

TITLE**Guidelines: Policies Processes and Procedures of BMWORoNZ****INTRODUCTION**

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

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

It will remain in draft form until ratified at the 2008 AGM, and will remain a living document, subject to change by due process, and driven by need.

Nothing in these guidelines can over ride the Constitution

DEFINITIONS

Constitution	the rights powers duties & obligations of the BMWORoNZ
Guidelines	the way in which the organisation is managed

Guidelines**ANNUAL GENERAL MEETING**

Held each October, the AGM forms one of the three National events held annually. The organisation rests with the elected officers. Members are advised via the Newsletter. It is expected that members will meet some of the expenses. Some expenses will be met by the Register

ANNUAL CALENDAR

An annual calendar of events is prepared by the elected officers and published from time to time in the Newsletter.

There are three Register events

The Annual General meeting in October

The Annual Rally in January

The RAG (Rough as Guts) rally in the autumn (North Is) & spring (South Is)

ANNUAL REPORTING

The President presents an annual report at the AGM, and this is included in the November Newsletter. Reports are also tabled from the Treasurer, Regalia, and Membership officers. Area representatives are encouraged to provide a local report at the AGM

AWARDS

There are 5 awards presented annually. These are

- A The Fly Trophy for the longest distance covered in a year (presented at Annual Rally)
- B The Lady's Fly Trophy for longest distance covered by a woman (presented at the Annual Rally)
- C The Gun Trophy for the most popular article published in the newsletter (presented at AGM)
- D The Oops award for the biggest mishap (presented at December meeting or Annual Rally)
- E The Mitchell Janssen 2UP Award for the most rides by a pillion. (presented at the AGM)
- F The Plowright Concourse Trophy for concours d'elegance (presented at the Annual Rally)
- G The Rick Kirkman Memorial Award for Gymkhana (presented at the Annual Rally)

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

BADGES

The cost of badges is met from the registration fee (if any) or as a separate cost to participants. Pre ordering badges allows the organisers to set the recovery cost of badges, including any die making or changes to existing dies

The 10 year, 15 year, 20 year and 30 year Continuous membership badges are presented at the AGM at no cost to the member.

DIRECTORY

The directory of members (Tour Guide) is published every 2 years, and available to members. All new members receive one as part of their membership pack. It is deliberately printed at minimal cost as it has a short shelf life.

Information in the Tour Guide remains the property of the members only and cannot be used for commercial purposes.

EXECUTIVE

There are 5 elected positions, elected at the AGM. (The 2 year clause revoked at 2008 AGM)

President presides at meetings, provides leadership to the elected officers and the membership, and is the spokesperson for the organisation

Secretary prepares agenda and records minutes,

Treasurer maintains financial records, advises executive of financial matters, banks cheques, pays accounts provides a cash flow projection in conjunction with the annual financial report, forwards a financial report to monthly meetings.

Editor prepares a monthly newsletter 11 times a year

Immediate Past President provides input from experience

There are 2 voluntary positions

Regalia maintains a sales record, advises executive about stock levels and ideas

Membership maintains database of current membership, processes renewals and new membership applications, orders and despatches membership cards. Also keeps register of Life Members (Delegated by Secretary).

There are twelve Area Representatives elected or appointed at the local level

The elected members review the strategic plan immediately after the AGM, and, following consultation, prepare an Annual Plan.

FINANCIAL

Membership fees are set at each AGM. The Treasurer advises the executive of trends and cash flow projections. A financial report forms part of the monthly meeting of the Register. A Financial Report is and cash flow projection are provided at the AGM

GOVERNANCE

The elected officers are responsible for the managing the Register in accordance with the Constitution, and these guidelines. Changes to the constitution are presented at an AGM following a set timeline. Where changes are agreed, they are actioned once Incorporated Societies is advised.

INFORMAL EVENTS

There are Area events to which members are invited. These are local activities and the management rests with the local area representative and members. There is no cost to the Register.

Examples are Hot August Night, Henry's Wicked Weekend.

INSURANCE

The executive takes out public liability behalf of the Register. Every two years the policies are subject to review, with competitive quotes being obtained from at least three insurers.

LIFE MEMBERS

Honorary Officers can elect a person as a Life Member. A three quarter vote majority is required. (Honorary Officers are President, Secretary, Treasurer, Editor, and Immediate Past President).

LOGO

The "spinning propeller" is recognised internationally and is subject to copyright. There should be no informal use of the logo outside of the Register.

MAKING CHANGES TO THE CONSTITUTION

Changes to a constitution are a healthy part of any organisation, and allows the Register to meet the changing needs of its members. The change needs to follow due process:

Secretary is to be advised 90 days before the AGM in writing

These are published in the newsletter for membership to view

Voting takes place at the AGM

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

MAKING CHANGES TO THE GUIDELINES

These guidelines are just that. Changes are possible. There would be the result of reasonable consultation with at least the Area Representatives and executive.

In fairness to the integrity of the guidelines, members should be advised, and the document updated immediately by the Secretary.

NEWSLETTER

There are 11 newsletters published annually. The editor processes the material. It is printed, forwarded (to Wellington Area as at September 2008) and volunteers fold address and post copies.

There are bound copies of newsletters currently stored by the President. They are our history.

MEMBERSHIP CARD

Financial members are issued with a plastic Membership card each year

NATIONAL MONTHLY MEETINGS

The Executive meets monthly at a place determined from time to time. As at September 2008, this is the Vintage Car Club rooms in Panmure, Auckland.

The meetings are open to all members.

The meetings coincide with a meeting for the Auckland area members who form a useful "reference group" for the executive

PHOTOGRAPHIC ARCHIVE

This is part of our history. As at September 2008 it is being maintained by Paul Edlington. Members are urged to forward significant photographs for archiving.

REGULAR EVENTS

The Register holds three annual events and some areas hold their own. Members are welcome to attend all. (See Annual Calendar). The location and distribution of these events are reflected in the Strategic and Annual plans, and are advertised in the Newsletter

REIMBURSEMENT

All members put time and energy into the Register. Elected and voluntary positions carry an expectation of the need for that “extra mile”.

The Register reimburses elected and voluntary members for some expenses incurred in carrying out their role on behalf of the register as a whole. Any reimbursement must be agreed to by the Executive before the event, at a rate determined by the Executive at the first meeting after the AGM.

South Island Area representatives receive \$150 subsidy (to off set Ferry) to attend the AGM.

RIDE PROTOCOLS

The newsletter outlines a general protocol for participation in events. The area representative and local members adopt a set of local protocols that meet local needs. The protocols embrace the person managing the event, the ride leader, the tail end charlie, the pillion, and riders in general. The focus is on enjoyment and safety and camaraderie.

ROLES & RESPONSIBILITIES

The official position roles are described in the Executive section.

The Register expects that everyone looks after everyone else. That extends to the role we play as motorcyclists on a daily basis.

SALE BIKES AND GEAR

There is space in the monthly newsletter for members to advertise items for sale or are wanted. Advertisements have a 3 month “life” unless sold or purchased earlier.

STRATEGIC PLAN

A strategic plan steers the register into the future. It is edited and updated after each AGM, after feedback from the previous year and at the AGM. Financial reports will inform that process. The plans will be adopted at a National Meeting, and published in the Newsletter

The first year for the drafting of the plan is 2008

SUBSCRIPTIONS

Each June a renewal form is included in the Newsletter. Members are urged to pay promptly. The subscription is set at each AGM for the next year

TOUR GUIDE

This is a directory of current members. It is updated at 2 yearly intervals. Members are able to indicate the services that can extend to other members. New members receive a copy in their initial “pack” when they join.

SUBSCRIPTIONS

The annual subscription and joining fee is set at the AGM. It is informed by the Treasurer’s report, and the forecasts that the report contains. It also reflects the strategic planning that is in place.

WEBSITE

There is a national website where members can access and contribute information. This is www.bmwor.org.nz