo in their Chapter logo.

Other Chapter Logo: Chapter logos that do not use BMW-trademarked and/or word marked logos in any way do not require approval in accordance with International Council Guidelines, but do require BMW CCA approval prior to use. The creation and use of other chapter logos that omit any BMW trademarks and/or word marks are not mandated, but encouraged.

Approval of other chapter logos is intended to insure they are appropriate for use and meet aesthetic and non-partisan content and design requirements. In the event of any dispute over the design, intent, or use/misuse of any BMW CCA or chapter logo, the BMW CCA Board of Directors or an appointed sub-group will act as mediator/arbiter for final resolution.

6.5.11 Driving Events

Chapters that conduct driving events for which minimum standards have been adopted and included in the Driving Events Operations Manual, such as driving school and autocross minimum standards, are required to comply with those standards.

6.5.12 Non-Compliance

Failure to comply with these minimum standards could ultimately result in the revocation of the delinquent Chapter's charter. As soon as a Chapter is deemed non-compliant with any one of the minimum standards, the actions under the Minimum Standards Compliance Policy may be initiated.

6.5.13 Minimum Standards Non-Compliance Policy

The process for returning a Chapter to compliance with minimum standards begins with either National Office staff or a National Board member noting that a Chapter is not in compliance with the minimum standards.

Once the apparent non-compliance is identified, the RVP, will notify the Chapter President identifying the problem and requesting an explanation and/or corrective action. If the problem is subsequently corrected the matter is closed. If the Chapter requires assistance, the Executive Director and RVP will attempt to render all possible advice and assistance.

If the Chapter remains out of compliance for fourteen (14) days after notification, the Executive Director will send a letter to the Chapter officers and members advising them that their Chapter is non-compliant. The Chapter will have thirty (30) days from the date of that letter to bring the Chapter into compliance. If at the end of thirty (30) days the non-compliance is not corrected, then Article 10, Section 3 of the BMW CCA By-Laws may be invoked.

If the chapter remains out of compliance after thirty (30) days from the initial date of non-compliance, the Executive Director, after notifying the President and RVP and Chapter Officers, will withhold the Chapter's member allocation fund. If the chapter becomes compliant within sixty (60) days, one hundred (100%) percent of member allocation funds will be released. Should the Chapter become compliant after sixty-one (61) days it will receive fifty (50%) percent of its withheld member allocation funds. Should the Chapter remain non-compliant for ninety-one (91) or more days, it will receive zero (0%) percent of its withheld member allocation funds. Notwithstanding, if the Chapter remains out of compliance after sixty (60) days, then Article 10, Section 3 of the BMW CCA By-Laws may be invoked and charter revocation proceedings may begin.

If a Chapter's charter is revoked, that Chapter's name and address will be removed from *Roundel* and the BMW CCA website. All correspondence from the National Office to that Chapter will cease and the other chapters will be notified. Members previously assigned to that Chapter will be re-affiliated with the closest adjoining chapter. For non-geographic chapter members, they may be reassigned to another non-geographic chapter or could be assigned to their nearest geographic chapter. Members who held dual-chapter affiliation with that Chapter will receive a pro-rated refund of their dual-chapter affiliation dues.

In order to be reinstated, members in a revoked Chapter's area must petition for a new charter and go through the entire New Chapter process.

6.6 Chapter Elections & Officers

It is the responsibility of elected Chapter Officers to protect all BMW CCA proprietary information and assets, including but not limited to membership data and financial assets managed on behalf of the BMW CCA members. Membership data **shall** be protected in accordance with the BMW CCA Privacy Policy. See §3.10.1 for BMW CCA Members Standards of Conduct, which pertains also to Standards of Conduct for Chapter Boards and other key leadership and volunteer positions, as BMW CCA members.

The ongoing success of a Chapter depends on the desire and willingness of the Officers to contribute their time and effort. It is absolutely necessary that the Club officers be as capable and as dedicated as can be found. This has been the single most important factor in Chapter success. Positions of this magnitude should not be awarded to persons as an honor or in gratitude for some service to the group. The criteria must be capability to perform and willingness to serve.

Immediate family member's i.e. spouses, partners, significant others or living in the same household may not serve concurrently as a voting member of the same chapter, in the positions of President and Treasurer, as this is a conflict of interest.

Chapter elections for the upcoming year must be completed by the last day of February, to allow for the completion of the Chapter Officer Questionnaire Form. Further all chapter elections shall follow the form, format and procedure as may from time to time be promulgated by the National Board of Directors of the BMW Car Club of America and codified by its National By-Laws and Operations Manual.

All future chapter elections will be conducted through the National Office. Members who request a paper ballot rather than voting online will be sent a ballot. All Chapters will provide the National office with their election time frames. The chapter election voting process will be open for thirty (30) days. Uncontested elections render a vote unnecessary, and the candidate shall be considered elected by acclamation. The election process will be phased in over the next three (3) years (mandatory with 2025 elections). The new election policy will have all chapters on the same election cycle. Each chapter will need to make this permanent change to their Chapter Bylaws. The National Office will provide each chapter with a Bylaw template to ensure they are consistent and straightforward. This process will be in full effect by 2025.

The duties and responsibilities of Chapter officers may be prescribed by the Chapter By-Laws. Some suggested duties of Chapter officers are listed below.

6.6.1 President

- Ensures compliance with Chapter operating standards as defined in the BMW CCA operations manual, BMW CCA Bylaws and Chapter Bylaws.
- Protects BMW CCA proprietary information and assets, including but not limited to membership data and financial assets. Acts to safeguard all organizational assets. Limits sharing of organizational assets to only elected Chapter Officers.
- Presides over all meetings, prepares the agenda, and directs the discussion.
- Acts as an ex-officio member of all standing committees and temporary committees except the nominating committee.
- Executes all documents and correspondence in the name of the Chapter as authorized by the membership or the Chapter Board.
- Signs or co-signs Chapter checks.
- Responsible to ensure that all required reports be submitted to the National Office within the required timeframes.
- Shall be Aware of the BMW CCA Operations Manual and National's Chapter Toolbox.
- Responsible to ensure that corporation reports are filed on time.

6.6.2 Vice President

- Acts in the place of the President during his or her absence, or when so required by the President.
- Assists the President and/or the Chapter Board in any manner that they may direct.

6.6.3 Secretary

Records and preserves the minutes of Chapter business and Board meetings; presents and reads such minutes at the request of the President.

- Prepares necessary correspondence for the Chapter when required.

6.6.4 Treasurer

- Prepares chapter audit submission within 20 business days on receipt of request from the National Board/National Office per section 6.5.8.
- Ensures the financial assets of the Chapter are protected and allocated only to serving the BMW CCA membership.
- Keeps and preserves the records and books of accounts reflecting the financial condition and operation of the Chapter and any corporate documents that obligate the Chapter financially.
- Prepares the annual financial report for submission to the National Office.
- Prepares the report of financial condition to be provided to the Chapter membership each year on or before March 31. **Chapters who currently have a non-calendar fiscal year. **(** Must submit ninety (90) days after their fiscal year has ended.)**
- Ensure required fees and taxes are paid on time.
- Monitors and maintains the Chapter bank account; monitors account to ensure it remains in balance and that all funds received from the National Office have been received and properly credited.

6.6.5 Officer or Board Member-at-Large

These may be elected or appointed based on the Chapter By-Laws. As members of the Chapter governing body, they:

- Attend Board meetings.
- Help to develop policy and make decisions.
- Undertake any duties the President or Board may assign.

6.6.6 Other Key Leadership and Volunteer Positions

Chapters, through their By-Laws, may take different approaches to the composition of the Chapter Board, and which positions may vote on official Chapter matters and policies. The following positions may be voting Board members in some Chapters, and in other Chapters, may be essential volunteers, but not necessarily on the Chapter Board. The functions they perform, however, are usually critical to the success of the Chapter.

6.6.7 Newsletter Editor/Regional Copy Collection Editor

The Newsletter Editor/Regional Copy Collection Editor is responsible to ensure that every member receive this communication from the Chapter on time. Note that it is not required that the Editor personally accomplish every facet of newsletter production or distribution. Many Chapters may contract for printing, labeling, mailing or layout services. The Newsletter Editor/ Regional Copy Collection Editor is the person who makes sure it all gets done. The Editor duties will be located in the Chapter Toolbox on the BMW CCA website.

6.6.8 Webmaster

Maintaining a website is a requirement for BMW CCA chapters. The website allows instantaneous transmission of information and also provides an easy access to Chapter reference materials. The Chapter Webmaster is responsible for the creation and maintenance of the Chapter website. Designing a new website from scratch and thoroughly testing it on all platforms with different browsers until it's just right can be a lot of work. The Chapter's Web designer or Webmaster must have not just the skills, but also the time for these tasks. Once the site is designed and fielded, it usually takes less time to maintain it. However, since current and accurate information is what Chapter members will be looking for, the Chapter Webmaster needs not just the skills to update the site, but also the willingness and time to make changes as they occur, in real-time. The Webmaster duties will be located in the Chapter Toolbox on the BMW CCA website.

6.6.9 Activities Director/Event Coordinator

This could be a single position or multiple positions each responsible for one or more types of events. For example, the Chapter could have different members serving as social event coordinator, driving events coordinator, autocross director, community service activity director, annual dinner coordinator, etc. The most common Chapter activities include tours and rallies, driving schools, autocrosses, picnics, parties, tech sessions, trips, go-karting, and charity fundraisers, but BMW CCA chapters are known for inventing new and different ways to enjoy their vehicles, their club, and their friends. These duties will be located in the Chapter Toolbox on the BMW CCA website.

6.6.10 Membership Chairperson

In the absence of a dedicated membership position, the Chapter President usually performs these functions. Each month, a membership report is sent to the Chapter from the National Office. It will be in the form of an electronic file. In many chapters, the Membership Chairperson is a dedicated evangelist who will go out of the way to recruit new members, leave membership brochures on BMW windshields,

and keep dealers and shops supplied with brochures. Some of the more routine, but still vitally important duties of this position include: These duties will be located in the Chapter Toolbox on the BMW CCA website

In addition to the above-named positions, the Chapter should recruit as many enthusiastic volunteers as possible and utilize them on committees for various activities, events and programs. Chapter leaders should frequently assess the participation of officers and other volunteers to distribute resources where they are most needed, and to identify and develop future Chapter officers and leaders.

6.7 Chapter Operations

6.7.1 General

The most important thing to remember is that the purpose of joining BMW CCA is to learn, have fun, and share the common enthusiasm for BMW vehicles and the people who appreciate them. We are, after all, a car club and Chapter leaders should be having fun in what they do, just as the Chapter members should be having fun when participating in Chapter events. However, a Chapter is an organization that requires good management to meet its objectives. Managing a Chapter is similar to running a small business. There are duties to be performed, people to oversee, money coming in and going out, plans to be made, and accomplishments to be measured. Chapter officers are urged to consider all suggestions that are offered, including the following, for continued growth of the Chapter:

- Each year, the incoming Board should quickly determine which of its members would be responsible for each and every job. Act early to appoint non-Board members to assist in areas that have heavy workloads, for example, driving school committee and organizing various events.

- All new Board members and other key positions should study the BMW CCA Operations Manual to make sure they understand the requirements, policies and resources available in those areas for which they are responsible. They can read either the Chapter copy of the Operations Manual or view or download a copy from the BMW CCA website.

6.7.2 Routine Chapter Tasks

There is no guaranteed success formula for operating a Chapter; what works for one Chapter may not work for another. It does require dedicated volunteers, devoting a lot of their time and talent. Too often, only a few - or even one - individuals do the work that should be done by many and, as a result, they burn out. This can leave the Chapter with a shortage of leaders and workers. It is best that the necessary or routine tasks required to operate the Chapter be divided among a sufficiently sized group of volunteers so that no one person has an overwhelming workload, and still the group's actions can be supervised and monitored by the Chapter President. Examples of these routine or necessary tasks may be found in the Toolbox on the BMW CCA website.

6.8 Chapter Strength

Chapter growth almost always has a positive impact on the health of the Chapter. Increasing the number of members has many advantages. The Chapter receives more funds from dues, there is a larger pool of members who can plan, organize and participate in activities, more and different types of events can be offered, it might make it easier to find new volunteers and leaders, increased numbers could lead to higher advertising revenues. Details can be found in the Toolbox on the BMW CCA website.

6.9 Chapter Member Services

As a chartered Chapter of BMW CCA, each Chapter has as its purpose, at a minimum, to enhance the BMW experience for its members, promote camaraderie, and encourage social awareness and responsibility. Chapters are the ideal vehicle to do these things, since chapters have the most opportunities for personal interaction between members. Chapter events, including driving, social,

technical, and community service events give most BMW CCA members their best venue for enjoying their BMW with other like-minded enthusiasts.

Since chapters do have this personal, interactive aspect, opportunities exist for them to provide other services for their members, over and above events. One service- the Chapter newsletter - is required of all chapters, but many chapters find that offering other services adds to the BMW and Club experience of their members.

Chapter services can include information, communications, activities, events, equipment or many other things depending on how imaginative its members are and how much time they can devote to organizing or providing the services.

6.10 Chapter/Regional Newsletter

The Chapter/Regional Newsletter is the single Chapter communication product that is sent to every member. It serves as a forum, a newspaper, a technical reference, a marketplace, a Chapter calendar, a photo album, and an historical record. The newsletter ties together Chapter members regardless of their geographic dispersion. It makes them aware of Chapter activities. For many members, receiving the newsletter is a tangible value that helps them decide whether or not to continue their membership in BMW CCA.

Once the minimum standards for newsletters are met, chapters have wide latitude on frequency, size, content, advertising, production value, style and design. With this in mind, chapters have to decide on a number of factors. Details can be found in the Toolbox on the BMW CCA website.

- **Regularity**
- **Content**
- **Contributions**
- **Advertising**
- **Technical Accuracy**
- **Proofreading**
- **Newsletter Budget**
- **Copyright and Trademark**

6.11 Chapter/Regional Webmaster

Demographic surveys show that a higher percentage of BMW CCA members use personal computers and have Internet access, than the general public at large. Many chapters will find that more than ninety (90%) percent of their members use the Internet in some way, and more members than ever are relying on the instant information they can get through the Internet. Chapter websites may grow to become as important in their own way as Chapter Newsletters have been for decades. Successful chapters will take advantage of both mediums to maximize communication with their members. While the paper newsletter is a “push” method that puts a tangible product into the Chapter members’ hands, the website is a “pull” method that requires the Chapter member to take the initiative to seek out the information. Chapter Webmasters will be relied upon to keep information on the website current and accurate, and therefore, useful to Chapter members and prospective members. Details can be found in the Toolbox on the BMW CCA website.

- **Look and Feel**

- **Navigation**
- **Current Information**
- **Contributions**
- **Advertising**
- **Technical Accuracy**
- **Website Budget**
- **Copyright and Trademark**

6.12 Chapter Email Groups, Forums and Social Media

Virtual discussion groups comprising Chapter members are an effective and inexpensive way to foster and experience the camaraderie of the Chapter at any time. In many chapters, the almost instant help that a group member can find from someone else on the forum is, for some, the main reason they belong to the Club. It is also an excellent medium for organizing events and discussing Chapter business. Electronic media is the fastest way to notify members on items of interest, schedule changes, or various opportunities. Email groups or forums may be hosted in conjunction with the Chapter's website.

6.13 Chapter Loans

Where a Chapter lacks the financial resources to initiate an event or program, they may apply for a no-interest loan from BMW CCA, as long as the lack of resources is temporary; that is, the loan will be repaid within sixty (60) days. For example, a Chapter starting a driving school program may need money for a deposit on the track. Revenue from driving school registration fees would be projected to generate enough money to cover the Chapter's expenses and repay the loan to National.

Chapter requests for loans must be made through the RVP. Approval is on a case-by-case basis.

6.14 Corporate Status

In most states, incorporation provides a limited degree of legal and/or financial protection for its members and volunteers. In some cases, a creditor or claimant may only be allowed to seek the assets of the corporation, and not the officers or directors of the corporation. For this benefit and others, it is mandatory all BMW CCA chapters be incorporated in their state (or one of their states, if they cover multiple state areas), as a not-for-profit corporation.

In most states, incorporating as a not-for-profit corporation is quick, easy and inexpensive. Once accomplished, corporate status is usually maintained by filing a brief annual report and paying a small renewal fee.

Information on incorporation, and the status of current and lapsed corporations can often be found on the Internet, usually on the website maintained by a state's Secretary of State.

The Chapter President or Treasurer is usually responsible for making sure the Chapter's annual corporate certification is filed and the fee is paid.

6.15 Tax-Exempt Status

A description of the relationship between the BMW CCA and the Internal Revenue Service (IRS) follows:

- BMW CCA is a not-for-profit corporation that is exempt from Federal income tax under Internal Revenue Code section 501(c)(7). This section covers Social Clubs; BMW CCA is not a charity.
- All chapters are recognized by the IRS as being not-for-profit organizations that are exempt from Federal income tax under Internal Revenue Code section 501(c)(7).
- All Chapters' are covered by an IRS group ruling. The four-digit group exemption number is 5390.
- BMW CCA's National Federal ID number is 20-2996713.
- **All chapters should have their fiscal year ending on December 31**.
- Being tax-exempt does not mean that a chapter will never have to pay Federal income taxes or file income tax returns. A Chapter is required to file IRS Form 990, 990-EZ or 990-N, "Return of Organization Exempt from Income Tax". There are some other situations in which a Chapter may have to file a 990-T return and/or pay Federal income tax.
- Chapters exist for the benefit of their members and, as such, the IRS requires that, as a general rule, not more than fifteen (15%) percent of a Chapter's gross revenue be derived from non-members. (Chapter leaders must make sure they understand the requirements of this rule). This could affect how a Chapter organizes an activity and how it is entered and paid for. It also affects the Chapter's potential for filing and paying Federal income taxes.
- **Recordkeeping Requirements** – As a 501c7 organization, the IRS states that "substantially all" revenue generated by the Club and its chapters must come from members. IRS Revenue Procedure 71-17 provides guidelines for what constitutes "substantially all". This procedure does not carry the force of law, unlike the Internal Revenue Code, and IRS Field Agents have the discretion to determine, based on facts and circumstances, what constitutes "substantially all" revenue. IRS Field Agents are also particularly interested in whether or not there is a likelihood of personal inurement. Personal inurement, in this case, includes using non-member revenue to pay for capital improvements, equipment, and to pay club expenses for the benefit of club members. Revenue Procedure 71-17 also sets out significant recordkeeping requirements if non-member revenue is generated, which may include:

    - The date
    - The total number in the party
    - The nonmembers in the party
    - The total charges
    - The charges attributable to nonmembers
    - The charges paid by nonmembers
    - A signed statement by the member as to the amount of reimbursement from nonmembers
    - A signed statement by the member when the member's employer makes payment for nonmembers indicating the name of the employer, the amount paid for the nonmember, the nonmember's name and relationship to the member and purpose served
    - A member signed statement for nonmember gratuitous payment for a member including the amount, donor's name and relationship and the nature of the payment

Accordingly, in order to comply with IRS regulations and to protect our members, chapters, and the Club, any participant in a BMW CCA National or chapter-hosted event that charges for participation shall be a member of the BMW CCA. If a non-member wishes to participate in a Club or chapter event, and the chapter does not wish to provide a discounted or complimentary one-year membership (at the chapter's expense) to the participant, the Club shall provide a membership for the participant, and deduct the membership fee from the next regular chapter allocation. Any chapter not following this requirement may, at the Club's discretion, forfeit its charter and may also be subject to further penalties as imposed by the IRS.

Each Chapter must be familiar with and comply with all state and local laws regarding the generation of revenue, reporting of income, the filing of tax returns, and the payment of taxes owed, if any.

6.16 Financial Affairs

It is the responsibility of the Chapter's elected officers to exercise and ensure basic financial controls to account for and safeguard the Chapter's financial assets. Normally, the Treasurer oversees those functions, but it is also the responsibility of the President and the Chapter Board to make certain proper controls and policies are in place. *Chapter assets and financial resources shall be allocated and managed solely for the benefit of the membership of the BMW CCA. Further consideration should be given to allocating resources such that the maximum number of members benefit. In the event of dissolution of a Chapter, the National Board and National Office staff shall determine the ultimate distribution of funds of the Chapter being dissolved.*

Although the Treasurer does not have to be an accountant, he or she should at least have a working knowledge of basic accounting. This should definitely be considered when nominating people for that position.

Section 7. FORMING A NEW CHAPTER

New chapters may be formed in two ways:

- Forming a geographic or non-geographic chapter where none currently exist;
- Forming a geographic or non-geographic chapter in an area already covered by one or more existing chapters;

BMW CCA members who desire to form a new chapter or a non-geographic chapter must petition their RVP and submit a Chapter Proposal. In order to be considered for approval, a proposal for a new chapter must show:

- a specific, contiguous boundary, identifiable by zip codes (geographic chapters only);
- a measurable and consistent BMW CCA member population;
- an existing cadre of volunteers willing to do the work of organizing the chapter as well as continue to operate the chapter into the foreseeable future;
- the formation of the new chapter or non-geographical chapter would not unnecessarily cripple an existing chapter.

7.1 General Forming a New Geographic or Non-Geographic Chapter Where None Currently Exist

There are still geographic areas in the United States and Canada that are either: 1) not covered by an existing chapter; or 2) the area has members assigned to an existing chapter, but the area is so distant from that chapter's base of operations that those members have little realistic chance of regularly attending chapter activities.

A non-geographic chapter can be made up by members who live anywhere in the United States and Canada. The chapter relies on its internet forum to engage its members. It is not limited to any specific geographic region in the U.S and Canada. These types of chapters are ideally suited to members who have specific interests such as a specific model of BMW. BMW CCA members interested in forming a new geographic or non-geographic chapter should take the following steps:

BMW CCA members interested in forming a new chapter to cover a geographic area that is not currently effectively covered should take the following steps:

- Contact the RVP or Executive Vice President to inform him or her of your interest in forming a new geographic or non-geographic Chapter. The RVP or Executive Vice President may know of others who have also expressed an interest and may be able to put like-minded members in touch with each other.
- For a geographical chapter, with the RVP's approval, contact the Executive Director and request a listing of BMW CCA members who reside in the area of interest, and a listing of the boundaries of the area of interest and surrounding chapters, by zip code.
- Contact all members in the area of interest to determine their preference as to belonging to a chapter in their area, and to determine if any of them wish to volunteer for positions on the organizing committee and/or subsequent governing body. Keep in mind that at least two hundred fifty (250) members in good standing are required to apply for a chapter. The National Office can supply the listing and the mailing labels upon request. In addition, before the new charter is granted, 125 members or prospective members must pay for membership in the new proposed chapter. Once this paid membership threshold is met, a charter will be granted.

- If a sufficient number of members wish to belong to a chapter in the area of interest and you get enough volunteers for leadership or organizing positions, then you can begin the process leading to a formal application.
- Conduct an initial organizational meeting. Anyone who expressed an interest in helping to form or govern the chapter should be invited. The RVP could also be invited to this or a subsequent meeting. The initial meeting could be at someone's house or at a restaurant with a meeting room. The important thing is to make everyone feel welcome, have a good time, and set the tone for the possible chapter as one that will be fun, supportive and interesting. Try to answer the following questions:
    - Does everyone understand the mission of BMW CCA and its chapters?
    - Is a Chapter in this area wanted and needed? Do enough people in this area currently want and/or need it?
    - What type of Club events are needed in this area that are not happening now, but could if you had a Chapter to organize them?
    - Who is willing to help the Chapter organize, and for what positions will they volunteer?
    - Does anyone present have previous experience in BMW CCA or one of its chapters, or experience in similar organizations?
    - Does anyone have any specialized talents like lawyer, artist, writer, accountant, or executive?

If the answers are positive, and the attendees show interest and enthusiasm, schedule another meeting. Allow enough time to prepare for the meeting. Preparation could include discussing the project with the RVP and Executive Director, downloading and reviewing the BMW CCA Operations Manual, By-Laws, and Chapter forms, contacting representatives of other chapters to get information on how they started or what they do to keep their Chapter strong. If the organizing group believes it has met the basic prerequisites listed at the beginning of this section, then begin the application process.

- Discuss the geographic boundaries that make the most sense. Think about a Chapter name, include a President, Vice President, Secretary, Treasurer and begin soliciting ideas for a logo. At the same time, volunteers should be identified for the positions of Membership Chairperson and Webmaster. Circulate the petition for a charter. (See below for a petition and line-by-line description of the information needed.) Make sure everyone is currently a BMW CCA member or is in the process of becoming a member.

- Identify a bank that can hold the Chapter's checking account. Identify a post office that can hold the Chapter's post office box. Keep in mind that the bank and post office should be permanent locations and, therefore, be located near the center of the population area most likely to produce the Chapter officers and not necessarily a spot that is most convenient to the first person who will be picking up the mail or making deposits.
- Accurate minutes should be kept at each meeting. Follow-up calls should be made to individuals who expressed an interest in volunteering for an organizing or governing position. Each meeting should start with an agenda and goals for the meeting. Before adjourning, the goals for the next meeting should be agreed upon. Any organizational questions from a BMW CCA perspective should be asked of the RVP or Executive Director as soon as possible.

At some point in the organizational process, organizers should research and prepare the papers necessary to file with the state to be listed as a not-for-profit corporation.

When the petition for charter is complete, send it to the RVP. If all the information is complete and correct, he or she can present it to the Board of Directors at the next scheduled Board meeting. If the RVP has not been in attendance at the meetings, then it might be a good idea to send along the minutes of the organizing meetings also. National Board meetings are held about once a quarter, so unless your timing is just right, it may take a few months to get approval. That should not stop your organizing group from continuing to meet, and even plan and host activities for the BMW CCA members in your area.

The National Office, RVP and members of other chapters are ready and willing to help interested members form and build new chapters. Other chapters may be willing to help get you started with joint events or by advising you on how to organize the more complex events. They can also help you publicize activities where you might welcome attendees from other chapters.

Once the petition has been approved, the Chapter will receive a charter document. The Executive Director will discuss administrative policies and procedures with the Chapter leaders, and the RVP will provide assistance and advice for the new Chapter officers. The Chapter will then take its place within the Club, and will be listed in *Roundel* and on the BMW CCA website. The Chapter will be required to file an application for coverage under the Directors and Officers insurance policy.

7.2 Forming a Chapter in an area Already Covered by one or more existing Chapters

This action could be described in a number of ways: splitting a chapter, spinning off a chapter, and reallocating a chapter. They all mean the same thing - dividing the geographic area of a current chapter (or chapters) to form and accommodate a new, additional chapter.

The process starts when current members in an existing chapter area notify the RVP that they would like to investigate the possibility of forming a new chapter. A proposed chapter based on reallocation of an existing chapter(s) must contain at least two hundred fifty (250) current BMW CCA members.

There could be many reasons for seeking to form a new chapter through reallocation. One reason could be growth within the Chapter and a resulting increase in members within a specific geographic part of the Chapter. Another reason could be the arrival or emergence within part of a Chapter's area of enough volunteers and leaders to form a separate governing and organizing body. Many chapters that cover large areas already have sub-chapters and it's possible that one of these has grown enough and has the resources to stand on its own. If the Chapter reallocation or spin-off is mutually agreeable to the current Chapter(s) officers or Boards, as well as the initiators of the request for a new Chapter, then the following procedures will be followed:

- The RVP will discuss the division of area and resources with representatives of the current Chapter(s) and the proposed Chapter. When all parties reach agreement on these matters, including new Chapter boundaries and division of resources and assets, the RVP may authorize the members wishing to form a new Chapter that they may precede with the petitioning process. The agreements upon which the formation of the new chapter is based must be in writing, with copies provided to the National Office.

- At that point, the process is very similar to that followed for forming a new chapter where none currently exists, utilizing the same restrictions i.e. Accurate minutes should be kept at each meeting.

When the Petition for Charter is complete, send it to the RVP. If all the information is complete and correct, he or she can present it to the Board of Directors at the next scheduled Board meeting.

Once the petition has been approved, the chapter will receive a charter document. The Executive Director will discuss administrative policies and procedures with the chapter leaders, and the RVP will provide assistance and advice for the new chapter officers. The chapter will then take its place within the Club, and will be listed in *Roundel* and on the BMW CCA website. The chapter will be required to file an application for coverage under the Directors and Officers insurance policy.

- A referendum will be prepared and an election will be conducted by the National Office. Both the existing chapter management and representatives of the proposed chapter may submit a two hundred fifty (250) word position paper that will be included with each ballot. The RVP and a representative each from the existing and the proposed chapter will review the position papers for accuracy and potential liability, with final approval resting with the RVP. Ballots with approved position papers will be mailed (postage paid return envelopes provided) to all current members in the existing and the proposed chapter areas.

- A two-thirds (⅔) majority of the votes received is required to form a new chapter. The National Office will count all ballots received before a specified cut-off date and will report the results to the RVP who will then notify the representatives of the current and proposed chapters and establish a target date for the transfer of assets and the assumption of responsibility by the new chapter's officers or board. This target date should consider the time needed for accounting for assets as well as the approval process for granting the new chapter's charter by the BMW CCA Board of Directors. Details of transfer will be recorded in writing by the RVP with copies provided to all chapters concerned as well as the National Office.

- If the proposed chapter is formed as a result of a referendum, treasury funds maintained by the existing chapter will be allocated to the newly formed chapter based upon the proportion of members in the new geographic area of each. An audited financial statement of the existing chapter, performed by a designee of the BMW CCA Treasurer, will be the basis for this allocation. RVP discretionary funds may be used to make the division of physical assets as equitable as possible.

- If the referendum results in a new chapter, the organizers of the new chapter must take immediate steps to form a pro tem officer coup or board to attend to the transition and prepare for the responsibilities of being a chapter. A new chapter petition must be prepared and the requisite signatures gathered. By-Laws will have to be drafted, the composition of the board or leadership positions will need to be decided upon, and locations will have to be selected for the new chapter's checking account and post office box. Volunteers must be solicited to become the Membership Chairperson and the Webmaster.

- A name must be chosen for the new chapter. Research must be conducted and papers prepared to file the organization with the state as a not-for-profit corporation.

7.3 Petition for a Chapter of the BMW CCA Car Club of America (Part 1 of 2)

Requested Chapter Name: _____

Second Choice: _____

Chapter Area: _____ Headquarters City: _____

Zip Code: From: _____ To: (inclusive) _____

From: _____ To: (inclusive) _____

From: _____ To: (inclusive) _____

Mailing Address (Post Office Box): _____

City: _____ State: _____ Zip (+4): _____

Bank: _____ Branch: _____

Mailing Address: _____

City: _____ State: _____ Zip (+4): _____

Account #: _____ Current Balance: _____

PRO TEM OFFICERS (PLEASE PRINT):

President: _____ Home Phone: _____

Address: _____

City: _____ State: _____ Zip (+4): _____

Vice President: _____ Home Phone: _____

Address: _____

City: _____ State: _____ Zip (+4): _____

Secretary: _____ Home Phone: _____

Address: _____

City: _____ State: _____ Zip (+4): _____

Treasurer: _____ Home Phone: _____

Address: _____

City: _____ State: _____ Zip (+4): _____

By-Laws enclosed? Yes ☐ No ☐

Already incorporated in State of: _____ Yes ☐ No ☐

7.3.1 Petition for a Chapter of the BMW CCA Car Club of America (Part 2 of 2)

We, the undersigned members in good standing of the BMW Car Club of America, Inc., hereby petition to become a Chapter thereof.

	Signature	Printed Name	BMW CCA Membership No.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Note: At least two hundred fifty (250) BMW CCA members must sign.

Membership application and National dues payment must be enclosed for each signer who is not already a member of the BMW CCA.

7.4 Petition for Charter for a New Chapter – Item-by-Item Description

7.4.1 Chapter Name

Usually this is geographic (e.g., Boston Chapter) or regionally significant (Connecticut Valley Chapter, Buckeye Chapter, Tarheel Chapter). The Chapter name may include "BMW CCA," but may not include the acronym "BMW" by itself.

7.4.2 Chapter Area and Headquarter City

Depending on population density, an area within a radius of forty (40) or fifty (50) miles from your Chapter headquarters city would certainly be adequate. If the area were much smaller, it could deprive you of a sufficient member base for Chapter events and activities. If it were much larger, you would be doing a disservice to the outlying members by making it impractical to attend meetings due to the travel required. The existing boundaries of any established BMW CCA Chapter near you must be taken into consideration.

7.4.3 Complete Zip Code Listing of Your Chapter Area

This usually consists of using the first two or three zip code prefix numbers of your area and indicating that they are all-inclusive, noting any exceptions. This is mandatory for many reasons. The entire National membership is professionally maintained by zip code.

7.4.4 Post Office Box

Information must include City, State and Zip Code.

7.4.5 Bank Account

Information must include name of bank, branch name, if applicable, address, bank account number and balance at date of mailing of the petition.

7.4.6 Officers

Pro tem officers are usually appointed or elected for a period of sixty (60) or ninety (90) days to carry the Chapter through the formative stages. At the discretion of the membership, these officers can either be retained for the balance of a suggested one-year term or new officers elected.

7.4.7 Chapter By-Laws

Must be submitted to the National Office within sixty (60) days of the date of your Charter. They can be modeled after the National By-Laws, but cannot conflict with them. See BMW CCA By-Laws Section 1.

7.4.8 Chapter Incorporation

It is mandatory all BMW CCA chapters be incorporated in their state (or one of their states, if they cover multiple state areas), as a not-for-profit corporation. This will limit the liability of the officers and members in case of lawsuit, financial problems, etc.

BMW CCA is incorporated, but this benefit does not extend to individual chapters that must incorporate on their own. Since the fees, laws, etc., of most states vary, reference to a local attorney will have to be made. Usually, for nonprofit organizations, the fees for filing and procuring articles of incorporation are nominal. The benefits of incorporation are so great that we strongly suggest that this be placed high on the agenda of the new officers. It is also mandatory that each Chapter file for nonprofit tax status at the state and federal levels.

Section 8. FORMS

BMW CCA exists to provide services to its members and chapters. Providing timely, responsive service to members and chapters requires timely, accurate information from members and chapters. Much of the information needed for Club administration is provided by chapters and individuals on standardized forms. Below is a description of all the forms currently in use by BMW CCA.

The preferred method for submitting most forms is electronically through the bmwcca.org website. The Chapter Forms section of the bmwcca.org website contains PDF versions of the forms. These may be downloaded and used as working copies to gather information prior to submitting the report electronically.

All forms are available through the bmwcca.org website.

https://www.bmwcca.org/chapter/forms

8.1 Chapter Officer Questionnaire (Mandatory Online Submission)

Submitted annually or as changes occur, whichever is sooner, by chapters to report the contact information for individuals elected or appointed to fill positions of responsibility within the chapter. The information on this form provides the basis for distribution of information from the National Office and Regional Vice President to chapters. It also is used to determine access privileges to the chapter database online through the bmwcca.org website. This form is mandatory and due at the National Office within two (2) weeks after the chapter elections, but no later than **March 15** of each year and, thereafter, as changes occur throughout the year. Questions on preparing this form should be directed to the BMW CCA National Office.

8.2 Chapter Financial Statement (Mandatory Online Submission)

Submitted annually by chapters to report their financial condition for the year just ended and the year prior to that. This form is mandatory. This form must be submitted electronically through the bmwcca.org website to the National Office by **March 31**. Questions on preparing this form should be directed to the BMW CCA Treasurer.

8.3 Chapter Tax Return (Mandatory Online Submission)

Form 990, 990ez, or 990-n and a 990-T (if applicable) must be submitted annually by chapters to the Internal Revenue Service and to the National Office. This form(s) is mandatory. This form must be submitted electronically through the bmwcca.org website to the National Office by **May 15**. Questions on preparing this form should be directed to the BMW CCA Treasurer or the Director of Financial Operations.

8.4 Chapter Event Insurance Certificate Request (Mandatory if Chapter has a Driving Event)

Submitted is needed by all chapters conducting events involving vehicles, such as driving schools, club races, club race schools, autocrosses, car control clinics, safety schools, and Street Survival. Event insurance for these types of events is mandatory and, therefore, submission of this form along with the premium payment is mandatory. This form should be submitted at least thirty (30) days in advance of the event and is sent to the insurance company address listed on the form. Driving tours, rallies, concours, gymkhana, car shows, weekend and dinner drives and so on see §6.5.9.1 Event Insurance last paragraph. Questions on preparing this form should be directed to the BMW CCA National Office.

8.5 Chapter Comp Listing Request

Submitted annually by chapters to designate recipients of complimentary copies of *Roundel*. Complimentary copies are authorized for each chapter at the rate of one copy per one hundred (100) members.

(**Note:** BMW Dealers already receive complimentary copies.) This form is optional, however, if it is not submitted, no complimentary copies will be provided. The form must be submitted annually to remain in effect and is due in the National Office by **January 31**. Questions on preparing this form should be directed to the BMW CCA National Office.

8.6 *Roundel* and Website Calendar Listing

Submitted electronically through the bmwcca.org website, as needed. Must be at least forty-five (45) days in advance of the first month of *Roundel* inclusion. Event will be posted to the website calendar as soon as it is processed. Chapters may submit this form to request listing of events of significance to members of chapters other than their own, such as regional events, fests, club races and driving schools. Chapter events conducted primarily for members of a single chapter should be listed in that chapter's newsletter and website, as space in *Roundel* is limited. This form is optional, however it is the only means by which chapters may list events in *Roundel* and on the website. Questions on preparing this form should be directed to the BMW CCA National Office.

8.7 Chapter Driving Event Report

Submitted per occurrence by chapters to report an incident at any type of driving event. This form is mandatory whenever bodily injury or property damage is involved, regardless of severity, cost or owner. This form must be submitted to the National Office within **seventy-two (72) hours** after the conclusion of the event. Questions on preparing this form should be directed to the chapter's Regional representative to the National Driving Events Committee, or to the Driving Events Committee Chairperson if the Regional representative is unavailable, or to the National Office if the Driving Events Committee cannot be reached.

8.8 Club Racing Accident/Incident Report

This mandatory report is required by the National Office for Club races at which an accident or incident has occurred. Must be submitted to the National Office within **thirty (30) days** of Club Race. Please note that if an accident or incident involves serious injury or a fatality, the Executive Director, BMW CCA President, and Club Racing Chairperson must be notified immediately.

8.9 BMW CCA Matching Funds Application

Submitted by chapters that want to be considered for matching funds for charities for which they have raised money during the previous year. To be eligible for matching funds, a chapter must have conducted public service activities during the previous year, either raising money for worthy causes or performing some type of community service, or both. Note: (funds are not matched 1:1 and this program may or may not be funded every year at the discretion of the Board of Directors.) The form is optional, however, if a chapter does not submit the form through the National website, they will not be considered for matching funds for their designated charity. This form must be submitted to the National Office each year by **January 31**. Questions on preparing this form should be directed to the BMW CCA National Office.

8.10 Expense Report

Submitted, as needed, by individuals authorized to travel on or conduct business for BMW CCA to be reimbursed for expenses allowed by the policies in the Operations Manual. This form is mandatory for individuals requesting reimbursement. Receipts are mandatory when required by the expense reimbursement section of the Operations Manual. This form is due at the National Office no later than **thirty (30) days** following the travel or business for which reimbursement is being requested. Questions on preparing this form should be directed to the BMW CCA National Office.

From time-to-time, these forms may be changed or updated. The most current versions will be available on the Club's website at https://www.bmwcca.org/chapter/forms.

If you have questions or need assistance obtaining or completing any of these forms, please call the National Office at 864-250-0022 or via e-mail at questions@bmwcca.org.

8.11 Recognition and Achievement Awards Deadlines for Nominations, Review and Selection Process

The RPC will complete a preliminary review of all nominations and prepare a list of nominees for each position to be submitted to the National Board of Directors. The RPC will review any incomplete nominations, which can be sent back to the nominator for completion and resubmission in the following year.

The RPC will submit a list of nominee membership numbers to the National Office to get verification that each nominee was a paid member in good standing for the entire previous year.

The Board will complete a preliminary review of the list of nominees to identify any nominees who may be disqualified based on information that is not known by the RPC. The Board will notify the RPC.

The RPC will review all nominations and determine the final recommendations for each award.
RPC final recommendations for all recognition awards will be formally submitted to the National Board.

Section 9. APPENDIX

9.1 Operations Manual Change Record

Date	Description of Change	Previous Version	Change Author Role
01-AUG- 2026	• Membership Dues Update effective 01-AUG-2026 • Minor spelling and formatting corrections	14-DEC-2025	V. Caprigno Secretary