

WORKING TITLE**Guidelines: Policies, Processes and Procedures of BMWOR of NZ****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 has been updated following the 2012 AGM. It will stay in draft form, and remains a living document, subject to change by due process, and driven by need.

Nothing in these guidelines can override the Constitution

DEFINITIONS

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

Guidelines**ACTION 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 Executive meeting, and published in the Newsletter

ANNUAL GENERAL MEETING

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

There are four Register events:

- The Annual General meeting in January
- 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 traditionally included in the February/March Newsletter. Reports are also tabled from the Treasurer, Editor, Regalia, and Membership officers. Area representatives are encouraged to provide a local report at the AGM.

AREA REPRESENTATIVES

The twelve area representatives (as at April 2013) each representing a defined area. A list is published in each Newsletter.

AREA REPRESENTATIVE'S GUIDELINES

Area Representatives have drafted a set of guidelines to help them in their role as local leaders

AWARDS

There are 7 awards presented annually (as at January 2013). These are

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| 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 AGM) |
| E | The Mitchell Janssen 2UP Award for the most rides by a pillion. (presented at the AGM) |
| F | The Concourse Trophy for concourse 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 national badges is usually met from the registration fee for the event or as a separate cost to participants. Pre ordering badges allows the organisers to calculate the recovery cost for badges, including any die making or changes to existing dies.

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

EXECUTIVE (known as Honorary Officers)

The President, Vice President, Secretary, Treasurer, Editor and Membership Secretary form the Executive Committee of the Register

There are 6 elected positions with voting rights, elected at the AGM.

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

Vice President elected to provide north-south balance to the executive committee

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, and forwards a financial report to national executive meetings.

Editor prepares a monthly newsletter 11 times a year

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

There are 4 voluntary positions

Gear Shop Officer maintains a sales record, advises executive about stock levels and ideas

Area Representatives (12 as at July 2013) are elected or appointed at the local level

Web Master maintains the website and forum

Archivist maintains the club's archives

There are seconded members who carry out specific tasks for the Executive Committee on a short term basis

FINANCIAL

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

FIRST AID

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

GOVERNANCE

The Executive Committee is responsible for managing the Register in accordance with the constitution, and these guidelines. Changes to the constitution are presented at an AGM following a set of procedures. Where changes are agreed, they are actioned after acceptance by the appropriate government agency.

INFORMAL EVENTS

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

INSURANCE

The Executive Committee takes out public liability insurance on behalf of the Register. Every two years the policies are subject to review, with competitive quotes being obtained using tendering processes.

LIFE MEMBERS

The Executive Committee can elect a Register member as a Life Member. A three quarter vote majority is required.

LOGO

The “spinning propeller” logo is recognised internationally and is subject to copyright. There should be no informal use of the logo without the sanction of the executive.

MAKING CHANGES TO THE CONSTITUTION

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

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

MAKING CHANGES TO THESE GUIDELINES

These guidelines are just that. Changes are possible. Any change would be the result of reasonable consultation with at least the Area Representatives and Executive Committee.

In fairness to the integrity of the guidelines, members are advised of changes, and the document updated immediately by the Secretary. The guidelines are published on the BMWOR website.

MEMBERSHIP CARD

Financial members are issued with a plastic membership card each year

NAME BADGES

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

NATIONAL RALLY

The national rally is held alternatively in the north and then the south island, and is managed at the local level by the nearest Register area on behalf of the Executive Committee. The location and advertising details are published in the newsletter. Traditionally the date has been in January

From 2014, the National Rally will coincide with the Annual General meeting

NATIONAL EXECUTIVE MEETINGS

The Executive Committee meets at a place they determine at least four times per year.

NEWSLETTER

There are 11 newsletters published annually. The editor processes the material. It is printed, forwarded (to Wellington Area (as at March 2013) and volunteers fold, address and post copies.

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

PHOTOGRAPHIC ARCHIVE

This is part of our history. Members are urged to forward significant photographs for archiving to the Archivist.

R A G RALLY

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

REGULAR EVENTS

The Register holds four annual events and some areas hold their own events. Members are welcome to attend all. (See Annual Calendar). The location and details of these events are advertised in the Newsletter

REIMBURSEMENT

All members put time and energy into the Register. Elected and voluntary members often go that "extra mile".

The Executive Committee may reimburse elected and voluntary members for some expenses incurred in carrying out their role on behalf of the register. Any reimbursement must be agreed to by the Executive before the event, at a rate determined by the Executive Committee.

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.

A Risk management Plan is published in each Newsletter.

ROLES & RESPONSIBILITIES

The official position roles are described in the National 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 OF BIKES AND GEAR

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

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. Payment may be made by cheque or internet banking.

TOUR GUIDE

A Tour Guide listing contact numbers for members who voluntarily offer certain services to other members during their travels is published every two years. It is distributed to all members and 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 or personal gain.

WEBSITE

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

Redrafted by Lance Nixon 1550
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