

**BMW Car Club  
of America**



# **BMW CAR CLUB OF AMERICA, INC. OPERATIONS MANUAL**



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## **RECORD OF CHANGES**

The Operations Manual is a living document that will change over time as new or different policies are adopted, new information is made available, and modifications of administrative procedures and processes are made, as well as the inevitable correction of unintended errors.

Whenever the manual is changed, a listing will be added to this summary Record of Changes page. The date of the manual, as indicated on the cover, will remain the same pending a major revision of the entire manual. In the case of substantive changes, the date on individual changed pages may be revised to reflect those. Users of this manual are asked to ensure that the copy they are using incorporates the latest changes. The easiest way to determine this is to check the date of the most recent change, as listed at the end of the following Change Summary Listing. If your copy does not match this latest change date, we recommend you download the latest version from the [BMW CCA](http://www.bmwcca.com) website.

<b>Date of Change</b>	<b>Description of Change</b>
01-15-06	Clarification of Board Liaison to DEC and Club Racing.
01-15-06	Addition of SIG/SIR policy.
03-01-06	Change in bylaws to allow non-geographic based chapters.
03-25-06	Addition of BMW CCA Member Standards of Conduct.
09-01-06	Change in bylaws reflecting South Carolina corporation.
09-17-06	Change to Board meeting and Annual meeting location policy.
09-17-06	Inclusion of Driving Event Minimum Standards in list of Chapter Minimum Standards.
09-17-06	Addition of Autocross Minimum Standards.
01-27-07	Addition to Board Liaison policy.
04-04-07	Explanation of Regional Event status and benefits.
04-28-07	Correction of Chapter Officer Questionnaire and Annual Chapter Financial Report submission requirement on Page 105.
07-01-07	Clarification of Club Racing process for approving race events.
10-13-07	Correction of Paragraph numbering error (2.9).
10-28-07	Addition with policy on employees and contractors requesting sensitive topics discussion with the Board.
10-28-07	Change Club Racing Advisory Committee to Racers Advisory Committee.
10-28-07	Pages renumbered.
11-15-07	Addition of requirement for an annual meeting of the Driving Events Committee.
01-21-08	Change requirement for annual Club Racing meeting to planning meetings as required by Club Racing Chairperson.
01-21-08	Rectify omission in Section 3 to allow for both geographically based and non-geographically based chapters per bylaws.
02-04-08	Changed Emergency Notification to reflect new Executive Director.
05-05-08	Clarified minor waiver, Section 2.8.6 PASSENGERS. Changed minimum standards for Chapter newsletters requiring hard copies sent to service officers.
07-24-08	Allowing for longer candidacy statements for the Executive Board. Changed associate fee from \$5.00 to \$10.00.
10-29-08	Clarification of Section 2.8.7, regarding convertibles and cars with removable roof sections.
11-17-08	Added to end of Elected RAC Members Section 3.7.11 regarding vacant positions.
	Changed 501(c)(3) to 501(c)(7) in Section 1.4, Corporation.
02-27-09	Changed BMW CCA Bylaws, Article 6, Sections 3 and 5 to reflect term limits.

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<b>Date of Change</b>	<b>Description of Change</b>
03-07-09	Driving Events Minimum Standards Compliance Enforcement Procedures, Appendix A.
03-07-09	Helmets, 2.6.1 change.
03-07-09	2.8.1 Tech Form change.
03-07-09	2.8.2 Medical Form change.
03-07-09	2.8.3 Corner Workers change
03-07-09	2.8.5 Event Timing changes
	2.8.8 About the National Standards clarification.
03-07-09	2.8.9.1 Windows addition.
03-07-09	2.9 Open-Wheel, Single Seat Cars addition.
03-07-09	4.0 Emergency Services change.
03-07-09	Appendix B.2.1 and B.2.2 Rollbar Hoop change.
11-05-09	2.18.4.1 Changed DEC nominations due by Nov 15 and term from 2 to 3 years.
11-17-09	1.5.2 Primary membership fees increased.
01-12-10	6.4 Clarified newsletter minimum standards regarding distribution. 10.x Removed newsletter reimbursement for postage and printing. Removed ZF matching funds application.
10-30-10	2.8 Board liaisons. 2.15 National Elections. 2.15.2 Election Notice. 2.15.6 Election Campaign Guidelines 2.18.4.1 DEC Member Election Process. 2.7.6 Chief Instructor Job Description. 3.4 Driving Events Program, added slaloms, defined gymkhana. 3.9 Medical Form. 3.10 Tech Form. Appendix C 2.4. Revised Helmets (Driving School). Appendix C 2.4. Revised Helmets (Autocross). 4.1.2.2 Meals. 4.1.3.1 Standing Authorization. 6.6 Reports. 6.9 Insurance.
02-21-11	8.14 Updated Tax-Exempt Status number.
03-19-11	Realignment of geographic regions. Liability coverage from 5M to 10M.
03-14-12	updated footer dates. 2.15 Changed Candidate's to candidates. 3.1.1.1 Authoritive changed to Authorative. 3.1.1.2 Independent changed to Independent. 3.1.1.3 High Quality changed to High Quality. 3.1.1.4 Club Oriented changed to Club Oriented. 3.1.9 Copy Guidelines remove url, added text. 3.11.2.3 Inclusion of wristbands.
06-20-12	6.4 Newsletters - Chapters may send electronic version unless member opts for printed copy.
09-01-12	Sections 5,6 and 9 - Clarified non-geographic chapters.
06-24-13	Removed 3.4 Driving Events to Appendix C.



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<b>Date of Change</b>	<b>Description of Change</b>
02-27-14	Sections 5-6. Further clarification financial reporting and minimum standard non-compliance policy.
03-25-15	Added Ice Autocross and A solo to Driving Events Manual Changed 3.3 Friends of BMW CCA to 3.3 RECOGNITION AND ACHIEVEMENT AWARDS
08-04-15	Added anti-discrimination verbiage to 2.10.1 BMW CCA Members Standards of Conduct
01-11-15	2.7 Committees, 2.18.4 DEC Chairperson appointment
03-21-16	General formatting and checking links
5-2-16	More links corrected. Corrected minor waiver from both parents to either.
1-31-17	2.4 Updated Snell ratings
3-31-2017	6.13 Minimum Standards Non-Compliance Policy

## **INTRODUCTION**

This manual contains the approved policies, procedures, guidelines and rules governing the operation of the BMW Car Club of America (BMW CCA). 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 bylaws.

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](http://www.bmwcca.org)). In the event of a conflict between the Operations Manual and the BMW CCA bylaws, the bylaws shall take precedence.

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## SECTION 1. BMW CCA NATIONAL

### 1.1 MISSION

The mission of the BMW CCA is to enhance the BMW experience for our members by providing services, support, information and activities that promote camaraderie, and encourage social awareness and responsibility.

### 1.2 VISION

The stated vision of its senior leaders is that the BMW CCA will be the best car club in the world.

### 1.3 ORGANIZATION

== Org Chart ==

### 1.4 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).

### 1.5 MEMBERSHIP

#### 1.5.1 Members

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

#### 1.5.2 Fees

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

<b>Membership Type</b>	<b>Period</b>	<b>Fee</b>
Full	1 year (12 months)	\$ 48.00
	2 years (24 months)	\$ 91.00
	3 years (36 months)	\$ 134.00
	4 years (48 months)	\$ 178.00
	5 years (60 months)	\$ 220.00
	Lifetime	\$ 1,000.00
Associate	Per year	\$ 10.00
	Lifetime	\$ 155.00
Add' l Chapter Affiliations		\$ 15.30 per year

#### 1.5.3 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 over the Internet.

#### **1.5.4 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. A member who moves out of the United States will remain affiliated with their original chapter unless they request otherwise. New members living outside the United States, upon joining, will not be assigned to a geographic chapter.

#### **1.5.5 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.

#### **1.5.6 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.

#### **1.5.7 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.

#### **1.5.8 Renewals**

The National Office will send three (3) 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 over the Internet.

#### **1.5.9 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.

Associate members are entitled to a separate National membership card, a separate vote in the National election, the right to attend events and functions limited to members only, access to the Members Only section of the BMW CCA website, eligibility in the BMW NA Member Reward program, if offered, and the right to purchase raffle tickets. Neither a separate *Roundel* or Chapter Newsletter is mailed to Associate members.

## SECTION 2. BMW CCA NATIONAL ORGANIZATION

### 2.1 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 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 conferences, but all Board members are encouraged to attend National events and conferences.

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.

Directors must have accurate, 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.

All members of the National Board of Directors will:

- ... At least two (2) weeks prior to each regularly scheduled Board meeting: submit to the Board of Directors and Executive Director a 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.
- ... Communicate with the Executive Director at reasonable intervals, but no less than once a month.
- ... 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.

## 2.2 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 Club employees who report directly to the Board of Directors.
- ... 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.
- ... Publishing the agenda for Board meetings two (2) weeks prior to each meeting.
- ... Writing and submitting, on a timely basis and in accordance with the publication schedule, copy for *Roundel's* "President's Page" 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 Chapter Congress.

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 as a member of the BMW CCA Board of Directors in one of the other National Officer positions.

Subject to approval of each year's budget, the BMW CCA President is authorized a travel budget of three thousand (\$3,000) dollars per year. If the 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 United States.

### **2.3 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. A sample format of written notification is in Appendix \_\_\_\_.

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

- ... Assisting the President and the Board of Directors in developing and 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 such as Oktoberfest and Techfest.

Subject to approval of each year's budget, the BMW CCA Executive Vice President is authorized a travel budget of three thousand (\$3,000) dollars per year. If the Executive 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 United States.

### **2.4 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 of the Board of Directors and for annual meetings. Approved minutes of these meetings are to be maintained by the Secretary and posted to the BMW CCA website and provided to all chapters as soon after each meeting as practicable.
- ... Providing within ten (10) days after each Board meeting, the draft minutes of that meeting to each Board member and the Executive Director for comment.
- ... Ensuring that a copy of the Club's current bylaws and Robert Rules of Order are available at all Board meetings.

- ... Ensuring that required notices of general meetings are mailed in accordance with the bylaws.
- ... Presenting each new Board member a Confidentiality Statement and Conflict of Interest Statement to sign. Record the completion of these statements and retain a backup copy. The original will be maintained in the National Office.
- ... Ensuring that the date and specific location of the next BMW CCA Annual meeting is posted in the Calendar of Events in *Roundel* and on the BMW CCA website.

## **2.5 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 U.S. federally insured certificates of deposit, or United States Treasury Bills or Notes.)
- ... 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 Chapter volunteers as well as the membership regarding financial matters and office management, and for advising the Board on all financial aspects of any "special projects," for example, Tech Tips, merchandise purchases, etc.
- ... Attending the Chapter Congress to address and/or provide guidance to Chapter Treasurers and Presidents.



## **2.6 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 Presidents of actions taken by the National Board. Communication should be in writing or by telephone at least once a quarter.
- ... Mailing a Regional “Pipeline” to their chapters, the Board and the Executive Director at least four (4) times a year, within three (3) weeks after each Board meeting. Each Pipeline should include information regarding Board decisions that affect the chapters or their members, major regional and National events, information on any new chapters or chapters no longer in existence, Chapter address changes, and the date and location of the next Board meeting.
- ... Assisting in the coordination and planning of National conferences 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.
- ... Receiving applications from new chapters and ensuring that all documentation is complete prior to submission to the Board of Directors for a charter and assisting, in any manner possible, the development of new chapters.
- ... Approving changes to boundaries of existing chapters in their region and notifying the Executive Director of such changes.
- ... 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.
- ... 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 qualifying 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.

## **2.7 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, contractors, National Service Officers and Club members. The President or the Board of Directors will appoint the chairperson of these committees.

## **2.8 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 designated liaison shall not be an appointed member of the management team or an elected representative of the activity. When a Board member is designated as Liaison for a program or activity, that Board member shall be responsible for overseeing that program or activity. The designated liaison shall become a non-voting, ex-officio member of the leadership/management group of the program or activity. The level of participation is at the discretion of the Board Liaison.

## **2.9 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 bylaws.

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. This limitation does not extend to participation in individual or team competitions during BMW CCA National, regional or chapter events, nor does it preclude receiving door prizes or attendance prizes at BMW CCA National, regional or chapter events.

All Board members must sign a Conflict of Interest Policy and Confidentially Agreement. (See Section 2.12)

## **2.10 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:

### **2.10.1 BMW CCA Members Standards of Conduct**

The mission of the BMW CCA, is to enhance the BMW experience for our members by providing services, support, information and activities that promote camaraderie and encourage social awareness and responsibility.

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, conflict and verbal, visual or physical abuse 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, bylaws and minimum standards.
  - ... Maintaining appropriate behavior.
  - ... Not assisting others who are attempting to knowingly violate any policy, rule, bylaw 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.

### **2.10.2 BMW CCA National Board of Directors Standards of Conduct**

The members of the Board of Directors serve as representatives of the Club in all approved activities. As such, they are responsible to conduct themselves and Club business in a courteous and ethical manner. Following are the standards of conduct to which Board members are expected to adhere:

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

- ... All Board members will treat each other with common courtesy.
- ... Personal confrontation, conflict and verbal, visual or physical abuse 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, bylaws and minimum standards.
  - Maintaining appropriate behavior.
  - Not assisting others who are attempting to violate any policy, rule, bylaw or minimum standard, or are attempting to commit an unethical act.
  - Abiding by the rules of competition when participating in a competitive event.

### **2.11 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 Article 6, Section 5 of the BMW CCA Bylaws.

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 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 may 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.

(Adopted by the Board of Directors on June 29, 2003. Minor word changes approved by the Board of Directors on March 25, 2006.)

## 2.12 BOARD MEMBER CONFIDENTIALITY AGREEMENT

Recognizing that in the conduct of Club business and in the best interests of the Club, some topics and materials may be deemed to be sensitive or confidential. Disclosure of such information may be harmful to individuals or damaging to the Club. Board members are required to acknowledge that policy and pledge not to disclose sensitive or confidential topics and materials without proper authority. The form below may be used to register that acknowledgment. This agreement will be presented to each new Board member at the first opportunity, during a regularly scheduled board meeting, after they are installed and remains in force for that individual's entire period of service on the Board, even if he or she changes position as the result of an election or appointment.

### Confidentiality Agreement – Board Members

In the course of my work, as a Board member of the BMW Car Club of America, I recognize that I will receive communications deemed confidential or sensitive.

I also realize that I will be participating 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 include, but not limited to, individual's salaries or other personnel matters, disciplinary matters and legal matters, as well as other topics determined by the Board.

Partial disclosure of information from these discussions can unnecessarily lead to damage to an individual's reputation or to personal relationships. In addition, such disclosures taken out of context may misrepresent the totality of the discussions.

Further, in the course of these discussions on sensitive topics, a free exchange of ideas is extremely important and confidentiality plays an important role in that exchange.

I understand that I am expected to not divulge the contents of either the written or oral communications on these sensitive matters, and that to do so is both a violation of this agreement and a lapse in my duties as a member of this Board

Signed: \_\_\_\_\_, \_\_\_\_\_, 20\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **2.13 BMW CAR CLUB OF AMERICA CONFLICTS OF INTEREST POLICY**

### **2.13.1 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.

### **2.13.2 Definitions**

#### **2.13.2.1 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.

#### **2.13.2.2 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 2.13.3.2, 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.

### **2.13.3 Procedures**

#### **2.13.3.1 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.

#### **2.13.3.2 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.

### **2.13.3.3 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.

### **2.13.3.4 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.

### **2.13.4 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.

### **2.13.5 Compensation Committees**

1. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from BMW CCA for services is precluded from voting on matters pertaining to that member's compensation.
2. Board members and others who receive compensation, directly or indirectly, from BMW CCA, whether as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No member, contractor or employee, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### **2.13.6 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.

### **2.13.7 Periodic Reviews**

To ensure that BMW CCA operates in a manner consistent with its purposes and that it does not engage in activities that could jeopardize its status as a not-for-profit organization, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. whether compensation arrangements and benefits are reasonable and the result of arm's-length bargaining; and
2. whether normal conduct of Club business, contracting, hiring or other services result in inurement or impermissible private benefit.

### **2.13.8 Use of Outside Experts**

In conducting the periodic reviews provided for in 2.13.7 Periodic Reviews, BMW CCA may, but need not use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring that periodic reviews are conducted.



**2.13.9 BMW CCA Conflict of Interest Information Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please describe below any relationship, position or circumstance in which you are involved that you believe could contribute to a Conflict of Interest (as defined in the BMW Car Club of America, Inc., Policy on Conflicts of Interest) arising.

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I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed and agree to abide by the Policy of Conflict of Interest of the BMW Car Club of America, Inc., currently in effect.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## **2.14 MEETINGS**

### **2.14.1 Regularly 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. At least one (1) meeting per year will be at the National Office so that Board members elected that year for the first time can meet the National Office staff and tour the National Office facilities.

#### **2.14.1.1 Board Meeting General Rules.**

1. Regularly scheduled meetings will normally begin at 8:00 a.m.
2. The Board Room is designated a non-smoking room.
3. Tape recording of the Board meeting by any person is not permitted. The Secretary or Secretary's designee may, however, record notes or motions to help in producing accurate minutes.
4. Members of BMW CCA are invited and may attend the Board meeting as a guest. Non-members may attend the Board meeting as a guest 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.
5. Disruptive behavior by anyone in the Board meeting room shall be cause for his or her exclusion from the meeting.

#### **2.14.1.2 Advising Membership of the Meeting.**

The date, time and location of Board meetings and the Annual meeting shall be published in *Roundel's* Calendar of Events and on the BMW CCA website Calendar of Events, as far in advance as known.

Regional Vice Presidents shall notify their chapters, in writing, of the date, time and location of the next Board meeting at least two (2) weeks in advance. When the President publishes the agenda the, Regional Vice Presidents shall forward it to their chapters.

The agenda for the Board meeting will be available on the BMW CCA website in advance of the meeting.

#### **2.14.1.3 Agenda.**

The agenda will be structured as follows:

1. Call meeting to order;
2. Read minutes of previous meeting (unless dispensed with);
3. Discretionary funds report;
4. Reports from Officers, Executive Director, Roundel, National Service Officers;
5. Discussion Topics;
6. Administrative topics, such as future meeting dates, locations, conference call schedule; and

## 7. Adjourn

The President will publish the agenda two (2) weeks prior to the next meeting and make it available to each Board member and the Executive Director. The agenda will be posted on the BMW CCA website. The President must be responsive to individual directors' requests to add items to the agenda and open to suggestions from members and Chapter volunteers. The agenda and meeting schedule must permit adequate time for discussion.

### **2.14.1.4 Minutes**

Minutes will be kept by the Secretary or Secretary's designee. Minutes will include detailed votes on non-sensitive motions.

Within ten (10) days after the meeting, the Secretary will provide the draft meeting minutes to all Board members and the Executive Director for review and suggested corrections. When there is general agreement on the content of the minutes, a Board member other than the President may make a motion by e-mail or teleconference 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 Members Only section of the BMW CCA website. If the minutes are not approved, the Board will continue the process of correction and/or discussion until it reaches the point where the minutes are approved.

The Executive Director will send the minutes to each Board member and each chapter. This may be either a paper version or an electronic version. All meeting attendees, National service officers, *Roundel* editors and Chapter Presidents will be notified by e-mail that the minutes are available for download from the BMW CCA website.

Minutes of the most recent Board meeting will be identified as such in the Members Only section of the BMW CCA website. Minutes of meetings previous to that will be archived in the Members Only section of the website.

At the following regular Board meeting, normally the President will dispense with the reading of the previous meeting's minutes unless requested with sufficient justification by a Board member.

### **2.14.1.5 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 already on the agenda. 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 sub-contractor 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. The current Secretary will maintain a secured duplicate file off-site, and will pass on this file to his or her replacement upon leaving the office.

#### **2.14.2 Board Meetings by Teleconference**

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 teleconference. Teleconferences will not normally exceed ninety (90) minutes in length and a time less than sixty (60) minutes is preferred. A teleconference 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 teleconference convened for a special purpose will not have an advance agenda other than the specific purpose of the call.

The Secretary will take notes during the teleconference and prepare a conference summary for review by the members present during the teleconference. These are not minutes; however, unless the discussion topic is sensitive, they will be available to the membership.

If the voting Board members participating in the teleconference 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 report for the next regular scheduled Board meeting.

### **2.14.3 Board Motions and Voting by E-mail**

When it becomes necessary to act on an issue between scheduled BMW CCA Board meetings, the Board may take action using e-mail.

The objective for completing action on a motion by e-mail is fourteen (14) days from the time the motion is made and sent to all Board members. All e-mails will include a request for a reply of receipt. All e-mails will be addressed to all members of the Board.

The member making the motion will provide the exact wording of the motion to the Secretary who will send it by e-mail to the entire Board. If at least five (5) members confirm receipt, there is a quorum to begin the process.

The first "second" that the Secretary receives by e-mail will be recorded as the official second. If no second is received within twenty-four (24) hours of the establishment of a quorum, the Secretary will record the motion as not seconded and no further action will be taken.

As soon as the motion has been seconded, the Secretary will notify all members by e-mail stating the question and calling for debate. Debate may last as long as necessary to fully discuss the issue. A motion to end debate by calling the question may be made at anytime. If no e-mails pertinent to the debate are received for a seventy-two- (72-) hour period, the Chair will ask if the Board is ready for the question. If no response is received within twenty-four (24) hours, the Chair will direct the Secretary to put the question to the members.

If a motion is made to call the question and, thereby, end debate the motion will be put to the members by the Secretary. (If no second is received within twenty-four [24] hours, debate will technically continue, but the Chair may still ask if the Board is ready for the question.) If a second is received, the Secretary will call for the vote to close debate. Members have twenty-four (24) hours to respond.

If the motion to call the question carries, the Secretary will restate the motion and call for a vote. Members will have seventy-two (72) hours to e-mail their vote to the Secretary. A simple majority of the quorum carries or defeats the motion. Members who were party to the motion and debate, but who do not submit votes will be recorded as abstentions. Members who did not acknowledge receipt of the motion will be recorded as absent.

If a member is going to be out of e-mail contact for an extended period (perhaps in excess of five [5] days) the member may assign his or her proxy to another voting Board member.

#### **Sample Timeline:**

Day 1 – Motion is made

Day 2 – Motion is seconded or, if not seconded, recorded as such and dropped; debate begins

Day X\* – Motion to call the question (to end debate) or Chair asks if Board is ready for question

Day X\*+1 – Second to move the previous question or no response from Chair's inquiry

Day X\*+2 – Secretary restates the motion and calls for the vote

Day X\*+5 – Vote is recorded

\*X = number of days of debate + 2

#### **2.14.4 Annual Meeting**

The Annual meeting is required by the bylaws to be held in the first 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 date of the next Annual meeting will be decided during the Board meeting held in conjunction with the current Annual meeting.

The date and location of the Annual meeting will be listed in *Roundel* and BMW CCA website Calendars of Events.

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

8. Call to order
9. Treasurer's Report
10. Certification of election results
11. Installation of newly elected officers
12. Resolution to change bank records to reflect current officers
13. Appointment or reaffirmation of National Service Officers
14. Adjournment

#### **2.15 NATIONAL ELECTIONS**

National Election procedures will be in accordance with the BMW CCA Bylaws.

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. Written nominations must include 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.

You may include a candidacy statement of no more than 300 words and an appropriate passport-style photograph of yourself. Potential candidates are strongly encouraged to contact the National Office for a copy of the election rules contained in the BMW CCA Operations Manual. The nomination and optional candidacy statement must reach the National Office no later than 5:00 p.m. Eastern time on (include the date specified in the Election Schedule).

Candidates may choose to publish a longer statement of candidacy on the BMW CCA’s website. The 300-word statement published in *Roundel* may be used to direct Club members to the candidate’s statement on the website. Candidate statements on the website may not include links to other websites.

**2.15.1 Election Schedule**

The schedule for each annual election depends on the date of the next Annual meeting. Deadlines will be set according to the following table:

<b>BMW CCA National Election Schedule</b>			
<b>Event</b>	<b>Annual Meeting Scheduled in January</b>	<b>Annual Meeting Scheduled in February</b>	<b>Annual Meeting Scheduled in March</b>
Deadline for submitting election notice to <i>Roundel</i>	June 15	July 15	August 15
<i>Roundel</i> issue containing election notice	August	September	October
Deadline for receiving candidacy statements at the National Office	Last business day of August	Last business day of September	Last business day of October
<i>Roundel</i> issue containing candidacy statements and Ballot and/or month in which ballots and candidacy statements are otherwise conveyed to the membership	November	December	January

**2.15.2 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 (above), and shall contain, at a minimum, the following words:

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. Treasurer, North Atlantic Regional Vice-President and Pacific Regional Vice-President shall be elected beginning in 2010. Executive Vice-President, Secretary and South 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 in 2012.

**2.15.3 Nominations and Candidacy Statements**

Nominations must be received in the National Office no later than 5:00 p.m. EST on the last day of the month specified in the BMW CCA National Election Schedule. Nominations received after the deadline will be disqualified. The nomination must include both of the following:

1. A statement of nomination providing, at a minimum, the name of the person being nominated and the office for which they are being nominated with the name, signature and membership number of the nominator.
2. A statement from the nominee accepting the nomination, with the signature and membership number of the nominee.

Each nominee may submit a candidacy statement of up to three hundred (300) words in length, which will be published in *Roundel*. Candidates may choose to publish a longer statement of candidacy on the BMW CCA's website. The 300-word statement published in *Roundel* may be used to direct Club members to the candidate's statement on the website. Candidate statements on the website may not include links to other websites.

The candidate may provide a passport-style photograph 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.

The candidacy statements shall appear in the first one-quarter of *Roundel*.

Candidates may choose to publish a longer statement of candidacy on the BMW CCA's website.

#### **2.15.4 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.

#### **2.15.5 Review of Nominations by the Executive Director**

When a nomination is received at the National Office, 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 Executive Director shall make a reasonable effort, as soon as is practicable, to contact the member by telephone, fax or e-mail 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 the month specified in the BMW CCA National Election Schedule to resubmit a valid nomination.

### **2.15.6 Election Campaign Guidelines**

#### **2.15.6.1 Candidate Guidelines**

1. Candidates are expected to engage with the membership primarily through the National website forum.
2. Speaking opportunities at chapter events are allowed when granted by the chapter.
3. 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.

#### **2.15.6.2 Chapter Guidelines**

1. If a chapter chooses to publish a candidate's statement, all candidates should be given equal opportunities.
2. Chapters needing to express their point of view should do so using editorials within their communication channels.

#### **2.15.6.3 National Guidelines**

1. 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.
2. The candidate forums shall be promoted on the home page during the election season until voting is closed. The forums will be available to candidates within 1 day of the official announcement.
3. 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.
4. National officers should not endorse any one candidate while representing themselves as an officer of the board (i.e. speaking as a board member at chapter events). Any National officer running for re-election shall follow the candidate guidelines.

### **2.15.7 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 Bylaws.

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.

#### **2.15.8 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.

#### **2.15.9 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.

#### **2.15.10 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, not Regional Vice Presidents.

### **2.16 EXECUTIVE DIRECTOR**

The Executive Director is selected by the Board of Directors and is a fulltime 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 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 two (2) weeks 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.
- ... Forwarding *Roundel* material to the appropriate *Roundel* staff member.
- ... 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.
- ... Overseeing and administering the development, publication and distribution of the *Friends of BMW CCA* booklet.

## **2.17 NATIONAL OFFICE STAFF**

The National Office staff is managed by the Executive Director.

### **2.17.1 Employee Confidentiality Agreement**

In the course of my work as an employee of the BMW Car Club of America (BMW CCA), I recognize that I may receive communications that are confidential and/or proprietary to the BMW CCA.

I further realize that I may participate in discussions held by the Board on topics that are deemed sensitive or confidential, as outlined in the BMW CCA Operations Manual. These discussions may involve such things as personnel, disciplinary and/or legal matters, as well as other topics determined by the Board.

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 personal relationships. I understand that I am expected to keep confidential, except to the extent necessary to fulfill my employment obligation, any confidential or proprietary information of the BMW CCA that may come into my possession during my employment with the BMW CCA and that to not do so is both a violation of this Agreement, and a violation of my terms of employment.

As such, any disclosure of confidential or proprietary information can be grounds for dismissal from employment. I further understand and acknowledge that this Agreement does not in any way entitle me to continuing employment with the BMW CCA and that I am and will remain an employee “at will.”

Signed: \_\_\_\_\_, 20\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## 2.18 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 other than reimbursement of authorized expenses and the waiving of their membership dues during their period of service.

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 or reaffirmed each year during the Board meeting held in conjunction with the annual meeting. The Club Racing Chair is normally appointed or reaffirmed at the last Board meeting prior to January each year, so that he or she is in place at the start of the Club racing season.

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:

### 2.18.1 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.

### **2.18.2 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.

### **2.18.3 Risk Management Committee**

Members of the Risk Management Committee advise the BMW CCA Board of Directors and Executive Director on matters affecting the Club's exposure to risk and liability. This includes advice on insurance, what coverage is available and meets the Club's needs, interpreting insurance policy provisions, presenting opinions as to whether coverage exists in specific situations, advising the best procedures to be followed in handling claims, etc.

The Risk Management Committee will review proposals for Club insurance programs and give opinions as to their acceptability.

### **2.18.4 National Driving Events Committee**

BMW CCA supports driving events conducted by chapters and at events such as Oktoberfest. 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. The Committee will:

- ... Update, maintain and enforce the Driving School Standards published in the Operations Manual.
- ... Monitor the Driving School Standards – In the event of a Chapter violation, the elected DEC representative for that region will work with Chapter representatives to arrive at an amicable solution that meets the standards. If the regional representative and the DEC as a whole cannot affect a solution, the matter will be referred to the National Board for resolution.
- ... Create and oversee the Driving School Instructor Training programs.
- ... Assist chapters in creating or improving their driving events programs.
- ... Meet at least annually.

The DEC will consist of one representative from each region to be elected by Chapter representatives in each region. Additional members may be appointed by the National Board as deemed necessary.

A chairperson will be appointed in accordance with Paragraph 2.7. If, in accordance with Paragraph 2.8 a Board Liaison to the DEC has been named, the DEC Chairperson shall report to the National Board through the designated Liaison, otherwise through the Executive Vice President. Elected DEC member terms will be three (3) years and will be staggered to coincide with the terms of the corresponding Regional Vice President.

The DEC Chairperson will provide to the National Board, at least two (2) weeks before each National Board meeting, a Driving Events Committee report. This report shall include, at a minimum:

- ... Status of ongoing projects;
- ... Summary of instructor training conducted;
- ... Summary of driving event incidents; and
- ... Summary of DEC finances for the year-to-date.

#### **2.18.4.1 DEC Member Election Process.**

The National Office will solicit nominations for DEC regional positions using announcements in “News from National,” the BMW CCA website, and *Roundel*.

Nominations must be received at the National Office no later than close of business on November 15th or the following business day.

Candidates must be BMW CCA members in good standing and must reside in the region they wish to represent.

Candidates may include with their nomination a three hundred (300) word candidacy statement that will be included with the ballots.

After verifying both candidate eligibility and individuals serving as Chapter Driving Events Coordinators (or equivalent position), the National Office will prepare the DEC ballots and send them to the chapters no later than December 1st.

Ballots must be returned to the National Office by January 15th.

Results will be received, tallied, submitted to the Regional Vice Presidents for approval, and released in time to confirm the elected DEC representatives at the same time that the Board confirms the other National Service Officers positions, which is normally at the Board meeting held in conjunction with the Annual meeting.

Each Chapter within a region will be eligible to cast one vote for the DEC representative for that region. The Chapter vote will be cast by the Chapter’s Driving Events Coordinator or equivalent position, as identified by the Chapter President. If the Chapter has no Driving Events Coordinator or equivalent position, the vote will be cast by the Chapter President. The candidate receiving the most votes wins. In the event of a tie, the Regional Vice President will select the DEC representative from among the candidates tied with the most votes. In the event there are no candidates for election, or if a vacancy exists on the DEC, the Regional Vice President of the represented region will select an individual to fill the vacancy, subject to National Board confirmation as a National Service Officer.

DEC elected member terms will be three (3) years and will be staggered to coincide with the terms of the corresponding Regional Vice-President.

#### **2.18.4.2 Appointment of Additional DEC Members.**

As needed to meet DEC responsibilities and workload, additional members may be appointed by the Board of Directors. For example, additional members could be appointed to help spread the committee’s workload or to add expertise in specific areas such as autocrossing, rallying, safety schools/car control clinics, and model-specific driving events.

If the DEC believes additional members are necessary to fulfill its mission, the DEC chairperson should make that request to the Board of Directors.



Additional DEC member appointments will be subject to National Board confirmation as National Service Officers.

## SECTION 3. BMW CCA PROGRAMS AND SERVICES

### 3.1 *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.

#### 3.1.1 Vision

The Club publishes a monthly magazine to reflect the enthusiasm and passion our members have for their BMWs and their Club. *Roundel* is the official publication of the BMW CCA and the world's premier car club magazine. It is written for our members by our members and contributors from the unique perspectives of BMW owners, club members, enthusiastic supporters, and critical observers. *Roundel* is:

##### 3.1.1.1 Authoritative

Information contained in *Roundel* is accurate in tone and fact. Our reporting includes our members' perspective on BMW events and activities. We are first among automotive publications with significant news about BMW and BMWs. The magazine is well balanced; reflecting our members' varied interests, with provocative articles, columns and features.

##### 3.1.1.2 Independent

We are a strong and independent voice for BMW owners and enthusiasts. As such, we bring our influence to bear on BMW products, marketing and customer service. Our loyalties and our point-of-view are always those of our members.

##### 3.1.1.3 High Quality

*Roundel* has the highest quality writing, photography, layout, physical appearance and organization reflecting the quality of our members' BMWs. *Roundel*, as a membership publication, enjoys a different look and feel than that of other automotive publications, while remaining the equal of any commercial magazine in its professional standards and timeliness.

##### 3.1.1.4 Club Oriented

The sense of belonging to a club that we foster in our readers—making them feel like members regardless of their level of participation—is a quality not easily replicated in commercial publications, and one we exploit to the fullest in our coverage of Club members and their activities.

#### 3.1.2 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.

Make *Roundel* compelling and easy to scan in order to attract and involve readers.

Clearly distinguish *Roundel* in look and feel from other automotive publications that rely on newsstand sales or appeal to a broader market. Take advantage of our unique status as a membership publication by featuring our members and their activities.

(Accepted by the BMW CCA Board of Directors, *Roundel* Managing Editor and *Roundel* Editor-in-Chief, September 2000.)

### **3.1.3 *Roundel* Managing Editor**

The Managing Editor manages production of *Roundel* in such a way as to reflect and enhance the stated purpose and goals of the BMW CCA.

The Managing Editor monitors advertising to advise advertisers of any possible misuse of the BMW corporate logo.

### **3.1.4 *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 Conference 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.

### 3.1.5 *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 cost one dollar (\$1.00) each and additional ads cost one dollar (\$1.00) per word. Items must be related to BMW vehicles, parts or services.

*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.

### 3.1.6 *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 microfilm, microfiche, electronic databases and online services (including Internet providers), CD-ROM and any other similar system now existing or hereafter developed;
- ... The right to reprint the work in duplication of its first-published form as closely as possible, via print and any of the media described in above, in *Roundel*, any newsletter, book and in any anthology or similar collective work published by, for or at the direction of the publisher; and
- ... The right to permit libraries to store in any media the work as published in the magazine.

### 3.1.7 *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 CCA activity shall not be allowed to promote that event in *Roundel* or on the BMW CCA National website.

### 3.1.8 National Event Advertising/Promotion

#### 3.1.8.1 Oktoberfest Advertising.

BMW CCA provides, at no charge, Oktoberfest promotional space in *Roundel*. This space is allocated as:

- ... One (1) quarter ( $\frac{1}{4}$ ) page per month beginning with the first issue dated after the preceding Oktoberfest and continuing through the issue dated seven (7) months preceding the event.
- ... Two (2) pages per month for each of the six (6) monthly issues proceeding the month of the event.

**(Note:** A detailed schedule of the promotional program must be approved by the Board prior to the publication of any full-page promotion.)

- ... One-quarter page in the issue published the month of the event.

**Example:** Events in July and August of successive years:

- One (1) quarter ( $\frac{1}{4}$ ) page per month August through January;
- Two (2) pages per month February through July; and
- One (1) quarter ( $\frac{1}{4}$ ) page in August.

**Copy Guidelines:**

... Copy deadline is forty-five (45) days prior to the month of publication, camera-ready artwork recommended.

... Any additional camera work for ads will be charged back to National Office.

... All material should be submitted in negative form to assure desired results.

The registration form may appear in *Roundel* starting five (5) months prior to the event—this form will not count against the promotional allotment. The cost of printing the registration form will be charged to the National Office at current *Roundel* costs.

**3.1.8.2 Techfest Advertising.**

BMW CCA provides, at no charge, Techfest promotional space in *Roundel*. This space is allocated as one-quarter ( $\frac{1}{4}$ ) page per month for the six (6) issues prior to the event.

**Copy Guidelines:**

... Copy deadline is forty-five (45) days prior to the month of publication, camera-ready artwork recommended.

... Any additional camera work for ads will be charged back to National Office.

... All material should be submitted in negative form to assure the desired results.

The registration form may appear in *Roundel* starting five (5) months prior to the event—this form will not count against the promotional allotment. The cost of printing the registration form will be charged to the National Office at the current *Roundel* cost.

**3.1.9 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 ( $\frac{1}{2}$ ) page of advertising space to be used as a single ad in one (1) issue or two (2) quarter-page ( $\frac{1}{4}$ ) ads that can run in up to two (2) issues.

**Copy Guidelines:**

... Note: See <https://www.bmwcca.org/mediakit> for current information.

**3.2 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.

The BMW CCA annual raffle will consist of one drawing with X winners rather than X separate drawings.

The Raffle Ticket Invitation letter will be mailed to all regular and associate members ten (10) weeks before the raffle deadline.

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. Honorary and Complimentary Members are not eligible. Members of the Board of Directors, paid employees, and outside contractors of BMW CCA or *Roundel*, their immediate members of their families and/or households may not participate in the annual raffle.

Companies or corporations that are BMW CCA regular members buying a ticket must provide the name of the person who will actually be holding it.

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-2 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.

Drawings will be supervised by the National Office and Board of Directors. Winning tickets normally will be drawn during Oktoberfest and winners announced to Oktoberfest participants at that time. Winners not present at Oktoberfest will be notified as soon as practicable and the full list of winners will be published in *Roundel* after all individual winners have been notified.

### **3.3 RECOGNITION AND ACHIEVEMENT AWARDS**

Throughout the history of the BMW CCA, outstanding individuals, chapters and businesses have supported the Club in many ways. It is appropriate that this passion, enthusiasm and commitment to the Club be recognized. The BMW CCA recognizes and honors individual club members for outstanding achievements and exceptional dedication

Within the structure of the Club, some Chapters go far beyond BMW CCA Minimum Standards. A Chapter that consistently exceeds expectations may be recognized for that achievement

The Club also recognizes and honors members of Industry whose contributions to the Club and its members go far above and beyond normal business practices

Care must be taken not to dilute the honor of each award. Only the highest achievements should be recognized. Awards may be given on a National or Regional level.

#### **3.3.1 The Recognition Program Committee (RPC)**

The Recognition Program Committee is responsible for overseeing the recognition and award program, including identifying the areas to be recognized, developing the criteria, managing the nomination process, reviewing the nominations and selecting the final candidate 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. The National Staff and Board will work with the RPC to ensure that the program is successful and meaningful.

The National Board of Directors shall appoint at least five people to the Recognition Program Committee at the first board meeting of the year.

The appointees must be current BMW CCA members in good standing. The RPC will meet yearly at the annual National Board meeting, and at other scheduled conferences or congresses as needed. The Board will appoint a chairperson for the committee.

Additional members may be appointed to the committee by the National Board. 3.3.2 Levels, Criteria, Award, and Presentation Dates.

See Appendix B [1]

### **3.3.3 Nominating an Individual, Chapter or Business for a Recognition Award**

The nominator may be any BMW CCA member or the appointed representative of a Chapter in good standing, or any member of the National Office staff. Nominations will be completed on the official nominating form (Appendix B [2]) and must be submitted to the RPC by the date indicated on the form.

If the award is to be given at the Regional level, or selected from among regional winners, the Regional Vice President may be asked to assist in the review of nominees from that region. The RVP shall be asked to determine the top several candidates from the region and only those candidates will be forwarded to the R3.3.4 Eligibility for a Recognition Award

A nominated individual or chapter must have been in good standing and full compliance for the entire nomination period.

The nominee must be in good standing with BMW CCA, BMW CCA Foundation, BMW NA or BMW AG.

Current National Board members, National office paid staff, and current National Committee Members are not eligible for Recognition Awards during the term of their of their position, with the following exception:

All past and current National Committee Members are eligible for the National Service Officer Award. This award is included in Appendix B [1]. The nominees and winners will be determined by the National Board.

### **3.3.5 Deadline for Nomination**

The qualifying period for each award will be the calendar year preceding the award (January 1 through December 31). Nominations may be submitted throughout the calendar year. Nominations must be received by the date indicated on the nominating form.

### **3.3.6 Review and Selection Process See Appendix B [3].**

## **3.4 DRIVING EVENTS PROGRAMS (SEE APPENDIX C)**

## **3.5 BMW CCA CLUB RACING**

The mission of BMW CCA Club Racing is to provide a safe, fair and fun venue for BMW CCA members to racecars.

Club Racing is a program of the BMW CCA and part of the National BMW CCA structure. Club Racing is governed by its bylaws, and its operating policies and procedures, and is managed by the Club Racing Chairperson, a BMW CCA National Service Officer appointed by the BMW CCA Board of Directors.

### **3.5.1 Club Racing Events**

Club Races may be standalone race events, may be race events held in conjunction with other driving events at the same location such as driving schools, or may be race events held in conjunction with races sanctioned by other bodies. The preferred host/sponsor/organizing body of a BMW CCA Club Race is a BMW CCA Chapter.

In the event that a race opportunity is identified for which Chapter sponsorship cannot be obtained, as verified with the Regional Vice President, a committee composed of the Club Racing Chairman, National Competition Steward, and a Racers Advisory Committee (RAC) representative will consider the proposed event(s). If it is determined that Club Racing, itself, should sponsor the event in the absence of a sponsoring Chapter, then Club Racing will form a committee to organize and manage the event.

All Club Racing operational policies and procedures, including Club Racing Rules, Event Guidelines, and Licensing Policy must be adhered to at each Club Race.

Applications for Club Racing events must be submitted in writing and approved by the National Club Racing Chairperson or their designee before the event is designated as confirmed on the Club Racing schedule.

### **3.5.2 Club Racing Chairperson**

The Club Racing Chairperson, a National Service Officer, functions as the Chief Executive of Club Racing. If, in accordance with Section 2.8 a Board Liaison to Club Racing has been named, the Chairperson shall report to the National Board through the designated Liaison, otherwise through the Executive Vice President. The responsibilities of the position and specific reporting responsibilities include, but are not limited to:

- ... Developing and maintaining the Club Racing organization.
- ... Appoint competent individuals to top-level positions. Appointees must be BMW CCA members in good standing and are subject to approval by the Board of Directors. Examples include:
  - National Competition Steward
  - National Technical Steward
  - Financial Officer
  - Marketing/Advertising Director
  - Operations Officer
  - Chief of Timing and Scoring
  - Medical Advisor
  - Legal Advisor
  - Webmaster
- ... Managing the Club Racing program in accordance with the responsibilities defined in the Club Racing sections of the Operations Manual, including Club Racing Operational Policies and Procedures, Club Racing Rules, Event Guidelines and Licensing Policy.
- ... Developing and maintaining the Club Racing Operations Manual, which includes position descriptions for each Club Racing position including roles, responsibilities and authority.



- ... Holding elections for the Racers Advisory Committee (RAC) members and interacting with the RAC according to the RAC policy.
- ... Developing, and providing minimum requirements and event guidelines for the organizing and execution of a Club Race.
- ... Enforcing Club Racing Rules for race participants and their racecars, including, but not limited to, technical inspections, safety requirements, car modifications, and medical requirements.
- ... Reporting to the National Office any and all incidents at Club Races, even if the Host Chapter provides information. Reportable incidents are those in which a vehicle sustains physical damage or in which an occupant or other event participant sustains physical injury.
- ... Providing to the National Board before each regularly scheduled National Board meeting, a status report on the Club Racing organization and its operations.
- ... Keeping the National Board informed of situations for which the Board may be asked to intervene.

### **3.5.3 Club Racing Rules**

The Club Racing rules apply to participant racers and their cars. Club Racing will establish and maintain an annual process and schedule for reviewing and modifying the official rules, where needed. At least one RAC member, selected by the RAC, will be a voting member of the Club Racing Rules Committee.

### **3.5.4 Planning Meetings**

Club Racing will conduct planning meetings, the frequency and method of which will be determined by the Club Racing Chairperson. The National Board Liaison to Club Racing and the RAC will participate.

### **3.5.5 Successor Planning**

The National Competition Steward will serve as Acting Chairman in the event the Club Race Chairman is unable to serve.

The National Board will solicit the input of the Club Racing staff and RAC in selection of a successor to the Club Racing Chairperson.

### **3.5.6 Marketing/Publicity**

Club Racing is responsible for the general marketing of the Club Racing program and individual events as it works toward building National awareness and collateral materials for the chapters.

Club Racing is responsible for providing *Roundel* and the BMW CCA website with a schedule of the Club Races.

### **3.5.7 Licensing**

Club Racing is responsible for developing and maintaining a formal Racer Licensing program that meets or exceeds requirements agreed upon with BMW CCA legal counsel and its insurance carrier. Club Racing has the option of retaining an outside contractor to perform the duties of Licensing Administrator, however, the cost for such a contractor would be contained within the Club Racing budget.

### **3.5.8 Financial**

Club Racing will submit to the BMW CCA Treasurer an annual budget of income and expenses to be included as a single line item in the National BMW CCA budget. The Club Racing budget must be completed and submitted to the Treasurer and the Executive Director by September 30 of the preceding year.

Club Racing may only enter into contracts binding the Club to a financial expense within the limits prescribed in the Contracts section of the BMW CCA Operations Manual.

Club Racing is responsible to ensure that financial processes are defined and maintained. These processes must include income, disbursement, budget and reporting.

Club Racing is responsible for managing the Club Racing program to the budget submitted to the Board of Directors and for accounting for discrepancies from this budget. The Club Racing Program must, over the long term, be financially self-sufficient.

### **3.5.9 Selection of Competition Steward**

As soon as possible after acceptance of a Club Race Event application, the Club Racing staff will make competition, technical, timing and scoring steward assignments for that event. As soon as the assignments are made, the Club Racing Chairperson will provide the sponsoring Chapter's Event Chairperson with the name of the assigned Competition Steward.

If the Chapter's event chairperson objects to the Steward assignment, the National Competition Steward will discuss the concerns with the Chapter's Event Chairperson and try to resolve the issue. If still unresolved, the selection will be referred to the Club Racing Chairperson for resolution. If the Chapter's Event Chairperson continues to object to the selection, a committee composed of the Club Racing Chairperson, the National Technical Steward, and a RAC member from a region other than that in which the Chapter is located will review the selection and attempt to resolve the issues or recommend an alternate selection. The decision of this committee will be final.

### **3.5.10 Club Racing Appeals Committee**

The Club Racing Appeals Committee reviews appealed decisions of Race Protest Committees or 13/13 Penalties, in accordance with Club Racing rules. The National Competition Steward will chair the committee. One RAC member will serve on the Club Racing Appeals Committee.

### **3.5.11 National Appeals Committee**

The purpose of the National Appeals Committee is to address any issues brought to the Board of Director's attention that are unresolved after due process within the Club Racing staff and Club Racing Protest or Appeals procedures (per Club Racing Rules, Event Guidelines, and Licensing Policy).

The committee is composed of the Club Racing Chairperson, National Board Liaison to Club Racing, and a member of the RAC appointed by the RAC. An alternate(s) may be assigned in case of a conflict of interest among the committee members.

**Conflict of Interest:** Any committee member who was involved in the initial protest or 13/13 penalty, or who may otherwise have a conflict of interest, may not sit on the committee. If any of the three standing committee members have a conflict of interest or are declared to have a conflict of interest by the others, then they appoint a replacement. The Club Racing Chairperson will appoint another Club Racing staff

member; the Board liaison will appoint another member of the National Board; and the RAC will send a different RAC member.

Decisions of the National Appeals Committee are final and binding.

### **3.5.12 Racers Advisory Committee (RAC)**

The RAC provides racers with a voice and representation to the National Club Racing organization and leaders. RAC representatives accept input on any subject determined to be of interest to racers from racers within their regions and communicates that input to the Club Racing staff. Examples of items of interest to racers include:

- ... Schedule of races held;
- ... Individual event schedules;
- ... Event fees;
- ... Classes and classification;
- ... Contingency or sponsorship awards;
- ... Rules, changes, violations;
- ... Tech standards, procedures, penalties;
- ... Recommended capital investments (e.g., tech equipment); and
- ... Protest and appeals procedures.

The RAC provides representation for racers by virtue of their seats on the Rules Committee and Appeals Committee.

**3.5.12.1 Election, Selection and Appointment.** The RAC comprises one (1) member from each BMW CCA region, selected by ballot from the currently licensed Club Racers in that region. The election process is as follows:

- ... Club Racing will solicit nominations for the RAC from all racers currently licensed as of October 1. Nominations will be submitted by racers directly to the National Office.
- ... The Club Racing Licensing Administrator will provide National with a database of all racers currently licensed as of October 1. Only racers with current active licenses are eligible to vote.
- ... The National Office will create and mail a ballot to these racers, to be returned to National no later than November 13. The BMW CCA Executive Director will tabulate the ballots and provide election results to the Club Racing Chairperson by December 1.
- ... The Club Racing Chairperson will obtain Regional Vice President approval of the winning candidates and announce the election results by December 13.

**3.5.12.2 Canadian Representative.** Insofar as the BMW Club of Canada sponsors Club Races in Canada, the BMW Club of Canada may elect or appoint annually (their choice) a non-voting representative to the BMW CCA RAC. The RAC may appoint the Canadian member to serve as a voting member of any Club Racing committee as their representative.

**3.5.12.3 Elected RAC Members.** Elected RAC members will serve two (2) year terms, starting January 1.

RAC members must be accessible to racers via e-mail, fax and telephone.

To be eligible for the RAC, an individual must be a BMW CCA member in good standing and a currently licensed BMW CCA Club Racer (may be on probation, but may not be on suspension). A committee member who fails to meet these requirements during their term and/or who is selected for a position on the Club Racing staff, will be replaced by the Club Racing Chairman from other candidates in the region. A candidate appointed by the Club Racing Chairperson is subject to approval by the Regional Vice President based on member status, participation in Regional/Chapter events, etc.

In the event that there are no candidates (election or replacement) for a RAC position within a region, that seat may remain unfilled until such time as a candidate volunteers, and is approved and appointed.

**3.5.12.4 RAC Administrative and Travel Expenses.** The Club Racing Financial Officer will develop guidelines for payment of reasonable expenses incurred by committee members (e.g., phone and fax). Travel or other expenses (if any) must be approved in advance by the Club Racing staff.

## **3.6 RALLY**

(To be published.)

## **3.7 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.

### **3.7.1 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 a 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.

### **3.7.2 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. To be considered for National event status, the event must meet all the criteria of a National event, as listed in the BMW CCA Operations Manual. The proposal, presented to the Board of Directors, must include:

- ... Type of event;
- ... Location;
- ... Facility recommendations;
- ... Sample schedule;
- ... Budget considerations;
- ... Potential sponsors; and
- ... Other pertinent information.

### **3.7.3 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;
- ... Approving any deviations from the total event budget that may exceed the budgeted amount by more than ten (10) percent;
- ... Reviewing event planning and organization at times specified on the event timeline; and
- ... Designating event locations and timeframes as far in advance as possible. Minimum advance notification for established National events are located in those applicable sections.

For all National events, the Executive Director is 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, local events;
- ... Paying properly presented bills and invoices;
- ... Developing the publicity, marketing, 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;
- ... Soliciting Host Chapter input on design of trophies, mementos and other event paraphernalia—acting as approval authority and contract for all trophies, mementos and other event paraphernalia;
- ... 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 design suggestions for the event logo, if applicable;
- ... Providing suggestions for advertising, if applicable;
- ... Providing input to and suggestions for trophies, mementos and other event paraphernalia; and
- ... Providing contact information to the National Office for the primary Chapter contact individual(s).

For all National events, contracted chapters are responsible to:

- ... Organize and conduct specific activities, under contract, for a fixed cost; and
- ... Participate in ceremonial aspects of programs as individual activity chapters.

For all National events, *Roundel* editors are responsible for providing appropriate coverage in *Roundel*.

### **3.8 APPROVED NATIONAL EVENTS (SEE APPENDIX A)**

### **3.9 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.

#### **3.9.1 Definitions.**

- **Special Interest Group:** A non-commercial group with a National scope and focus on a BMW auto-mobile-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 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.

**3.9.2 Minimum Standards.**

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

**3.9.3 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.

Noncompliance: Failure to comply with the minimum standards will result in termination of Roundel, and the website's Special Interest Group/Special Interest Resource listings and dues collection services.

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## SECTION 4. NATIONAL CORPORATE AND ADMINISTRATIVE 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 close of the quarter in which the expense occurred.
- ... All reimbursement requests must include an itemized list of expenses and appropriate receipts. Receipts are recommended for all expenses and are required for individual item 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 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:

#### 4.1.2.1 Transportation.

**4.1.2.1.1 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 Paragraph 4.1.2.2 covering Meals.

**4.1.2.1.2 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 the current IRS mileage rate, as established by the Executive Director, plus parking at the airport's most economical parking facility.

**4.1.2.1.3 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.

**4.1.2.1.4 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. Mileage will be reimbursed at the current IRS rate, as established by the Executive Director. 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 Section 4.1.2.1.2, Ground Transportation. Privately-owned aircraft are also considered personal vehicles and may be used for authorized travel; however, mileage reimbursement will be at the current IRS automotive vehicle rate, as established by the Executive Director, and BMW CCA assumes no responsibility or liability for claims resulting from the traveler's use of aircraft.

#### 4.1.2.2 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. *Alcoholic beverages are non-reimbursable expenses and should be billed individually at any group dinners or meetings.*

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.

#### **4.1.2.3 Lodging**

Lodging costs, while on BMW CCA business, will be reimbursed. Unless otherwise authorized, lodging costs may not exceed the cost of a standard double room for the period of the stay. Authorized stays may include the night before and the night following the activity for which travel is undertaken, if required by the individual's transportation arrangements, provided the transportation arrangements were not manipulated for the sole purpose of staying an additional overnight.

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.

Travelers are encouraged to reduce lodging expenses when and where possible by sharing rooms.

"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.

#### **4.1.2.4 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;
- ... Office supplies;
- ... Telephone charges; and
- ... Internet Access.

**Telephone Calls.** Travelers on BMW CCA business will be reimbursed for telephone calls as follows:

- ... One (1) reasonable cost call to notify a family member or friend of safe arrival;

- ... A reasonable cost call to notify a family member or friend of a change of itinerary; and
- ... Calls directly related to the conduct of BMW CCA business.

**Internet Access.** Charges for Internet access in order to conduct Club business may be reimbursed. Charges for Internet access for personal use will not be reimbursed.

#### **4.1.2.5 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.

#### **4.1.3 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 (Section 4.1.3.1), or special authorization requiring specific approval.

##### **4.1.3.1 Standing Authorization**

Standing authorization covers travel for routine business, for example, Board member travel to Board meetings and National conferences; 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 conferences such as the Chapter Congress, Newsletter Editor/Webmaster Conference, and Driving Events Conference, 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, as long as they have sufficient funds remaining in their travel budgets.

Members of the Board of Directors have standing travel authorization for travel to National Events and National Conferences, such as Chapter Congress, Newsletter Editor/Webmaster Conference, and Driving Events Conference.

The Executive Director has standing travel authorization for travel on Club business within the United States in the performance of his or her assigned duties, provided sufficient funds remain in the National Office travel budget.

#### **4.1.3.2 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 conferences 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.

## **4.2 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.

#### **4.2.1 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.

#### **4.2.2 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.

### **4.3 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 log in any other way.

**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.

#### **4.4 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.

#### **4.5 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.

#### **4.6 MEMBERSHIP REVOCATION**

A member or associate member's BMW CCA membership may be revoked for cause by a two-thirds ( $\frac{2}{3}$ ) vote of the Board of Directors.

##### **4.6.1 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.

##### **4.6.2 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.

##### **4.6.3 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.

The Board shall issue a written report setting forth the action that it has approved. The original of the report shall be made part of the minutes of the meeting, and copies shall be forwarded to all interested parties.

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

##### **4.6.4 Emergency Situation**

In an emergency situation, the Executive Director may revoke a membership, subject to subsequent ratification by a  $\frac{2}{3}$  vote of the Board of Directors. An emergency situation exists when, in the Executive Director's opinion, continued membership of the member in question poses a threat to the good order and conduct of business of the Club, its members, employees, officers or contractors, or the member in question exposes the Club to unnecessary legal, financial or safety liability.



## **4.7 CRISIS RESPONSE PLAN**

### **4.7.1 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.

### **4.7.2 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.

#### **4.7.2.1 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.

#### **4.7.2.2 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.

#### **4.7.2.3 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.

#### **4.7.2.4 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.

### **4.7.3 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**

Name: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_  
Mobile Telephone: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

##### **Chapter Alternate**

Name: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_  
Mobile Telephone: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
Fax: \_\_\_\_\_  
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 Executive Director**

Name: Frank Patek, II  
Business Telephone: 864.250.0022  
Mobile Telephone: 443.794.5335  
Home Telephone:  
Fax: 864.250.0038  
E-mail address: frank\_patek@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.

## 4.7.4 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."

## 4.7.5 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.

#### 4.7.5.1 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.**

**4.7.6 Incident/Injury Report (Part 1 of 3)**

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.

Date of Report \_\_\_\_\_ Date of Occurrence \_\_\_\_\_  
Chief Steward \_\_\_\_\_ Tech Steward \_\_\_\_\_  
Location \_\_\_\_\_ Event Chairperson \_\_\_\_\_

Name of Participant \_\_\_\_\_  
Racing License Level and number \_\_\_\_\_ Host Chapter \_\_\_\_\_  
Phone No.: Home \_\_\_\_\_ Work \_\_\_\_\_  
Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_  
Vehicle(s) involved (numbers, models) \_\_\_\_\_  
Track Conditions \_\_\_\_\_  
Describe fully how incident occurred \_\_\_\_\_

Name, address, phone no. of witness(es) \_\_\_\_\_

Nature and location of injury (exact part of body involved) \_\_\_\_\_

Was medical attention sought? Yes  No   
List Doctor/Hospital (name and address) \_\_\_\_\_

If no medical attention was administered, why not? \_\_\_\_\_

I, \_\_\_\_\_, declined to have medical attention or to visit a hospital for the injury described above.

Signature \_\_\_\_\_ Witness to Signature \_\_\_\_\_  
Comments \_\_\_\_\_

**4.7.6 Incident/Injury Report (Part 2 of 3)**

I hereby attest to the fact that all the information above is accurate and true.

---

Signature of Participant in Track/Driving Venue Activity(ies)

This report was filled out by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name \_\_\_\_\_

Lead Instructor/Steward \_\_\_\_\_

Please continue on a separate sheet if necessary.





#### 4.8 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 or Executive Director 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.

#### 4.9 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. CHAPTERS AND CHAPTER OPERATIONS

A BMW CCA Chapter is a geographically based 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 bylaws, policies and minimum standards. At the same time, each Chapter is an independent organization with its own bylaws 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. With nearly all BMW CCA members assigned to a Chapter, they are the primary opportunity for members to interact with other BMW enthusiasts with whom they share common interests. 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.

### 5.1 REGIONS

In 1977, to be more responsive to the needs of Chapters and individual members, the Club organized Chapters into geographic divisions now called regions. To represent the interests of the members and Chapters of each region, a Regional Vice President is elected 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 regions and states they cover are:

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

**South Atlantic Region:** Alabama, District of Columbia, Florida, Georgia, Louisiana, Maryland, southern Mississippi, North Carolina, Puerto Rico, South Carolina. Eastern Tennessee and Virginia.

**North Central Region:** Eastern Arkansas, Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, northern Mississippi, eastern Missouri, Ohio, western Tennessee and Wisconsin.

**South Central Region:** Alabama, western Arkansas, Colorado, Kansas, Louisiana, southern Mississippi, western Missouri, Nebraska, New Mexico, North Dakota. Oklahoma, South Dakota, Tennessee, Texas and Utah.

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

## 5.2 CHAPTER COMMUNICATIONS

### 5.2.1 Communicating with Regional Representatives

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

At least once per quarter, Regional Vice Presidents are required to communicate with Chapter Presidents. This may be accomplished by the Regional Vice President publishing a regional Pipeline—a report on actions accomplished or under consideration by the Board of Directors that may impact Chapter operations. Regional Vice Presidents may also communicate directly with Chapter Presidents by telephone, mail, e-mail or internet (e.g. webinar).

Regional Vice Presidents 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 events coordinators should contact their regional Drive Events Committee representative with questions, comments, suggestions and complaints concerning driving events.

### 5.2.2 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 Chapter rebates 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 Executive Director 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 e-mail to all Chapter officers for whom National has an accurate and current e-mail 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.

After the minutes of a National Board meeting have been approved, they will be posted to the BMW CCA website. Chapter Presidents will receive an e-mail notifying them that the minutes are available for viewing and download. Paper copies of the minutes may be provided upon request to the National Office.

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.

### **5.2.3 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 Regional Vice President on matters of policy or policy enforcement, since it is most likely the matter will first be referred back to the Regional Vice President. 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.

## **5.3 NATIONAL CONFERENCES AND CONGRESSES**

National meetings are arguably no longer the most effective, nor most cost effective, means of disseminating information to Chapter Leaders. 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 conferences. The current list of topics is as listed below, but not limited to:

- ... **Chapter Congress** – For Chapter presidents, treasurers and membership chairs.
- ... **Newsletter Editor/Webmaster Conference** – For Chapter Newsletter Editors and webmasters.
- ... **Driving Events Conference** – For Chapter driving events coordinators and chief instructors.

## **5.4 TRAVEL BY CHAPTER REPRESENTATIVES TO NATIONAL CONFERENCES**

BMW CCA will reimburse authorized Chapter representatives attending National BMW CCA Congresses and Conferences 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.

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## **SECTION 6. CHAPTER MINIMUM STANDARDS**

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

### **6.1 BYLAWS**

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

### **6.2 MEETINGS**

Each Chapter is required to hold at least one (1) event or business meeting per each thirty (30) days, advance notice of which will be given to Chapter members in their newsletter, on its website or via e-mail.

### **6.3 POST OFFICE BOX**

Each Chapter is required to maintain a post office box with a permanent mailing 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 mandatory 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. Chapters should take that approach and resist the temptation to move the post office box to a location nearer to a single Chapter officer who may only be picking up the mail for a year or two.

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.

### **6.4 NEWSLETTER**

Each Chapter is required to issue at least one (1) newsletter per each ninety (90) days to each member of that Chapter and to the National Office, and to all other BMW CCA chapters reciprocating in kind. By definition, a newsletter must contain the following minimum items:

- ... The date or period the newsletter covers.
- ... A listing of all Chapter officers and at least two (2) e-mail addresses and (2) telephone numbers, with area code, of any Chapter officers.
- ... At least one (1) automotive-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.

At the option of any regular Chapter newsletter **recipients**, the newsletter shall be furnished to those requesting it in printed form rather than electronic.

Chapters are required to provide one (1) copy of their newsletter to the National Office and one (1) copy to their Regional Vice-President, the preferred format is in PDF or as a Word document. Chapters that are unable to submit a PDF or Word document may elect to send a hardcopy via U.S. mail at their own expense. Chapters will not be reimbursed for these expenses. Chapters are requested to distribute copies of their newsletters to every other BMW CCA Chapter.

## **6.5 WEBSITE**

Each Chapter is required to maintain a Chapter website. 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.
- ... A photo gallery of at least (12) Chapter events, members and/or their cars.
- ... Downloadable copy of the four (4) most recent Chapter newsletter issues.
- ... 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.
- ... For non-geographic chapters, a discussion forum or other social engagement technology is required

Chapters are required to provide by e-mail 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.

## **6.6 REPORTS**

Each Chapter is required to submit the Chapter Officer Questionnaire 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 conferences. 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 the Chapter Annual Financial Report to the National Office annually no later than by the end of the third month following the chapter's fiscal year end. The report must be submitted electronically through the BMW CCA website [Chapter Forms](#) page.

Chapters must submit to the National Office a copy of their Federal IRS Form 990, 990-EZ or 990-N they filed within 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 15 days of filing the form with the Internal Revenue Service.

## **6.7 FINANCIAL STATEMENT TO MEMBERS**

Each Chapter is required to provide a financial statement to all its members at least once a year. (This could be by inclusion in the Chapter newsletter or by a separate mailing.)

## **6.8 BANK ACCOUNT AND ELECTRONIC TRANSFER OF FUNDS**

Each Chapter is required to maintain a current bank account containing Chapter funds. Further, each Chapter will provide the National Office with the information required for the National Office 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 Greenville, SC.

## **6.9 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 and car shows. 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. The policy is written expressly for these types of activities and, in the case of car shows and rallies/tours, the Chapter can apply for a one hundred (100) percent rebate. In any event, the coverage obtained must be for at least ten million (\$10M) dollars.

Chapters utilizing the BMW CCA liability policy must apply for event coverage by submitting the appropriate application form and premium payment in advance of the event. Instructions are on the application form, which is located in the [Chapter Forms](#) section. The application to request a premium rebate from BMW CCA is located in that section as well.

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.

BMW CCA will pay for twenty (20) percent of the premium, with the remainder of the cost being paid by each Chapter on a sliding scale based on size. The monthly premium will be automatically deducted from the Chapter rebate payment from BMW CCA.

## **6.10 CHAPTER LOGO**

Chapters are not required to have a logo. However, a Chapter may choose to design and use a distinctive Chapter logo. A benefit of BMW CCA being a member of the International Council of BMW Clubs is that BMW CCA chapters can use the trademarked BMW roundel logo within their Chapter logo, provided the Chapter logo is designed in accordance with International Council guidelines and approved by the BMW CCA Board of Directors. The International Council Guideline on logos is available from the National Office and also on the BMW CCA website. 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. 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.

## **6.11 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.

## **6.12 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.

## **6.13 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 Regional Vice President, 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 Regional Vice President 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 Bylaws 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 Regional Vice President and Chapter Officers, will withhold the Chapter's rebates. If the chapter becomes compliant within sixty (60) days, one hundred (100%) percent of rebates will be released. Should the Chapter become compliant after sixty-one (61) days it will receive fifty (50%) percent of its withheld rebate. Should the Chapter remain non-compliant for ninety-one (91) or more days, it will receive zero (0%) percent of its withheld rebate. Notwithstanding, if the Chapter remains out of compliance after sixty (60) days, then Article 10, Section 3 of the BMW CCA Bylaws 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.

Chapter membership dues rebates and other rebates may be withheld by the National Office for chapters that are not in compliance with minimum standards.

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## SECTION 7. CHAPTER OFFICERS

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.

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

### 7.1 PRESIDENT

- ... 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.
- ... Maintains the Chapter's copy of the BMW CCA Operations Manual.
- ... Responsible to ensure that corporation reports are filed on time.

### 7.2 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.

### 7.3 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.

### 7.4 TREASURER

- ... 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.
- ... 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.

## **7.5 OFFICER OR BOARD MEMBER-AT-LARGE**

These may be elected or appointed based on the Chapter bylaws. 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.

## **7.6 OTHER KEY LEADERSHIP AND VOLUNTEER POSITIONS**

Chapters, through their bylaws, 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.

### **7.6.1 Newsletter Editor**

Publishing a Chapter newsletter at least every ninety (90) days is a required function of every Chapter. The Newsletter 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 is the person who makes sure it all gets done. The Editor:

- ... Has primary responsibility for gathering and creating editorial content, laying out the newsletters, and preparing it for printing.
- ... Ensures that the newsletter is properly labeled, has the correct postage, and is delivered to the postal system for distribution to members.
- ... Ensures that the newsletter contains the minimum elements required by BMW CCA and is published within the required timeframes.
- ... Attends the National BMW CCA Newsletter Editor/Webmaster Conference. (Authorized travel expenses reimbursed by BMW CCA for one (1) Newsletter Editor per Chapter.)

### **7.6.2 Webmaster**

Maintaining a Chapter 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:

- ... Has primary responsibility for gathering and creating editorial content, designing the site, selecting the hosting service, registering and renewing the domain name, and uploading the website content.
- ... Ensures that the information contained on the website is current.
- ... Strives for a website that is easy to navigate, meets the informational needs of the Chapter members, and can also serve as a recruiting tool for new members.
- ... Attends the National BMW CCA Newsletter Editor/Webmaster Conference. (Authorized travel expenses reimbursed by BMW CCA for one (1) webmaster per Chapter.)
- ... In the event the Chapter cannot maintain its own website, the Chapter Webmaster or another individual designated by the Chapter must ensure that accurate and timely information is provided to the BMW CCA National Office so that the substitute Chapter Web page can be maintained by the National Office.

### **7.6.3 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.

- ... Primary responsibility is for planning, organizing, and supervising the staging of Chapter events and activities.
- ... Appoints members or recruits volunteers to take care of portions of each event. Keeps records of these events and how well they succeed.
- ... Responsible for financially structuring the entry fees for events in such a way that the Chapter costs (including insurance and any plaques or trophies) are covered with a small profit. (Growth of the Chapter rather than profit is the goal.)
- ... All costs for an activity must be included in computing the final entry fees. These include insurance, postage, telephone calls, publicity, supplies and any rental of equipment.
- ... Arranges to receive merchandise, trophies or awards as donations from local merchants or car shops, the cost of the event should still be structured as though they were paid for. This will provide continuity from one event to another as well as reward the Chapter financially for their efforts.
- ... Advertising can also be sold during the event in the form of sponsorships or the placing of manufacturer's decals or posters.

### **7.6.4 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 can be a paper printout or electronic file, or both. 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:

- ... Monitor Chapter membership activity, renewals rates, and reasons why members don't renew.
- ... Develop and supervise programs and activities to increase membership.
- ... Assess the satisfaction of members with the Chapter.
- ... Contact members who are about to lapse to ensure that they realize their membership is due to expire.
- ... Call or send a Welcome letter to new members, inviting them to upcoming events.

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.



## SECTION 8. CHAPTER OPERATIONS

### 8.1 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 additionally appoint non-Board members to help in areas that have heavy workloads, for example, newsletter mailing, 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.

### 8.2 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 include:

- ... **Picking up the mail.** At least once a week (more often if possible) a Chapter representative should empty the Chapter post office box and distribute the mail expeditiously to the appropriate people. Especially important are items that should go to the President, Treasurer, and Newsletter Editor, as some materials are time-sensitive. It should always be checked just prior to newsletter deadline, as there might be classified ad submissions or information requiring dissemination to the members.
- ... **Answering e-mail.** Chapter officials who have e-mail routed to them through the Chapter website or sent to them directly may receive correspondence or inquiries that require immediate attention. These should be promptly answered or forwarded to the Chapter official who has the information or authority to respond.
- ... **Processing new member applications.** Although most new members join using the National toll-free telephone number or through the BMW CCA website, chapters may still receive paper membership applications. These should be forwarded to the National Office immediately so that a membership card and the next issue of *Roundel* may be sent in a reasonable time. The Newsletter Editor should also be informed so that the most recent or next copy of the Chapter newsletter can be sent to the new member.

- ... **Organizing regular meetings and events.** Once a Chapter activity has been approved, individuals must volunteer or be assigned to take care of the details. These could include arranging for or reserving rooms, restaurants, or other facilities; contacting speakers; obtaining door prizes and drawing materials; speaking with caterers or other service providers; renting equipment such as tables, chairs, tools, audiovisual equipment; etc.
  
- ... **Lending library, toolbox, parts store, merchandise sales.** If a Chapter maintains a set of reference materials, specialized tools, or offers Chapter merchandise or parts for sale, then individuals must be assigned to maintain the library, tools or inventory, account for them, be available for pick up, fulfill orders, etc.

### **8.3 POST OFFICE BOX MANAGEMENT**

The Chapter Post Office Box must be checked regularly. Even with the advent of electronic communications, important materials are mailed to the Chapter.

Post office boxes are mandatory because a permanent address means that regardless of turnover of key Chapter officers, the Chapter will always have an address to which important materials may 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. Chapters should take that approach and resist the temptation to move the Post Office Box to a location nearer to a single Chapter officer who may only be picking up the mail for a year or two.

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.

### **8.4 CHAPTER STRENGTH**

#### **8.4.1 General**

Chapter growth means more members to participate in activities, more members to contribute their time, and more dues to fund Chapter operations. More members also means more work in areas such as newsletter printing and mailing, activity planning, and so forth. Chapter growth is regarded as a good thing.

It is also essential that the Chapter endeavor to schedule types of events and social activities that ensure the continued attendance and support of as many Chapter members as possible: the driving school enthusiasts, picnickers, party goers, race buffs, shade tree mechanics, clean car fanatics, rallyists, autocrossers, Internet surfers, and so on. Only by ensuring the continued interest of all of these various types of members can the Chapter be guaranteed a solid base of membership from which to draw ideas, valid criticism, officer material, and continued success as a Chapter.

#### **8.4.2 Maintaining and Increasing 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 in the newsletter; and so on.

Some reasons for Chapter growth may be beyond the Chapter's influence, such as more new car sales at the local dealer and recruiting campaigns or incentives offered by the National organization. However, the best ways for growth are under the Chapter's control. First is to make the Chapter a group to which people want to belong. An active, vibrant Chapter that hosts a lot of activities, has an excellent newsletter and website, and uses the Internet to generate and keep interest high will see excellent retention and many new members from word of mouth.

Successful chapters also take their message to where the potential new members are. They have people designated to make sure that membership brochures and applications are always available and on display at the local BMW dealers and independent repair shops. They work with dealers and shops to get them to host open houses and tech sessions. They put membership flyers on the windshields of BMWs in parking lots. They join or monitor online BMW-related discussion groups to see what's being discussed and figure out ways for the Chapter to take advantage of that.

Successful chapters look for ways to attract younger BMW fans. They host Street Survival schools and organize or participate in autocrosses that allow drivers under 18. They pay attention to what's going on in discussion groups online and learn what the younger members are talking about or looking for in chapter activities.

Successful chapters look at their member reports each month to see who hasn't renewed and sends them a letter or makes a call to see if the person simply forgot.

Successful chapters actively look for new faces at every single event and activity and go out of their way to make the new people feel welcome and a part of the Club.

Successful chapters never stop asking themselves what else they could be doing to make their Chapter a better way for people to enjoy their BMWs and the people who drive them.

Successful chapters look for other car-related groups in the area who share common goals and interests, and build synergistic relationships with them.

#### **8.5 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.

## **8.6 CHAPTER NEWSLETTER**

The Chapter 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 and glad they are members of the Chapter community. For many members, receiving the newsletter is a tangible value that helps them decide whether or not to continue their membership in BMW CCA.

With the advent of home computer electronic page layout programs, word processors, and photo enhancement programs, more and more Chapter members are acquiring the basic skills needed to assemble a quality newsletter. A Chapter should look for such individuals, preferably those with some experience in writing, layout and/or publishing. Such individuals often own their own software for doing the job, but if not, the Chapter should research and acquire the software that allows the Newsletter Editor to do the job.

This is also an area in which businesses are offering page layout and publishing services at reasonable prices. Some chapters may consider developing the newsletter content and then contracting out for the layout, printing, labeling and mailing.

Ease of converting the newsletter's electronic source files into formats that can be read on virtually every computer platform has also brought the world of the Chapter Newsletter closer to the world of the Chapter website. If not already being considered, chapters should look at ways to integrate newsletter content with the Chapter website. This can give Chapter members another easy way to access newsletter information while away from home, and it can reduce the workload of both the Newsletter Editor and Webmaster when they are both generating information content for the Chapter.

Successful newsletters have many common traits, but the most important are accuracy, regularity and good content. Beyond that, newsletters can be extremely well-constructed and printed in color on quality paper, but it still comes down to this: members want their newsletter regularly and on time; they want the information contained within to be accurate and reliable; and they want the content to be presented well (good writing and good photos).

Once the minimum standards for newsletters are met (see Minimum Standards in Section 6.4), 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:

### **8.6.1 Frequency**

Publication should be on a regular basis, as frequent as the staff, funds and content allow. Minimum standard is at least one (1) issue every ninety (90) days, but many chapters publish bi-monthly or monthly.

### **8.6.2 Regularity**

Ideally, the mailing should be within the same five (5) day period for each issue. Variation in postal service delivery times notwithstanding, members will start to look forward to the receipt date.

### **8.6.3 Content**

Content should be as diversified as possible in each issue. Members' reasons for joining BMW CCA are varied. Some want only technical articles, others are interested in driving schools or autocrosses. Racing news appeals to some and there are those who are primarily interested in social events. If a member can find something of interest in most issues, there is a stronger possibility they will renew their membership.

### **8.6.4 Contributions**

One of the best sources of content is the Chapter membership. Such submissions should be used whenever possible, as they help express the varied interests and desires of the members, and being published in the newsletter gives members a sense of accomplishment, recognition and community. A newsletter entirely written by one person will be obviously biased toward that person's interests. One of the hardest parts of an Editor's job is to obtain contributions.

### **8.6.5 Advertising**

Advertising can help defray the cost of printing and postage costs. Rates should be reasonable. The addition of paid display advertising also means added responsibility for the Newsletter Editor or Newsletter Team, because advertisers must be invoiced, fees collected, and the ads must be reviewed.

### **8.6.6 Copyright and Trademark**

An advantage of being a BMW CCA Chapter is that almost every Chapter allows other chapters to use material from their newsletter, provided proper attribution is given. This can be a great source for technical articles among other things. In most other cases, however, information from other sources usually requires written permission from the copyright holder. Virtually every article and photograph is copyrighted under U.S. and International law. Some copyright holders won't go to the trouble of defending their copyright, but that's not the same as having permission to use it. To keep the Chapter out of legal trouble, get permission for all material that is not submitted directly to the Newsletter Editor by the individual creating the work. Also, don't assume that material on the Internet is free for the taking if there is no author or owner listed. Use only what you have permission to use.

### **8.6.7 Technical Accuracy**

Before printing articles of a technical nature, it's a good idea to have one or more people in the Chapter with whom the Editor can consult to see if the material in the article is accurate. Chapter members should be able to trust the information they're receiving.

### **8.6.8 Proofreading**

Proofreading is a skill that not everyone is good at, even editors sometimes. It helps to have someone on the Newsletter Team or another Chapter member who is willing to proofread the text so that the newsletter is free of mistakes.

### **8.6.9 Newsletter Budget**

Chapter boards must decide what percentage of their anticipated annual revenue will be spent on Newsletter production and postage. Great design, color and glossy paper can make for a visually stunning newsletter but the Chapter needs to balance that against other possible uses for the money. In the end, the Chapter will spend its money where it thinks best. Once priorities are decided, and advertising revenue

and production expenses are estimated, the Newsletter Team should be given a budget so that the Chapter knows ahead of time how much money it has to spend on other functions.

#### **8.6.10 Labels**

The Chapter can obtain mailing labels in two ways. First, at the conclusion of each monthly reporting cycle at the National Office, a set of preprinted mailing labels can be produced and mailed to the Chapter. These are adhesive-backed, peel-off paper labels and reflect those members in the database as of the closing date of the cycle.

The second method is to receive an electronic file by e-mail from the National Office containing the mailing label data. Chapter personnel can use this data to generate their own mailing labels as they need them. The Chapter has the opportunity to notify the National Office how they want to receive their mailing labels/label data files, using the Mailing Label Form contained in the “Forms” Section 10.3, of this manual. Mailing label options can also be selected online on the BMW CCA website.

If no option is selected, preprinted labels will be mailed to the Chapter post office box unless the National Office receives other written instructions from the Chapter President. For example, the Chapter President may ask the National Office to send the preprinted labels directly to the Newsletter Editor’s address.

### **8.7 CHAPTER WEBSITE**

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 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 every one, two or three months, 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.

#### **8.7.1 Look and Feel**

The look and feel of a website, especially the homepage, must be consistent with the expectations and informational needs of the target audience, in this case, current and potential Chapter members. Webmasters are less constrained by cost and paper design limitations than the Newsletter Editor and can also change the look and feel of the site almost at will, instead of waiting for the next issue.

#### **8.7.2 Navigation**

Ease of navigating the website is critical to its success. Website visitors are using the Internet for its speed and its content so it is essential that the Chapter site make it easy to see what’s available and easy to get there.

#### **8.7.3 Current Information**

Members consult the Chapter website to see what’s happening and when, or to get information relating to their immediate needs. If they are looking for the time and location of this month’s meeting, but all they

can find is information on last month's meeting, it does them no good and may reflect poorly on the Chapter. The strength of the Internet is that it allows people to place information in real-time instantly without waiting for a printing and mailing cycle. Successful websites make maximum use of this capability.

#### **8.7.4 Contributions**

While longer articles are probably better suited for the Newsletter, photographs and technical articles submitted by members are ideal for the website. Information on events should be given to the Webmaster by the Chapter Board.

#### **8.7.5 Advertising**

Advertising can help cover the cost of hosting or maintaining the website, but the Chapter must weigh that against the sometimes intrusive nature of Web advertisements.

#### **8.7.6 Copyright and Trademark**

Webmasters, like Newsletter Editors, must ensure that they do not use copyrighted material on the Chapter's site without prior permission. Just because a photo or article is floating around the Internet without credit or attribution doesn't mean the Chapter Webmaster is free to use it. The Webmaster should have a basic understanding of Copyright and Trademark law. Likewise, the BMW roundel logo is prohibited from appearing on any BMW CCA website except in three instances: as part of an approved Chapter logo; as part of the BMW CCA logo; or on a picture of a BMW vehicle (provided the site has permission to use the picture).

#### **8.7.7 Technical Accuracy**

Because members and prospective members visit the Chapter Website to find information on upcoming events, who they can contact, how they register for an event, or how to work on their car, it is imperative that website information be accurate. Chapter members need to be able to trust the information they get from the website. Another unfortunate aspect of the immediate and global nature of the Internet is that information posted to a Chapter website could find itself traveling all over the world in a matter of minutes. Once an incorrect piece of information goes on the Chapter website, it could be propagated worldwide and when it's found to be wrong it could come back to embarrass the Chapter.

#### **8.7.8 Website Budget**

Unless a Chapter pays to have its site designed or updated, the largest cost will be for the website hosting service. As the number and quality of these service companies increase, the prices have come down to the point that even the smallest Chapter can afford to pay a service to host their site. In the event that a Chapter does not have the money to do so or does not have any members who can design or maintain a Chapter website, BMW CCA will host a single-page Chapter website listing basic information such as Chapter mailing address and Chapter officer contact information.

### **8.8 CHAPTER E-MAIL GROUPS AND FORUMS**

Virtual discussion groups comprising Chapter members are an effective and inexpensive way to foster and experience the camaraderie of the Chapter at anytime. 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. It certainly

is the fastest way to notify members (at least those who are part of the virtual discussion group) on items of interest, schedule changes, or various opportunities.

E-mail groups or forums may be hosted in conjunction with the Chapter's website or they can be hosted at no charge by any of a number of services, although many of the free ones also carry advertising to pay the bills. With these options, there is really no reason why each Chapter cannot have at least one virtual discussion group or even more depending on what varied areas interest the members.

## **8.9 CHAPTER TOOLBOX**

Chapters may offer their members the loan of tools including specialized tools to make it easier for members to work on their BMWs. The sources of tools could include donations or gifts from Chapter members or, in cases where there is a strong demand for Chapter technical activities and events, the Chapter could purchase the tools.

A good Chapter tool lending program requires a few key characteristics:

- ... A responsible Chapter member to maintain, account for, hand out, and take back in the tools.
- ... Publicizing what tools are available to members.
- ... Good instructions for using the tool, if the tool's operation isn't already clear.
- ... Policy and procedure for accounting for tools, and protecting the Chapter from financial loss if loaned tools are not returned.

## **8.10 CHAPTER PARTS STORE**

With many, if not most, BMW dealers offering parts discounts to BMW CCA members, and the proliferation of discounted parts sources on the Internet, and availability of overnight delivery, there are not as many reasons for a Chapter to sell parts to members as there used to be. If a Chapter decides to get into the sale of parts to members, then it must ensure that it is in compliance with state and federal law concerning the Chapter's not-for-profit or tax exempt status. Income from sales of merchandise will probably affect the Chapter's requirement for filing income and sales tax returns at various levels.

## **8.11 MEETINGS, ACTIVITIES AND EVENTS**

A well-balanced and regularly scheduled series of meetings, activities and events provides the Chapter's best opportunities to serve the highest percentage of its members. Some members will be interested in all types of activities, while others may be interested in only one type. A varied schedule will stand the best chance of getting members who previously stayed home to start attending Chapter events.

Most Chapter Event organizational teams (or individuals) are sparsely staffed and often overworked. A good way to plan for enough people and resources to conduct Chapter events without burning out the few volunteers is to plan at one meeting the bulk of the events for the entire year. Then the Chapter leaders can allocate their known volunteers and look to recruit more to fill the staffing requirement. It's often easier to get someone to agree to help organize an event that already has a date and location, than it is to recruit someone and ask him or her to plan the entire event including picking a time and place.

Chapters are limited only by the imagination and talent of their members. Below is a list of the more common types of events that have appealed to Chapter members in the past. However, Chapter leaders and members are encouraged to develop ideas for new types of events:



- |  |  |
|--|--|
| ... Driving School                                     | ... Picnic   |
| ... Club Race  | ... Swap Meet  |
| ... Safety School/Car Control Clinic/Street Survival   | ... Movie Night  |
| ... Gymkhana   | ... Progressive Dinner   |
| ... Autocross/Autocross School                         | ... Recreational/Cultural Outing (Museum, Ballgame, Concert)         |
| ... TSD Rally  | ... Tech Session at Member's House                                   |
| ... Fun Rally/Gimmick Rally/Poker Rally                | ... Evening at a Local Shop  |
| ... Driving Tour/Weekend Drive/Dinner Drive            | ... Tech Session at a Repair Shop                                    |
| ... Area or Regional Car Gathering/Model-Specific Fest | ... Dealer's Open House  |
| ... Car Show/Clean Car Contest/Concours d'Elegance     | ... Tour of a Race Shop  |
| ... Caravan to Regional or National Event              | ... Preparation or Inspection for Driving School                     |
| ... Caravan to Major Motorsport Event                  | ... Community/Public Service Activities                              |
| ... Go-Kart Nights (or Days)                           | ... Fundraisers in Connection with Chapter's Driving or Social Event |
| ... Dinner Meeting                                     | ... Charity Auctions/Silent Auctions                                 |
| ... Monthly Meeting with Guest Speakers                | ... Parade Laps  |
| ... Informal Get-Together at Member's House            | ... Raffle   |
| ... Annual Dinner                                      | ... Charity Walks/Bicycle Rides                                      |

## **8.12 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 Regional Vice President. Approval is on a case-by-case basis.

## **8.13 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, all BMW CCA chapters are strongly encouraged to incorporate 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.

## **8.14 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, "Return of Organization Exempt from Income Tax," if the Chapter's gross receipts are more than twenty-five thousand (\$25,000) dollars. There are some other situations in which a Chapter may have to file a return and/or pay Federal income tax.
- ... All chapters are required to provide copies to the National Office of their IRS filings of Form 990, or 990EZ, or Unrelated Business Taxable Income Form 990-T within fifteen (15) days of filing with the IRS.
- ... 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.

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

## **8.15 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.

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.

The Treasurer should review and reconcile the account monthly and be prepared with a Treasurer's Report at each Board or general business meeting. The Chapter must provide its members with an annual financial report. This is usually included in an issue of the Newsletter.

Each Chapter must have a bank account and must provide the required information about that account to the National Office so that financial transfers from the National Office to the Chapter may be accomplished by electronic funds transfer (EFT).

The Chapter leaders are responsible for approving the method of accounting that best suits the Chapter's needs, however, the simplest method is usually to keep the account on a cash basis, which should require only a checkbook and a worksheet to summarize monthly receipts and expenditures from the checkbook. An example is included in Section 8.15.1.

**8.15.1 Suggested Chapter Chart of Accounts**

Chapter accounts should be arranged as follows:

<b>BEGINNING EQUITY</b>			<b>ENDING EQUITY</b>
<b>Income</b>	<b>Expenses</b>	<b>Assets</b>	<b>Members' Equity</b>
Membership Dues	Newsletter Printing,	Cash – Checking	
Newsletter Advertising	Typing, Photography	Cash – Savings	
Event Fees	Postage	Inventory	
Drivers Schools	Insurance	Equipment	
Tech Sessions	Event Expense	Accounts Receivable	
Rally	Merchandise/Awards	Deposits	
Autocross	Travel & Food Expense	Miscellaneous (explain)	
Rebates from National	Miscellaneous (explain)		
Insurance			
Printing & Postage			
Ads, etc.			
Interest			
Other Merchandise Sales			
Miscellaneous (explain)			

**8.15.2 Chapter Income Statement (sample)**

**BMW CAR CLUB OF AMERICA – CHAPTER INCOME STATEMENT**

Chapter Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Time Period (12 mos): \_\_\_\_\_ Prepared by: \_\_\_\_\_  
 Current Year: \_\_\_\_\_ Previous Year: \_\_\_\_\_

<b>INCOME</b>	<b>(MM-DD-YY)</b>	<b>(MM-DD-YY)</b>
Merchandise Sales <sup>(1)</sup>	\$	\$
Membership Dues <sup>(2)</sup>	\$	\$
Newsletter Advertising <sup>(3)</sup>	\$	\$
National Rebates <sup>(4)</sup>	\$	\$
Event Fees <sup>(5)</sup>	\$	\$
Interest <sup>(6)</sup>	\$	\$
Miscellaneous Income <sup>(7)</sup>	\$	\$
<b>Total Income<sup>(8)</sup></b>	\$	\$
<b>EXPENSES</b>		
Newsletter Printing <sup>(9)</sup>	\$	\$
Postage Expenses <sup>(10)</sup>	\$	\$
Event Expenses <sup>(11)</sup>	\$	\$
Insurance <sup>(12)</sup>	\$	\$
Miscellaneous Expense <sup>(13)</sup>	\$	\$
Merchandise/Awards <sup>(14)</sup>	\$	\$
Travel & Food Expense <sup>(15)</sup>	\$	\$
<b>TOTAL EXPENSES<sup>(16)</sup></b>	\$	\$
<b>NET INCOME<sup>(17)</sup></b> (Total Income Less Total Expenses)	\$	\$

**Line Description for Completion of Financial Statements Income Statement**

- <sup>(1)</sup>Merchandise Sales – gross amount of merchandise sold.
- <sup>(2)</sup>Membership Dues – dues received from the National Office.
- <sup>(3)</sup>Newsletter Advertising – income received from ads in Newsletter.
- <sup>(4)</sup>National Rebates – income received from BMW CCA from the Rebate program.
- <sup>(5)</sup>Event Fees – income received from registration income for autocrosses, driver schools, rallies, etc.
- <sup>(6)</sup>Interest – income earned on savings, NOW accounts, CDs.
- <sup>(7)</sup>Miscellaneous Income – non-categorized income.
- <sup>(8)</sup>Total Income - total of lines 1 through 7.
- <sup>(9)</sup>Newsletter Printing – cost to print newsletters and fliers.
- <sup>(10)</sup>Postage Expenses – Newsletter & miscellaneous postage.
- <sup>(11)</sup>Event Expenses – cost of autocrosses, driver schools, etc., including track rental, insurance, advertising, printing, etc.
- <sup>(12)</sup>Insurance – cost of policies for events.
- <sup>(13)</sup>Miscellaneous Expense – minor expenses that do not fall into categories listed above.
- <sup>(14)</sup>Merchandise/Awards – cost of Club merchandise, parts store items, event awards.
- <sup>(15)</sup>Travel & Food Expense – cost of travel and food while on approved travel.
- <sup>(16)</sup>Total Expenses – total of lines 9 through 15.
- <sup>(17)</sup>Net Income - total Income (line 8) less total Expenses (line 16).

**Note:** If your Chapter has other income and expense categories, and needs to add additional income and expense lines, we encourage you to do so.

**8.15.3 Chapter Balance Sheet (sample)**

**BMW CAR CLUB OF AMERICA – CHAPTER BALANCE SHEET**

Chapter Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Time Period (12 mos): \_\_\_\_\_ Prepared by: \_\_\_\_\_  
 Current Year: \_\_\_\_\_ Previous Year: \_\_\_\_\_

<b>ASSETS</b>	<b>(MM-DD-YY)</b>	<b>(MM-DD-YY)</b>
Cash in Bank (Checking) <sup>(18)</sup>	\$	\$
Cash in Bank (Savings & CDs) <sup>(19)</sup>	\$	\$
Inventory <sup>(20)</sup>	\$	\$
Equipment <sup>(21)</sup>	\$	\$
Accounts Receivable <sup>(22)</sup>	\$	\$
Deposits <sup>(23)</sup>	\$	\$
Miscellaneous <sup>(24)</sup>	\$	\$
<b>TOTAL ASSETS<sup>(25)</sup></b>	\$	\$
<b>LIABILITIES &amp; EQUITY</b>		
Prepaid Advertising Collected <sup>(26)</sup>	\$	\$
Accounts Payable <sup>(27)</sup>	\$	\$
Loans Payable <sup>(28)</sup>	\$	\$
Miscellaneous Liabilities <sup>(29)</sup>	\$	\$
<b>TOTAL LIABILITIES<sup>(30)</sup></b>	\$	\$
<b>MEMBER EQUITY<sup>(31)</sup></b>		
<b>TOTAL LIABILITIES &amp; CAPITAL<sup>(32)</sup></b> (Must equal Total Assets)	\$	\$

**Line Description for Completion of Balance Sheet**

- <sup>(18)</sup>Cash in Bank (Checking) – Balance of checking per bank statement at end of period.
- <sup>(19)</sup>Cash in Bank (Savings & CDs) – Total of investments.
- <sup>(20)</sup>Inventory – Value of merchandise available for sale to members (this should be an actual inventory taken of all items – total # of items on hand x the current sales price).
- <sup>(21)</sup>Equipment – Chapter property and event equipment.
- <sup>(22)</sup>Accounts Receivable – Any bill or amount due to the Chapter.
- <sup>(23)</sup>Deposits – Deposits made on track rental. Normally racetracks require deposits months ahead of the scheduled event. This will be reclassified as an Expense item once the event is held.
- <sup>(24)</sup>Miscellaneous – Assets that do not fit categories defined above.
- <sup>(25)</sup>Total Assets – Total of lines 18-24.
- <sup>(26)</sup>Prepaid Advertising Collected – All advertising should be collected in advance of mailing the Chapter newsletter to members. If ad revenues are collected semi-annually or annually, adjustments to this account will have to be made to reclassify Earned income to the Advertising account.
- <sup>(27)</sup>Accounts Payable – Amounts Chapter owes for printing, etc.
- <sup>(28)</sup>Loans Payable – Money borrowed from National.
- <sup>(29)</sup>Miscellaneous Liabilities – Items, such as funds raised for charity, that have not yet been paid.
- <sup>(30)</sup>Total Liabilities – Total of lines 26-29.
- <sup>(31)</sup>Member Equity – The net worth of the Chapter (the difference between “Total Assets” [line 25] less “Total Liabilities” [line 30]).
- <sup>(32)</sup>Total Liabilities & Capital – Total of lines 30 + 31; this line must be equal to Total Assets (line 25).

**Note:** If your Chapter has additional asset/liability accounts, please add additional accounts as needed.

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## SECTION 9. FORMING A NEW CHAPTER

New chapters may be formed in three ways:

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

BMW CCA members who desire to form a new chapter must petition their Regional Vice President 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; and
- ... that the formation of the new chapter would not unnecessarily cripple an existing chapter.

### 9.1 FORMING A NEW GEOGRAPHIC CHAPTER WHERE NONE CURRENTLY EXIST

There are still geographic areas in the United States 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.

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 Regional Vice President to inform him or her of your interest in forming a new Chapter. The Regional 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.
- ... With the Regional Vice President'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 fifteen (15) members in good standing are required to apply for a chapter. The National Office can supply the listings and the mailing labels upon request.
- ... 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 Regional Vice President could also be invited to this or a subsequent meeting. The initial meeting could be at someone's house or at a restaurant with 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, 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 Regional Vice President and Executive Director, downloading and reviewing the BMW CCA Operations Manual, Bylaws, and Chapter forms, contacting representatives of other chapters to get information on how they started or what they do to keep their Chapter strong, and so on. If the organizing group believes it has met the basic prerequisites listed at the beginning of this section, then begin the application process.

- ... At the subsequent meeting, it will be necessary to form a pro tem governing body. Normally, this would include a President, Vice President, Secretary, Treasurer, Event Coordinator/Activities Director, and possibly some more officers at-large. At the same time, volunteers should be identified for the positions of Newsletter Editor 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 applying for membership.
- ... Discuss the geographic boundaries that make the most sense. Think about a Chapter name and begin soliciting ideas for a logo. 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 Regional Vice President 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 Regional Vice President. 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 Regional Vice President 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, Regional Vice President 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 Regional Vice President 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.

### **9.1.1 FORMING A NEW Non-Geographic CHAPTER**

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

- ... Contact the Executive Vice President to inform him or her of your interest in forming a new non-geographic chapter. The 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.
- ... Contact all members who expressed interest in the chapter 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 fifteen (15) members in good standing are required to apply for a chapter. The National Office can supply the listings and the mailing labels upon request.
- ... If a sufficient number of members wish to belong to a non-geographic 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 Executive Vice President could also be invited to this or a subsequent meeting. The initial meeting could be at someone's house or held via voice or video conference call or webinar. . 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 of this type of special interest wanted and needed? Do enough people in the country 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, 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 Executive Vice President and Executive Director, downloading and reviewing the BMW CCA Operations Manual, Bylaws, and Chapter forms, contacting representatives of other chapters to get information on how they started or what they do to keep their Chapter strong, and so on. If the organizing group believes it has met the basic prerequisites listed at the beginning of this section, then begin the application process.
  
- ... At the subsequent meeting, it will be necessary to form a pro tem governing body. Normally, this would include a President, Vice President, Secretary, Treasurer, Event Coordinator/Activities Director, and possibly some more officers at-large. At the same time, volunteers should be identified for the positions of Newsletter Editor and Webmaster. Electronically 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 applying for membership.
  
- ... Think about a Chapter name and begin soliciting ideas for a logo. Work with National to identify a bank and post office box based in Greenville, SC near the National office that can hold the Chapter's checking account and mail box.. Identify a post office that can hold the Chapter's post office box. Non-geographic chapters are required to have National oversee these two items in case the chapter folds or goes dormant or if the officers named to the board cannot be reached for any reason.
  
- ... 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 Executive Vice President 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 of South Carolina to be listed as a not-for-profit corporation.

When the petition for charter is complete, send it to the Executive Vice President. 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 Executive Vice President 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, Executive Vice President 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 Regional Vice President 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.

## 9.2 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 Regional Vice President 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 one hundred (100) 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 Regional Vice President 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 Regional Vice President may authorize the members wishing to form a new Chapter that they may proceed 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, except that the boundaries have already been established by agreement. Organizers of the proposed new chapter should conduct organizational meetings to select a pro tem governing body, decide on a name, draft the bylaws, seek volunteers with special talents such as attorneys or accountants, recruit a Newsletter Editor and a Webmaster, research and prepare papers necessary to file for incorporation, and prepare the Petition for Charter.
- ... 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 Regional Vice President or Executive Director as soon as possible.

When the Petition for Charter is complete, send it to the Regional Vice President. 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. 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.

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 Regional Vice President 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.

On occasion, the desire to break off from an existing chapter could be the result of differences between, or conflicts among, chapter members. If the Regional Vice President determines that the underlying reason for the request involves disputes among chapter members, he or she will make every effort to affect a resolution of the issues at the chapter level. The existing chapter will be encouraged to face the situation directly with the objective of improving its service to all its members. If the Regional Vice President determines that a solution cannot be found and a group of existing chapter members insist on being given the opportunity to form a new chapter, then the following procedures will be followed:

- ... 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 and fifty (250) word position paper that will be included with each ballot. The Regional Vice President 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 Regional Vice President. 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 ( $\frac{2}{3}$ ) 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 Regional Vice President 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 Regional Vice President 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. Regional Vice President 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. Bylaws 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 Newsletter Editor 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.
- ... When the Petition for Charter is complete, it is sent to the Regional Vice President. 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. National Board meetings are held about once a quarter, so it may take a few months to get official approval. That should not stop the organizing group from continuing to meet, and plan and host activities for the BMW CCA members in their area.
- ... 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 Regional Vice President 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.

**9.3 PETITION FOR A CHAPTER OF THE BMW CAR CLUB OF AMERICA, INC. (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): \_\_\_\_\_

Bylaws enclosed? Yes  No

Already incorporated in State of: \_\_\_\_\_ Yes  No

**9.3 PETITION FOR A CHAPTER OF THE BMW CAR CLUB OF AMERICA, INC. (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 fifteen (15) 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.

**9.3.1 Petition for Charter for a New Chapter – Item-by-Item Description**

- 9.3.1.1 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.
- 9.3.1.2 Chapter Area and Headquarter City.** Depending on population density, an area within a radius of forty or fifty 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.
- 9.3.1.3 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.
- 9.3.1.4 Post Office Box.** Information must include City, State and Zip Code.
- 9.3.1.5 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.
- 9.3.1.6 Officers.** Pro tem officers are usually appointed or elected for a period of sixty or ninety 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.
- 9.3.1.7 Chapter Bylaws.** Must be submitted to National within sixty (60) days of the date of your Charter. They can be modeled after the National bylaws, but cannot conflict with them. See BMW CCA Bylaws, Section V.
- 9.3.1.8 Chapter Incorporation.** A Chapter should be incorporated as soon as possible. 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 strongly suggested that each Chapter file for nonprofit tax status at the state and federal levels.



## SECTION 10. 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](http://www.bmwcca.org) website. The Chapter Event Insurance Request form must be accompanied by a check and submitted by mail. The BMW CCA Matching Funds Application requires supporting documents, so it must be mailed or faxed. The Chapter Officer Questionnaire and the Chapter Annual Financial Report must be submitted electronically through the website. Using the online form will result in faster service and is the preferred method of receiving information. The [Chapter Forms](#) section of the [bmwcca.org](http://www.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](http://www.bmwcca.org) website. <http://www.bmwcca.org/chapterforms> “

### 10.1 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](http://www.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.

### 10.2 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](http://www.bmwcca.org) website to the National Office by **March 31**. Questions on preparing this form should be directed to the BMW CCA Treasurer.

### 10.3 CHAPTER LABEL REQUEST (MANDATORY)

Submitted at least annually, and as needed, by chapters to tell the National Office the frequency and method by which the chapter would like to receive mailing labels for its members. This is usually used to mail newsletters, but labels may also be requested for special mailings. If the chapter does not submit a form, then their label choice defaults to receiving an electronic member report each month from which chapter personnel can produce their own labels as needed. The initial annual form is due in the National Office by January 31. Questions on preparing this form should be directed to the BMW CCA National Office.

### 10.4 CHAPTER EVENT INSURANCE CERTIFICATE REQUEST (MANDATORY IF CHAPTER HAS A DRIVING EVENT)

Submitted as needed by all chapters conducting events involving vehicles, such as driving schools, club races, autocrosses, gymkhanas, car control clinics, safety schools, Street Survival, car shows, concours,

clean car contests, rallies of any kind, tours, weekend and dinner drives, and so on. 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 with premium payment to the insurance company address listed on the form. Questions on preparing this form should be directed to the BMW CCA National Office.

### **10.5 CHAPTER EVENT INSURANCE REBATE REQUEST**

Submitted as needed by chapters requesting a rebate of premium paid for selected driving events, such as car shows, concours, clean car contests, public road legal-speed rallies, tours, weekend and dinner drives, and so on. This form is optional, however, chapters not requesting a qualified rebate will not receive a rebate. This form must be submitted to the National Office within thirty (30) days after the conclusion of the event. Questions on preparing this form should be directed to the BMW CCA National Office.

### **10.6 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.

### **10.7 *ROUNDEL* AND WEBSITE CALENDAR LISTING**

Submitted electronically through the [bmwcca.org](http://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.

### **10.8 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.

### **10.9 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.

### **10.10 DEALER DRIVE PROGRAM REBATE REQUEST**

Submitted as needed by chapters to request a partial rebate of the registration fee absorbed by a chapter that allows a representative of a BMW dealer or independent repair shop to attend a chapter driving school at no cost. Rebates are limited to no more than two (2) per chapter, per year. This form is optional, however, if no form is submitted, no rebate will be issued. This form must be submitted to the National Office within thirty (30) days after the conclusion of the event. Questions on preparing this form should be directed to the BMW CCA National Office.

### **10.11 BMW CCA MATCHING FUNDS APPLICATION**

Submitted annually 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. This form is optional, however, if a chapter does not submit the form, they will not be considered for matching funds for their designated charity. This form must be submitted to the National Office each year by April 1st. Questions on preparing this form should be directed to the BMW CCA National Office.

### **10.12 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 <http://www.bmwcca.org/chapterforms..>

If you have questions or need assistance obtaining or completing any of these forms, please call the National Office at 864-2500022 or via e-mail at [questions@bmwcca.org](mailto:questions@bmwcca.org).

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## SECTION 11. BMW CCA BYLAWS

### 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 two-thirds (2/3) vote of the Board of Directors for actions determined by the Board of Directors to not 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. The report of the Nominating Committee will be made to the membership at least thirty (30) days before the Annual meeting. All nominees for office must have been members in good standing for at least six (6) 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’s* Managing Editor, Editor-in-Chief, *Roundel* Art Director

and/or the Art Director's staff, *Roundel's* Advertising Manager and/or the 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 at the Annual meeting. Ballots must be mailed to the membership and postmarked at least twenty-one (21) 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. In order to be counted, ballots 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 (4) 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.

**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.

## **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").

**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 two consecutive three-year terms and all Regional Vice-Presidents shall serve not more than three consecutive three-year terms. No member shall serve more than five consecutive three-year terms on the Board of Directors.

Treasurer, North Atlantic Regional Vice-President and Pacific Regional Vice-President shall be elected beginning in 2010. Executive Vice-President, Secretary and South 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.

The position of Treasurer shall be filled by a member with the appropriate Accounting or Finance education or experience.

**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 bylaws 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; and 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 with notice of any changes to all membership concerned made at least six (6) months prior to any voting that 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.

**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 necessary, 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, mailed postpaid 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, 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 in the first three (3) months 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.

**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 (1) 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.

**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 bylaws 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 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. 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 two-thirds ( $\frac{2}{3}$ ) vote of the Board, for actions determined by the Board not to be in the best interests of the Club.

**Section 4. Requirements for Charter** – Any group of fifteen (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 bylaws may be proposed to the membership by:

- a) a three-quarter ( $\frac{3}{4}$ ) vote of the Board at anytime; or
- b) any two (2) or more voting members if their proposed amendment carries a regular Board meeting by a two-thirds ( $\frac{2}{3}$ ) 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 two-thirds ( $\frac{2}{3}$ ) vote of the voting members returning ballots within forty-five (45) days of the mailing 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 is authorized to implement and publish, in the Operations Manual, Waivers and Releases of liability in favor of the Club, its Board, 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 from finding that extraordinary circumstances exist and, therefore, authorize 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 Bylaws. Such a finding requires that the Board, by a two-thirds ( $\frac{2}{3}$ ) vote and in its sole discretion, decide that such litigation or arbitration is in the best interests of the Club.

(These bylaws incorporate all changes and amendments through April 4, 2007, approved by a majority vote of the membership.)



**Approved National Events**  
**Oktoberfest**  
(To be revised and published)

Oktoberfest

**(To be revised and published)**

Techfest

**Overview.** Techfest is BMW CCA's National symposium on automotive technical issues relating to the operation, maintenance, modification, restoration and enjoyment of BMW vehicles. Techfest is an expanded weekend of technical seminars, displays, panels, demonstrations and social activities. It is normally held Thursday through Sunday in early spring.

Techfest is the spiritual successor to Gateway Tech, an event originated and conducted for 21 years by the St. Louis BMW CCA Chapter to provide technical updates and serve members who were interested in the technical aspects of owning, operating and maintaining BMWs. Through the years it has grown to be one of the larger technical gatherings of BMW experts in the world.

As a National BMW CCA event, Techfest receives the full support of the Board of Directors and the National Office staff. Historically, BMW of North America and BMW Mobile Tradition have provided technical support in the form of new product or technical speakers, a display of current and newly introduced models, a well-known guest speaker for the Saturday evening banquet, and, occasionally, some of their historic and current racecars, sometimes fresh from the track! Techfest is also supported by a number of vendors of products of interest to BMW owners. The Vendor Exhibit area is open for most of the weekend and usually serves as the main gathering point for Techfest participants. Techfest, as was Gateway Tech before it, has also been known for the quality and quantity of door prizes given away over the course of the event.

Techfest planning should begin with identification and approval of a geographic location at least two (2) years prior to the event.

Techfest generally attracts at least five types of attendees:

1. BMW owners and enthusiasts who do more than park their car in the garage each night, and drive to and from work during the day. These are people who enjoy doing their own maintenance and repair, ranging from those who are comfortable changing windshield wiper blades to those who have no fear of performing engine overhauls or suspension installations themselves. This group also includes BMW owners who are not content with the car the factory made for them. They are constantly searching for the next accessory or modification that will make their car perform better, handle better, stop faster, sound better, or look exactly the way they want it to look. They come to Techfest looking to the vendors for the goods and goodies to help them build their dream car and to the tech session presenters for information on how to go about it.
2. Avid BMW CCA members who can't get enough of anything sporting a roundel or having to do with the Club. These people enjoy looking and listening to the technical aspects of Techfest, and also enjoy seeing BMW CCA friends and making new ones. This group includes many volunteers at the Chapter and National level who don't really need to be sold on the benefit of coming to Techfest.

3. BMW technicians and restorers from independent service facilities who find Techfest a ready source to learn about all things BMW. This includes individuals who may be involved in the manufacture or repair of original or aftermarket components, accessories and tools used to maintain, repair or modify BMWs.
4. Members at-large from the Host Chapter and surrounding chapters who have not had the opportunity and are eager to attend a National BMW CCA event.
5. The final group may not be a large group, but it's a very important one. It comprises the volunteers from the Host Chapter who love to organize events and help out wherever they can. They enjoy working so that other BMW enthusiasts have a great time.

The National Office and Board of Directors keeps this attendee mix in mind as we select the venue, plan the ancillary activities and meals, schedule the technical sessions, and solicit vendors and sponsors. Although there is some overlap with attendees who will travel to both events, Techfest can draw a somewhat different crowd than Oktoberfest or Club events that emphasize more driving and social activities. Techfest is certainly more technically oriented and has the potential to deliver a great deal of value in a relatively short time. It is held primarily indoors in a conference/exhibit area/meeting room environment, and there is never a break in the action. There is always something going on from start to finish. As such, the event must be organized so that there are always tech sessions to attend, displays and demonstrations to watch, vendors to talk with, and then, in the evenings, a great social activity centered on a good meal and an entertaining program of speakers and door prizes.

For planning purposes, we use a figure of 250 attendees, although it is the Club's intention that Techfest grow over the years to expect upwards of 300 to 400 attendees.

**Finances.** Techfest is intended to be financially self-sufficient and, as such, it will be budgeted to break even or make money. Principle sources of revenue include registration fees, sponsorship, advertising and vendor fees. Principle expenses include facilities, meals, audiovisual equipment, transportation and travel, speaker fees, and administrative/logistical supplies and expenses.

Creation of the budget depends on long-range planning and advance identification of many income and expense items, as possible. Only when the planning team has a good idea of the expenses and sponsor/vendor/advertising income can a registration fee be set, and registration materials released to *Roundel* and the BMW CCA website.

The National Office will create and maintain the master budget. Host Chapter team members may be asked for recommendations or input on specific budget items.

All final negotiations and contracting will be performed by the National Office. The Executive Director is the sole authority for signing Techfest contracts.

As part of the initial Techfest planning meeting with Host Chapter(s) representatives, the Executive Director or Event Manager will discuss the expenses to the Host Chapter, or individual team expenses that can be reimbursed, as well as the expense requirements of key team personnel prior to and during the event, such as lodging and meal costs. These arrangements will vary from Techfest to Techfest depending on the facilities, hotel contracts, projected income and so on. All members of the Techfest team, both National and the Host Chapter, must understand, up front, what is acceptable and allowed at that particular Techfest.

If the final Techfest financial accounting results is a net loss for the event, BMW CCA will absorb the loss. If the final Techfest financial accounting results is a net gain for the event, BMW CCA will divide that gain evenly between BMW CCA and the Host Chapter(s).

### **Facilities.**

**The Venue and Host Site.** Techfest is essentially an indoor event. A good-quality, full-service hotel is needed to accommodate the event. The National Office will work with the Host Chapter(s) and the local Convention and Visitors Bureau to select two or three hotels based on this criteria. Then the Host Hotel will be selected by National based on its ability to provide the best mix of the following features:

- ... Location should be conveniently accessible to an airport since many attendees will fly rather than drive to Techfest. Courtesy shuttle service provided by the hotel, helps to keep down the cost to attendees. This convenience should be balanced with a location that provides sufficient variety of nearby restaurants and other amenities. For example, a hotel within an area that has cultural, entertainment or shopping attractions may be valuable in attracting attendees who wouldn't otherwise attend because there would be little for their accompanying family to do while they were engrossed in the tech sessions. However, the first and foremost consideration for a hotel must remain its ability to accommodate the primary attractions of Techfest itself.
- ... Because many of the target participants for Techfest are the "do-it-yourself" types who are always looking to save money, hotel costs should be kept in the \$85 to \$100 per night range including room tax and no parking charges, if possible. In fact, when it comes to parking, the ideal situation is where the hotel will allow a section of its parking lot to be roped off to form a BMW-only corral. People who drive to Techfest enjoy showing off their cars and looking at everyone else's.
- ... Rooms will need to be reserved Thursday night through Saturday night. Based on recent years' attendance, National would normally guarantee the hotel no more than approximately 180 room nights, based on 250 attendees. Most rooms should be non-smoking, however, we would probably want to reserve a few smoking rooms. When possible, guest rooms should be priced to allow meeting rooms to be free of additional charges, but, to avoid attrition charges, there may be some costs for meeting rooms. National will negotiate these costs.
  - The bulk of the 200 to 250 Techfest registrants arrive on Thursday. Those room nights need to be blocked accordingly.
  - Rooms will be need to be reserved for tech session speakers, the special guest speaker (Saturday banquet), and for any BMW NA and BMW Mobile Tradition personnel and speakers.
- ... The Host Chapter may provide a Hospitality Suite, open during the day and evenings, Thursday through Saturday, managed by Chapter volunteers. Snacks and beverages should be provided (alcohol optional). The level of provisions is at the discretion of the Host Chapter, and is based on budget and sponsorships. However, the better the food and drink, the more often people will visit the Hospitality Suite. An Information Center or bulletin board for any changes or updates during the events should be provided at the Hospitality Suite.
- ... Meeting rooms of various sizes are needed for the event:
  - **Thursday-Friday:** One (1) boardroom, approximately 400 sq. ft., is needed each day for use by the National Office/Host Chapter team for committee meetings, behind-the-scenes packet stuffing, and related tasks. This room should be set to accommodate 10 to 12 people. Coffee, water and soft drinks should be provided (pastries/snacks are optional).

- **Friday-Sunday:** One (1) ballroom, approximately 6,000 sq. ft., to accommodate the Vendor/Exhibit area and the Friday evening Cocktail Reception. The Vendor/Exhibit area should be the nexus of the event, the Grand Central Station where attendees meet, talk, visit with vendors, and then move on to their next tech session. The success of the vendor area depends on a good traffic pattern and a heavy volume of visitor traffic through the area. Putting vendors in a basement or out-of-the-way corner is a sure way to discourage their participation at future events, not to mention hiding one of Techfest's largest attractions for attendees. Remember that vendors can supply a significant portion of the event's support, but, in return, they look for easy and frequent access to all the participants. Good business in the Vendor area will generate additional goodwill for the event along with helping to justify greater sponsor ad and booth fees. Past Techfests have included incentives for attendees to visit and check in at each vendor booth, then enter a special door prize drawing.
- **Friday/Saturday:** Minimum of four (4) seminar rooms for tech sessions, 8:00 a.m. to 5:00 p.m. Each room approximately 500 sq. ft. to accommodate 30 to 40 people in a classroom setup; podium, microphone, overhead/LCD projector, and screen. Water should be provided.
- **Friday Evening:** One (1) room for the evening banquet to accommodate 200 to 250 people; podium and microphone. Audiovisual support may be required, depending on the program.
- **Saturday:** One (1) banquet room for a luncheon, to accommodate 150 to 200 people; podium and microphone. Or, if the Vendor/Exhibit area is large enough, lunch can be served buffet-style in the Vendor/Exhibit area.
- **Saturday:** One (1) larger seminar room, approximately 1,000 to 1,200 sq. ft., 10:00 a.m. to Noon, to accommodate 75 to 100 people for the Expert Panel Question & Answer session; theater-style setup preferred, with 2 to 3 rectangular tables, end-to-end for a panel of 10 to 12 experts answering questions from the audience; 3 to 4 microphones. Water should be provided.
- **Saturday Evening:** One (1) room for Closing Banquet to accommodate 200 to 250 people; podium and microphone. Audiovisual support may be required, depending on the program.
- **Sunday – Optional:** Up to four (4) seminar rooms for tech sessions, 8:00 a.m. to 10:00 a.m., each approximately 500 sq. ft., to accommodate 30 to 40 people in a classroom setup; podium, microphone, overhead projector and screen. Water should be provided.
- ... Broadband Internet access in the Registration, Vendor/Exhibit area, and meeting rooms is not critical to the success of the event, but it will definitely enhance the event for all participants and may offer additional opportunities for Tech session presenters to impart information to attendees.

### **Dealing with the Hotel**

- ... **Meals:** Three (3) to five (5) meals are served in conjunction with Techfest (Thursday's Welcome Reception; Dinner on Friday; Lunch and Dinner on Saturday; and Sunday Breakfast, optional, depending on the event's budget and sponsorships). Food quality should be outstanding—typical of BMW CCA events—and needs to be priced attractively to encourage attendance. Menu choices should be offered. Premium hotels often count on their food and beverage departments to recover what the Sales department gives away in room rates. It is the intention of the National Office to not get caught having to recover steep meal charges after being swayed by an attractively low room rate. Just as important, is to remember that on top of the meal cost we will be paying an additional 10 to 20 percent gratuity and 7 to 8 percent sales tax on top of the banquet service. We plan for an automatic addition of 25 percent or more to all of our meal costs.
- ... **Venue:** When choosing a hotel, we prefer to have all the meeting rooms on the ground level, as close to one another as possible. A rectangular ballroom for the Vendor/Exhibit area, with four (4) seminar rooms around it is ideal to sustain foot traffic through the Vendor area. This shortens the distance from room to room and eases confusion for seminar participants. Typically, BMW NA and BMW Mobile Tradition and/or the local dealers, as well as local Chapter members,

provide vehicles for display inside the hotel, so ground floor access is a must. It goes without saying that in order for a hotel to be considered, it must allow cars in the Vendor/Exhibit area. We are a car club, after all.

- ... **Registration:** The hallway area outside of the Vendor/Exhibit area is the ideal place to set up the registration tables.
- ... **Event Signage:** We strive to ensure that all meeting and tech session rooms are well marked with the titles of the seminar, the speaker's name, and times of the sessions. These can be professionally done or designed on a computer by a member of the on-site support team, and then printed and posted to the room entrance.
- ... **Audiovisual:** Some tech session speakers may bring their own audiovisual aids, others may need A/V equipment such as overhead projectors, slide projectors, digital projectors, screens, TV/VCRs, etc. Because the seminars are on a tight 50- to 55-minute schedule, it is essential that we find out the A/V needs of each speaker well in advance. This allows us to assign speakers to rooms that have the appropriate equipment and to make sure we have the right equipment on hand in the first place. Techfest depends on a tight, information-rich schedule and we can't afford to lose tech session time waiting for equipment.
- ... **Vendor Signage:** Some sponsors may have requirements to hang signs in the Vendor/Exhibit, Registration and Tech Session areas. We need to know these requirements as soon as possible and make it a point to coordinate with hotel staff for sign hanging materials that are compatible with their walls or for the hotel staff to hang the signs.
- ... **Volunteers:** Host Chapter volunteers can be a tremendous help in directing traffic flow, especially since tech sessions follow on each other with only a few minutes (or sometimes no minutes) in between. Room monitors near the entrances to the Tech Session rooms can help guide attendees to their next tech session. These volunteer monitors can also help with any last-minute needs of the Tech Session speakers.
- ... **Communication:** Walkie-talkies or other FM transceivers (appropriate for indoor use) are highly recommended to handle emergencies, normal coordination, and last-second details. All key event staff should be on the net, to include the Event Coordinator/Chairperson, Registration team, Hospitality Suite, monitors, and troubleshooters. If cell phones are used, make sure that everyone has all others' numbers preprogrammed into the phones for easy speed dialing.

**Schedule.** Techfest begins with the opening of Registration on Thursday afternoon. Vendors and exhibitors are also arriving and setting up their booths. A Welcome Reception is traditionally held on Thursday evening, often sponsored by a local dealer or other sponsor, and featuring heavy hors d'oeuvres and a cash bar. Friday (all day) and Saturday (all day), and occasionally Sunday morning, are devoted to technical sessions and panel discussions. The Saturday evening's gala dinner banquet features a well-known speaker. An additional dinner or banquet may be scheduled for Friday evening, depending on the event budget, the availability of sponsorship and the proximity of dining alternatives in the immediate area.

**Technical Offerings.** Techfest's program of technical sessions should be as broad and varied as possible, designed to appeal to a wide-range of BMW enthusiasts. Suitable topics can include, but are not limited to: normal maintenance; repair; restoration; car care and detailing; performance modifications; appearance modifications; audio and video; electronics; tires; tuning; racing; autocross; and other competitive and performance driving; BMW new car and equipment information; automotive-related services; and so

on. Sessions are planned for 55 minutes each. If a single presenter has sufficient material to so, they may be scheduled for multiple sessions (e.g., suspension tuning basics in the first session, followed by advanced suspension tuning in a later session).

Up to four (4) tech sessions will be running concurrently each hour from 8 a.m. to Noon, and from 1 p.m. to 5 p.m. on Friday and Saturday. Tech sessions are repeated so that attendees who have to choose between two or more tech sessions, can catch the missed sessions later in the weekend.

The National Office and the Host Chapter will work together to identify tech session presenters and establish the schedule. Good sources for presenters include technical editors and contributors to *Roundel*, *Roundel* advertisers, Techfest vendors, sponsors, independent repair shops, performance tuners, after-market manufacturers, distributors and retailers, BMW NA, tire manufacturers, and local vendors and repair specialists. Previous Techfest and Gateway Tech presenters are a good place to start, but event planners must always be looking for new and varied presenters to keep the event fresh and give returning attendees something new to experience.

**Vendor/Exhibit Area.** The Vendor/Exhibit area is also key to Techfest's success. It must be large enough to accommodate all vendors and other exhibitors, allow for the smooth flow of foot traffic past vendor booths, the display of at least four (4) cars (but preferably up to ten [10]), host a reception with bar and serving line or stations, and, ideally, be fairly close, if not immediately adjacent to, the tech session rooms. The Vendor/Exhibit area must be securable, that is, it must be able to be closed off and secured from the public.



The National Office will negotiate for the exhibit space along with all other hotel facilities. The National Event Director will establish the floor plan, and deal with vendor/exhibitor booth requirements and arrangements for electricians, carpenters, teamsters and whatever other on-site support is required by the vendors and exhibitors. Host Chapter personnel may be required to assist on Thursday in directing vendors and exhibitors to their booths, and helping to coordinate on-site support.





Some vendors and sponsors may bring cars as part of their display or tech session presentation. The Host Chapter may also solicit from its members distinctive vehicles for display in the Vendor/Exhibit area, as space allows. Examples of cars that would be of interest to Techfest attendees would be antique, classic or historic BMWs, BMWs that are excellent examples of preservation or restoration, BMW racecars and, perhaps, heavily modified BMWs.



In addition to vendors who pay a fee to display their products and interact with potential customers, there may be BMW CCA members who have items of a technical or historical nature that may be of interest to Techfest attendees. If space allows, Techfest planners may consider allowing such individuals to put BMW-related collections or other items of interest on display, provided there is no commercial aspect or advantage in doing so, and such displays do not conflict with paying vendors.

Computer terminals offering broadband Internet access in the Vendor/Exhibit area are not required, but would definitely enhance the Techfest experience for many attendees. The ability to research information pertaining to BMW technical matters as well as checking on individual or personal information needs (such as airline flight information) would make the event more “attendee friendly.”

**Meals.** The nature of Techfest—that is, a multiple-day gathering of people in a closed area on a full and tight schedule—requires the event to meet as many of their needs as possible. Food is a major event consideration. By having lunch available within the facility, attendees, vendors, exhibitors and staff will be able to spend more time at the event and less time traveling to outside dining facilities.

The meals, receptions and banquets also provide a social aspect to the event, giving participants another opportunity to interact with each other and have fun as members of the BMW CCA community.

Meal costs are a very large part of the overall Techfest budget. The National Office will solicit input from the Host Chapter on local cuisine and other related food options. Final choices in food and menu selection, and contracting for food and meals will be done by the National Office.

**Techfest Merchandise.** Techfest memorabilia, clothing and other merchandise are optional, depending on the budget and the practicality of producing such merchandise. Keep in mind that the main focus and attraction of Techfest is the information what will be made available to attendees. Souvenirs and memorabilia, whether given away as part of the registration fee or sold outright as merchandise, is a secondary aspect of the event and should only be undertaken if the event's finances allow and if there are sufficient staff to design, procure and distribute or sell the items.

**The Techfest Team.** Planning and conducting a successful Techfest is a major operation and requires a strong team effort. This is not an event that can be organized by one or two people in their spare time. BMW CCA National Office staff will handle a large part of the planning, administrative and logistical workload, and is ultimately responsible for overseeing implementation of the Techfest plan. The Host Chapter(s) is an essential member of the Techfest team, bringing knowledge of the local area, a willingness to help plan and support the event, participating in the various programs, and adding their distinctive Chapter personality to this National event.

Consider a Host Chapter team that includes the following specialists:

- ... **Chapter Event Chairperson** – This individual should have strong leadership and motivational skills, and be able to work closely and coordinate with the National Office Event Director and staff, as well as keep the Chapter team focused and organized to successfully support the event. The Chapter Event Chairperson will manage the Chapter team to accomplish various tasks and details including promotion, correspondence with other chapters, obtaining local sponsors, vendors and door prizes, escorting special guests and banquet speakers, recruiting additional volunteers, etc. The Host Chapter Chairperson will be expected to participate in formal programs presented at evening meals and banquets, meet the banquet speakers and other persons of distinction.
- ... **Host Chapter Sponsorship and Door Prize Coordinator** – This is an individual who is comfortable talking with people and soliciting advertising and door prizes from local area sponsors and vendors, including those who wouldn't otherwise have a presence at Techfest. This individual would coordinate with the National Office to preclude sponsor conflicts. This position may be combined with the Host Chapter Vendor Specialist since both are looking for various levels and types of financial support.
- ... **Host Chapter Vendor Coordinator** – This person will recruit local area vendors willing to buy booth space in the Vendor/Exhibit area. The National Office will approach companies and organizations on a national scale and will handle the final contracting and booth arrangements with all vendors. However, the Host Chapter(s) may have built relationships over the years with local businesses that may be a good fit with Techfest. These local businesses should be contacted and urged to buy sponsorship/booth packages. Once the National Office has finalized the Vendor

Agreements, the Exhibit Area Floor Plan, and made booth assignments, the Host Chapter Vendor Coordinator can help coordinate pre-event storage of displays, setup of the vendor area by hotel or convention service workers, and monitor the timely tear-down or dismantling of booths by vendors.

- ... **Host Chapter Tech Session Coordinator** – This individual should be familiar with the types of tech sessions compatible with Techfest and canvas local resources for suitable presenters. The National Office will be recruiting tech session presenters from all over the Country, but often, the local Chapter is familiar with technical experts in different fields who would make excellent presenters. Such individuals can be contacted and if they are available, the Host Chapter Tech Session Coordinator can contact the National Office to determine how best to fit them into the tech session schedule. Once Techfest begins, the Host Chapter Tech Session Coordinator can monitor and manage tech session presenter equipment requirements, help keep presenters on schedule, and oversee additional volunteers recruited to help traffic flow and schedule maintenance.
  
- ... **Host Chapter Publicity Coordinator** – This individual will provide or coordinate Chapter input on display advertisement design and articles for *Roundel*, Chapter newsletters, and websites. This coordinator will make sure that adequate coverage is included in the Host Chapter newsletter and website in order to maximize participation by Chapter volunteers as well as regular Techfest attendees from the Host Chapter(s). The Host Chapter Publicity Coordinator will also collect input from local Chapter members on a distinctive Techfest logo design that incorporates elements of significance to the Host Chapter(s) and helps put a Chapter personality on the event. The logo will be used on the program and other printed materials, advertisements in *Roundel*, Chapter newsletters, and on the BMW CCA and Chapter websites. If Techfest merchandise is approved, the logo may appear there as well. The National Office will handle the actual printing and transportation of the Techfest program books and schedules. The Host Chapter Publicity Coordinator will have the opportunity to include information pertinent to the Chapter and local area that would be informative and of interest to Techfest participants. (While the program book will have the event schedule, participants will also be provided a smaller, easy-to-carry schedule for frequent reference during the event.) The program book will also contain paid advertisements. The goal is to sell enough advertising or gather specific sponsorship to offset the cost of printing the program. Ad revenues and sponsorship will dictate the features of the program book (size, page count, color, etc.). The Host Chapter team will have the opportunity to solicit local advertisers and sponsors for the program book.

In addition to this team of specialists, as many as 10 to 15 additional volunteers will be needed for the three-and-a-half-days of the event to assist with registration, direct foot traffic in classroom areas and vehicle traffic in the BMW parking lot corral, answer scheduling questions, staff the Hospitality Suite, and help resolve on-site problems.

### **National Conferences and Congresses**

- ... Meetings, conferences, congresses, seminars and workshops may be authorized by the Board of Directors for the purposes of disseminating information to and training specified groups of members, volunteers and Chapter leaders. The types and scopes of such meetings will be determined by the Board. The Executive Director will set the dates and locations.

These meetings may include, but are not limited to:

- ... Chapter Congress
- ... Driving Events Conference
- ... Newsletter Editor/Webmaster Conference

### **Regional Events**

Regional Events are special events that have appeal and likely attendance by members of multiple chapters within a region or across regional boundaries. Regional Events may be conducted by single chapters, more than one chapter working in concert, or as BMW CCA events. Chapters seeking to have their event designated a Regional Event must apply to their Regional Vice President with the following information:

- ... Host Chapter(s) with contact information of event organizer(s);
- ... Date(s);
- ... Location(s);
- ... Summary list of activities; and
- ... Target audience/participant base (where are they coming from?).

Regional Vice Presidents will submit the request to the Board of Directors. For the event to receive regional status, it must be approved by the Board of Directors.

BMW CCA may conduct Regional Events using National resources if authorized by the Board of Directors.

If an event is designated a Regional Event, it will be listed as such in *Roundel* and the BMW CCA Calendar of Events. The event is also authorized, at no charge to the Chapter, one half-page of advertising space in *Roundel*, to be used as a single ad in one issue, or two quarter-page ads that can run in up to two (2) issues. The Chapter must provide a ready-to-print computer file of the ad in a format compatible with *Roundel's* layout, at least forty-five (45) days prior to the month of publication. Only one (1) Chapter per event will receive this free advertising benefit.

**Recognition and Achievement Awards  
Levels, Criteria, Award, and Presentation Dates**

**1. Friend of the BMW CCA**

It is difficult to define in a concise manner, the accomplishments of a member who deserves the Club's highest national tribute. Many members show sustained dedication and commitment to the club over many years; the member who far exceeds is the member who should be recognized. The fact that his/her colleagues consider the member to be a candidate speaks, in itself, to the suitability of the candidate.

The Recognition Program Committee will judge each candidate based on multiple criteria, which will include, but not be limited to, the following:

- ... Demonstration of outstanding enthusiasm, passion, and dedication to the Club.
- ... Investment of time, talent and/or energy in the Club.
- ... Demonstration of continual effort to improve and enhance the Club experience.

The winner(s) will be announced at Oktoberfest each year.

- ... Recipient will receive a lapel pin, a framed certificate, and an article in the *Roundel*.
- ... Recipient will have a nameplate engraved and added to the Wall of Honor in the National office.
- ... Recipients may only receive this award once in their lifetime.
- ... Recipients will be permanently listed in the Recognition page of the National website.
- ... Recipients will be displayed in a Roundel Weekly announcement/article in one (1) issue, space permitting.

**2. Outstanding Chapter Growth and Retention**

The award will follow the same calculations that have been approved by the National Board for Chapter Retention and Growth. These calculations were approved by the National Board of Directors for use in the quarterly Chapter Retention and Growth Report and the Chapter Scorecard.

The committee will use the same calculations that are used in the Chapter Scorecard. Growth rate and retention are factored so that zero growth/loss and 80% retention is the baseline with a score of 100. Better performance in either metric will result in a higher score where each additional percentage point is equal to an increase of 1.00. Conversely, member loss or poor retention results in a lower score where each decrease of a percentage point is equal to a deduction of -1.00. As this calculation only considers percentages of growth and retention, chapter size is not a factor. The chapter with the highest combined growth and retention score performed the best.

At the conclusion of the reporting period for membership, the highest chapter from each region will be identified. The finalist from each region will be announced each year at Chapter Congress. The chapter with the highest overall Growth and Retentions will be announced as the overall winner

- ... The Regional Finalists will be displayed in a Roundel Weekly announcement/article in one (1) issue, space permitting.
- ... The overall winner will be listed on the Wall of Honor and on the Recognition page of the National website.

### **3. Outstanding Chapter Charitable Contributions: Financial and Hour & Time**

Chapter Charitable Contributions consists of two awards, one for the highest financial contribution and one for the highest contribution of time.

Charitable contributions are self-reported by Chapters based on either total dollar amount or total time given by the members of the chapter towards a charity. The Recognition Committee will use the same criteria that have been approved by the National Board of the BMW CCA.

Charitable contributions, both financial and time, will be calculated on a per capita (number of members in the chapter) basis. The number of chapter members will be based on the TOTAL MEMBERS as of December 31 of the eligibility period (full calendar year) as reported on the membership reports from the National office.

At the conclusion of the reporting period for the chapters, National reports will be used to determine two winners (one for financial contribution, one for contributions of time) in each region. *\*Note: there may be years that a region will not have a finalist for one of the categories. In the event of this situation, the award will be based on the finalists from the remaining regions.* The single chapter with the highest Charitable Financial Contribution and the single chapter with the highest Charitable Contribution of Time will receive the annual award.

At the conclusion of the reporting period for charitable contributions, the highest chapter from each region will be identified. The finalist from each region will be announced each year at Chapter Congress. The chapter with the highest overall Growth and Retentions will be announced as the overall winner.

- ... The Regional Finalists will be displayed in a Roundel Weekly announcement/article in one (1) issue, space permitting.
- ... The overall winner will be listed on the Wall of Honor and on the Recognition page of the National website.

#### **4. Outstanding Chapter Volunteer**

The winning nominee(s) will be the member who exceeds in most or all of the following criteria:

- ... Volunteers at most chapter events, and at Regional and National events whenever feasible.
- ... Promotes membership
- ... Helps in the planning of Chapter functions /events
- ... Has a vast knowledge of BMW CCA
- ... Has a reputation for going above and beyond
- ... Provides articles for their chapter newsletters/website

There may be up to five winners (one per region). Winners will be announced at Chapter Congress.

- ... The award will be a framed certificate and a name tag.
- ... The Regional Finalists will be displayed in a Roundel Weekly announcement/article in one (1) issue, space permitting.
- ... Recipients will be listed on the Wall of Honor and on the Recognition page of the National website.

#### **5. Outstanding Officer**

The winning nominee(s) will be the member who exceeds in most or all of the following criteria:

- ... Performs their elected office description above and beyond expectations.
- ... Promotes membership.
- ... Helps in the planning of Chapter functions/events.
- ... Has a vast knowledge of BMW CCA.
- ... Attends chapter functions/events frequently.
- ... Has a reputation for going above and beyond.
- ... Provides articles for their chapter newsletters/website.

There may be up to five winners (one per region). Winners will be announced at Chapter Congress.

- ... The award will be a framed certificate and a name tag.
- ... The Regional Finalists will be displayed in a Roundel Weekly announcement/article in one (1) issue, space permitting.
- ... Recipients will be listed on the Wall of Honor and on the Recognition page of the National website.

**6. CCA Outstanding Supporter: BMW Center**

The winning nominee will be the BMW Center that:

- ... Opens shop to club members for meetings, tech sessions, etc.
- ... Provides sponsorship/support/raffle prizes to club.
- ... Has a vast knowledge of all things BMW.
- ... Willingly shares that knowledge with club members.
- ... Provides discounts and special sales for club members.
- ... Promotes membership.
- ... Attends chapter functions.
- ... Willing to go extra distance (pre-sale checks, HPDE tech inspections, etc.).
- ... Has reputation as a BMW aficionado beyond regular circle of customers
- ... Active contributor to club media and communications.

There may be up to five winners (one per region). Winner(s) will be announced at Chapter Congress.

- ... The winner(s) will receive a plaque for display.
- ... The winner(s) will be listed on the Wall of Honor and on the Recognition page of the National website during the calendar year in which they won.

**7. CCA Outstanding Supporter: Independent Business**

The winning nominee will be the Independent BMW Repair Shop or BMW related business that:

- ... Opens shop to club members for meetings, tech sessions, etc.
- ... Provides sponsorship/support/raffle prizes to club.
- ... Has a vast knowledge of all things BMW.
- ... Willingly shares that knowledge with club members.
- ... Provides discounts and special sales for club members.
- ... Promotes membership.
- ... Attends chapter functions.
- ... Willing to go extra distance (pre-sale checks, HPDE tech inspections, etc.).
- ... Has reputation as a BMW aficionado beyond regular circle of customers.
- ... Active contributor to club media and communications.

There may be up to five (5) winners (one [1] per region). Winners will be announced at Chapter Congress.

- ... The winner(s) will receive a plaque for display.
- ... The winner(s) will be listed on the Wall of Honor and on the Recognition page of the National website during the calendar year in which they won.

**8. Outstanding National Service Officer**

*Description to be added based on direction and input from the National Board of Directors.*



**Recognition and Achievement Awards  
Basic Nominating Forms**

**To Be Developed**

**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 no later than February 7. The RPC will eliminate any incomplete nominations, which can be sent back to the nominated 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 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 no later than February 15<sup>th</sup> if they have concerns with any nominee.

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 at the end of the pre-Congress all day RPC meeting.

**BMW Car Club  
of America**



# **DRIVING EVENTS OPERATIONS MANUAL**

Version 2.1

Last revision: January 31, 2017

Changes

6/2014 Add 1.8.2.5.1 **A-solo**

6/2014 Add Ice Autocross

## SECTION 1. DRIVING EVENT PROGRAMS

BMW CCA believes that driving BMWs is a significant part of the BMW experience. The Club supports its Chapters that conduct various types of driving events. This support may be financial, and it may also be in the form of affordable liability and D&O insurance, as well as a standardized set of operating rules to maximize safety and minimize risk in certain types of driving activities.

Driving events supported by BMW CCA and its chapters include, but are not necessarily limited to:

- ... Driving Schools
- ... Autocrosses
- ... Slaloms
- ... Safety Schools/Car Control Clinics
- ... Fun Rallies, Gimmick Rallies, and Time-Speed-Distance (TSD) Rallies
- ... Gymkhanas

A low-speed, timed event conducted on a closed course that may combine driving skills with other physical activities. It is commonly a Driver and Navigator team event not requiring helmets. Convertibles are eligible to participate with only regular street safety equipment.

- ... Tours, Dinner Drives, Overnight and Weekend Trips
- ... Car Shows, Concours d'Elegance

Driving events may be held on public roads or on closed courses such as racetracks or parking lots. Individuals participating in Chapter, Regional, or National driving events on public roads and facilities must understand that they are to observe and abide by all traffic laws at all times. Participants on a closed course must understand that they, too, must operate in accordance with all applicable laws, regulations, and procedures established by the facility owner.

Chapters must ensure that all driving events, such as those listed above, are covered by liability insurance with at least a ten million (\$10M) dollar limit. BMW CCA offers liability insurance that Chapters must utilize for all driving events unless they have made other equivalent insurance coverage arrangements. Prior to each event, Chapters must submit the Event Insurance Application and premium payment. Events eligible for insurance premium rebates and the rate schedule will be established by the National Office on an annual basis. Chapters must make application for the available rebate following conclusion of event.

## SECTION 2. DRIVING SCHOOL MINIMUM STANDARDS

### 2.1.1 Introduction

BMW CCA supports driving school programs conducted by its chartered Chapters as part of its goal of promoting driver education and safety. Since an element of risk is inherent in these events, BMW CCA is providing the following minimum standards and recommendations to minimize the risk of property damage and personal injury at BMW CCA driving schools.

- 2.1.1.1** BMW CCA Chapters conducting driving school programs bear the primary responsibility to exercise reasonable care during each event. Chapters are encouraged to consult with BMW CCA to propose any changes to these standards that will improve the program.
- 2.1.1.2** These standards and recommendations, upon adoption, will be presented to the BMW CCA Board of Directors for inclusion in accordance with the BMW CCA bylaws, into the Driving Events Operations Manual. The standards may be updated periodically with changes proposed by the BMW CCA Board of Directors, based on National Board or Chapter input and adopted by a simple majority vote of the Chapters. Updates to these standards and recommendations become effective immediately upon adoption and will be included in the next Driving Events Operations Manual update. In the interim, Chapters shall be notified in writing of updates.
- 2.1.1.3** A copy of the most recent Driving Events Operations Manual to include Minimum Driving School Standards must be present at every BMW CCA Chapter school. Either electronic or paper copies of the manual are acceptable.
- 2.1.1.4** These standards are minimum event standards that Chapters must meet for a driving school to receive BMW CCA sanctioning and to continue to be a Chapter of BMW CCA. BMW CCA sanctioning is defined as use of any of the following: use of BMW CCA name or logo; use of BMW CCA insurance; use of BMW CCA website or *Roundel* advertising or calendar listings; or use of BMW CCA dealer drive program.
- 2.1.1.5** Chapters may set additional and/or more stringent requirements for their events.

## **2.1.2 Driving School Requirements/Recommendations**

### **2.1.2.1 Budgets**

Chapter Boards have full responsibility for the budgeting of the event, for the components of the event (including sponsorship), and for full accounting of the revenues and expenses involved.

### **2.1.2.2 Insurance**

BMW CCA driving schools must be insured by a reputable company licensed to conduct business in the state in which the event is to occur. Chapters may use BMW CCA, Inc.'s policy or purchase coverage through the track. BMW CCA must be listed as an Additional Named Insured in the policy covering the event. A copy of the endorsement page or the certificate of insurance must be provided to the National Office prior to the event. If BMW CCA insurance is used then the insurance provider will forward a copy of the certificate to the National Office. If insurance is obtained from another party then the event organizer is responsible for forwarding a copy of the certificate to the National Office.

Chapter members with administrative access on the BMW CCA website may use the "Chapter Admin" function to complete the insurance application process.

All rules, regulations and requirements of the policy must be followed explicitly and without deviation.

BMW CCA's minimum insurance coverage requirements are set by the National Office. Contact the National Office for current minimum liability amounts. The required minimums shall apply regardless of the source of coverage.

- ... **Other Insurance.** Other insurance for Accidental Death, medical expenses, and lost wages may be required by the event facility. This insurance is included under BMW CCA Inc.'s policy; however, the limits of coverage may be less than those required by the event facility.
- ... **Cost of Insurance.** The cost of insurance shall be the sole responsibility of the sponsoring chapter.
- ... **Insurance Waivers.** All individuals entering the event premises must sign the appropriate insurance waiver(s). Chapters must keep original hardcopy signed waivers for a minimum of seven (7) years from the date of the event. Waiver forms for adults and minors may be obtained by contacting the BMW CCA National office with the mailing address where the forms should be sent.
- ... **Insurance Start Date.** If you allow access to a track facility the day before an event you should the start date for the insurance to cover this access. This is necessary if access to the track is gained after signing the BMW CCA waiver.
- ... Copies of the waivers (adult and minor) shall be provided to students in advance of the event in their registration materials so that they are aware of the content. It is acceptable to email copies of the waivers or provide a link to the waivers from a registration or club website.
- ... The Club's motorsports insurance policy has no provision for payment for physical damage to vehicles.

### **2.1.3 Track Rules and Regulations**

All rules and regulations specified by the event facility (and as negotiated by the sponsoring Chapter with the facility) must be followed explicitly and without deviation.

### **2.1.4 Chapter Event Plan**

**Recommendation:** Each chapter desiring to conduct a driving school should create a Driving School Plan with details for conducting the driving school(s). The Chapter Event Plan and curriculum must be in conformance with these standards and should be approved by the Chapter's Board of Directors. A chapter that has not previously held a driving school shall submit a copy of the Plan, in advance, to its regional Driving Events Committee representative.

**Requirement:** Before their first driving school a chapter must complete the standard BMW CCA Crisis Response and Communication Planning Workbook (emergency response plan). A copy of the Workbook is available on the BMW CCA website at [www.bmwcca.org/crisis\\_planning](http://www.bmwcca.org/crisis_planning).

### **2.1.5 Required Meetings**

As part of the event plan, the Chapter shall conduct participant meeting(s) for students and instructors to review safety, policies and procedures before conducting on-track sessions.

### **2.1.6 Driver's Qualifications**

**2.1.6.1 Age of Drivers.** Minimum age for drivers in BMW CCA driving schools is eighteen (18) with a full driver's license (not a provisional license or a learner's permit).

**2.1.6.2 Driver's License.** Each instructor and student shall have a full operator's license that shall not be suspended or revoked.

## 2.1.7 Safety Devices

- 2.1.7.1 Helmets.** Must be worn by all participants during all in-car sessions other than low speed track familiarization sessions (50 mph or less), and touring laps referenced in Section 1.2.9. See Section 1.5 for helmet standards.
- 2.1.7.2 Lap and Shoulder Belts.** Required for driver and passenger and must be fully functional. Chapters may, at their option, require equal restraints. Aftermarket seatbelts must be installed in compliance with manufacturers' installation instructions.
- 2.1.7.3 Aftermarket Seatbelts.** If four or more point belts are provided for the driver, it is recommended that equal restraints be provided for the front seat passenger.
- 2.1.7.4 Advanced Vehicle Systems – ABS, Etc.** Advanced vehicle systems including ABS and traction control provide opportunities for the driving school curriculum and instruction. Classroom, on-track exercises, and in-car instruction should address their benefits and limitations.
- 2.1.7.5 Safety System Control.** At no time should an event organizer, instructor or volunteer endorse or participate in the disabling of a factory installed safety system that is not normally driver-controllable (i.e. ABS).
- 2.1.7.6 Driver-Controlled Safety Systems.** A system that has a driver-controlled switch (such as automatic traction control) may be turned off by the driver after discussion with the instructor; it is important that the instructor always be aware of the status of such systems.
- 2.1.7.7 Cars Equipped With Roll Cages.** Any portion of the roll-bar or bracing that might be contacted by the driver's or passenger's helmet shall be covered with non-resilient material such as Ethafoam or Ensolite or other similar material, with a minimum thickness of one-half (1/2") inch. The energy absorbing material shall be firmly attached.

## 2.1.8 Instruction

- 2.1.8.1 Instructor/Student Assignment.** The focus of driving school events is driver's education. In-car instruction is required for all students. Even students who have been signed off should be encouraged to continue in-car instruction to advance their learning.
- 2.1.8.2 Sign-Off Procedure.** The sign-off procedure is to be communicated in writing in the event documentation provided to instructors.
- 2.1.8.3 Low-Speed Exercises.** In-car instructors are encouraged for low-speed exercises (e.g. safety school exercises like skid pad or slalom).
- 2.1.8.4 Supplemental Methods of Supervision.** Instructor observation from corners and lead/follow activities are encouraged, but do not replace the requirement for in-car instruction. Lead/Follow format is only appropriate for low-speed orientation laps and is most effective with no more than three (3) student cars per lead instructor car.
- 2.1.8.5 Run Group Assignments.** Students are to be assigned to run groups based on their prior experience at a given facility, at events sponsored by the hosting Chapter and other Club or professional driving schools or racing experience. Other things being equal, the performance potential of the car should be considered. The Driving School Plan should allow for students to be moved up or down to a more appropriate group based on the Instructor's recommendation.



**2.1.8.5.1 A-Solo.** Chapters, at their discretion, may allow selected “well known” advanced level students to drive solo during an event. This option, known as A-Solo, removes the requirement for in-car instruction during an event. The Chapter has the option of recognizing another Chapters A-Solo student at the same track but is not required to do so. Selection of advanced level students must be based on some or all of the following criteria:

- a) A minimum number of events at the specific track in the last few years (number of events and number of years to be determined by the Chapter).
- b) A minimum number of events at any track in the last few years (number of events and number of years to be determined by the Chapter).
- c) Being signed off to drive Solo a number of times by the Chapter running the event at the specific track (number of times to be determined by the Chapter).
- d) Judged by the Chapter’s chief instructor to be not be “a risk” to themselves or others while on the track. The Chapter has the ability to remove this designation at any time based on any behavior deemed un safe or not in the spirit of the event.
- e) The Chapter may also remove the requirement for any classroom instruction for the Solo student.

**2.1.8.6 Classroom Instruction.** A required, integral part of the school program is Classroom Instruction. On-track Instructors should be aware of the schedule and content of the Classroom Instruction. Classroom instruction should be tailored to the varying experience level of the students. Classroom curriculum that the Chapters may use is available on request from the National Office.

**2.1.8.7 On-Track or Skid Pad Exercise.** Strongly encourage wherever it is physically possible to safely provide them. They should focus on safety and their application to both real driving situations and full-course driving. On-track and classroom instructors should be fully aware of their intent and method of execution, and integrate them into their instruction.

**2.1.8.8 Driving School Staffing Guidelines.** BMW CCA Chapter Driving School committees should have a named designee who has overall responsibility for the driving school. He or she should be knowledgeable of and be willing to uphold the BMW CCA Minimum Standards for Driving Schools, possess good managerial and communication skills, and be proactive, putting safety and the student’s best interests first.

**Examples of the Designee’s Duties include:**

- ... Upholding and enforcing BMW CCA Driving School Minimum Standards and philosophy;
- ... Instilling a positive learning environment that is effective, safe and enjoyable;
- ... Assuring that liability insurance has been procured;
- ... Appointing a Chief Instructor (CI – see job description below);
- ... Work with the CI closely, and oversee the CI team;
- ... Insure that the Driving School committee contains one member responsible for: working with the track personnel to obtain corner workers; coordinate flag procedures, safety measures, ambulance and Crisis Management Plan; coordinate with the CI to promptly and correctly use the Incident

Report Form forwarding to the National Office per procedure; monitor these duties and coordinate them with CI; and

- ... Insure that the student meeting prior to on-track and classroom instruction is led by a person who has knowledge of the above and will relate pertinent safety and procedural information to the students.

### **Chief Instructor Job Description**

- ... The CI should have experience as an in-car instructor in BMW CCA driving schools;
- ... Be knowledgeable of and willing to uphold the BMW CCA Minimum Standards for Driving Schools;
- ... Possess good managerial and communication skills;
- ... Be proactive, putting safety and the student's best interest first.
- ... The CI is *prohibited* to simultaneously be involved at a Club racing event as a participant or otherwise.

### **Examples of the Chief Instructor's duties include:**

- ... Recruiting, evaluating, training, mentoring and retaining in-car instructors.
- ... Facilitate in-car and student pairings, make changes as needed.
- ... Conduct Instructor Meeting prior to on-track instruction.
- ... Perform evaluations and/or check out rides of any instructor or student when the occasion requires that evaluation.
- ... Obtain a classroom instructor and coordinate his or her instruction with the in-car instruction being given by the driving school in-car staff.
- ... Review and properly deal with "offs," "spins," and other on-track student/instructor errors.
- ... Review incident reports with the Driving School designee and file an incident reports as needed.

In the event that no such individual is willing or qualified under this standard to serve in this capacity, then the BMW CCA Regional Driving Events Committee representative shall assist the Chapter in finding one.

### **2.1.8.9 Handling Issues During an Event**

- ... The event leader and tech leader should handle issues related to the fitness of a vehicle to go on to the track for the first time and to return to the track following an incident.
- ... The chief instructor and individual instructors should handle issues related to driver qualifications and judgment around safety issues related to drivers.
- ... The event leader and the chief instructor should handle issues relative to track safety. Track facility staff should be included in any discussions related to track safety including weather conditions.

## 2.1.9 Conduct of the Event

### 1.2.9.1 Medical Information.

Medical information will be collected for each participant; students and instructors, and will be available for use by emergency medical services personnel. This information must be immediately accessible in case of an emergency, but it must remain secure in order to ensure confidentiality. The information should include past medical history, current medications, and known drug allergies, as well as emergency contact information.

See Section **Error! Reference source not found.** for a sample medical information form.

The medical forms may be returned to the participants at the conclusion of the event, if requested. All other forms must be destroyed.

**Recommendation:** Forms may be held in sealed, labeled envelopes to protect confidentiality of the information.

**Recommendation:** A form should be filled out by anyone who goes on the track, including guests taking rides with instructors.

### 1.2.9.2 Tech Inspection.

The Driving School participant is solely responsible for the safe condition of the vehicle to be driven to, at and from this event. The vehicle must be inspected no earlier than four (4) weeks prior to the event. This inspection must be carried out by a qualified individual who is familiar with the make and model of the vehicle. The participant must sign this completed Pre-Event Technical Inspection Report at the time of inspection and present it at registration for the event.

See Section 1.7 for a sample tech inspection form.

### 1.2.9.3 Corner Workers.

MANDATORY for the entire time that students and/or instructors are on the track at speed and must be in constant two-way voice communication with control person at all times.

Flag meanings will be clearly communicated to participants prior to the first on-track session.

Chapters may use their judgment in requiring corner workers during low speed touring sessions and low speed exercises.

Experienced SCCA or professional corner workers are highly recommended. Students may be used as corner workers, preferably as supplements to “official” corner workers.

If students or other volunteers are used as corner workers, they must receive written information regarding their duties prior to the event, and verbal information on the task and on flag use (in a drivers meeting and/or classroom).

Non-professional trained corner workers are acceptable when experienced SCCA or professional corner workers are not available.

Corner workers should clearly understand their responsibilities and authority. They should be used as the eyes and ears of the event management and encouraged to report Students or Instructors in need of help, who are driving too aggressively or dangerously, passing incorrectly, etc.

#### **1.2.9.4 Passing.**

PASSING AREAS AND RULES SHALL BE CLEARLY DEFINED (in writing, if possible) to event staff, on-track and classroom instructors, students and corner workers AND THEY SHALL BE AGGRESSIVELY ENFORCED.

Advanced Student groups and Instructor groups may have additional passing areas as safety allows at the discretion of the Chapter. Instructors in any run group must comply with all passing rules applicable to the run group without exception.

Passing is ONLY allowed upon clearly defined hand signal by the driver of the car being overtaken—pointing to the direction that the passing car should take.

A passing car must receive a signal from EACH car being overtaken.

EACH car allowed to pass requires an individual signal.

Note that a passing signal is an invitation to pass, but NOT a requirement. The pass must only be initiated if it can be completed safely within the designated areas.

PASSING VIOLATIONS must be handled aggressively by event management with offenders spoken to, deprived of track time, and, if necessary, ejected from the event!

**Recommendation:** Passing techniques should be standardized between schools (at least schools at the same track—even by different Chapters) to improve understanding and eliminate confusion regarding the rules.

**Recommendation:** That the standard procedure be to have the passing car go offline to complete the pass wherever the facility allows this to be safely implemented. Special care must be taken where the line crosses the track in a passing zone.

#### **1.2.9.5 Event Timing.**

Data acquisition is allowed but in-car lap time display is discouraged.

At no time will the collection, comparison, posting or recording of lap times be permitted by event organizers.

#### **1.2.9.6 Passengers.**

Students are not permitted to take any passengers other than an instructor on the track during any sessions at speed.

Instructors may take students, their guests, and/or other event participants (e.g., corner workers) on the track if the proper waivers are signed. If possible completed medical forms should be obtained for any passenger that has not provided a form as part of the event registration process.

In sessions at-speed, a passenger may not be under the age of 16. Individuals between the ages of 16 and 18 may not be passengers in cars at-speed unless they and their parents have executed and signed a

Parental and Minor Release Waiver. If either parents/legal guardians aren't at the event and can't sign the waiver in front of the event registrar or official, a notarized Parental and Minor Release Form must be presented.

In sessions at-speed there can be no passengers in the back seat of a car.

Optionally, events may include low-speed "touring" sessions under a carefully controlled environment (i.e., using pace cars; not exceeding 50 miles per hour) where Students and Instructors may drive family/guests around the track. Proper seatbelts are required for all passengers; helmets not required; no age limit.

**Recommendation:** The use of wristbands in standardized colors to identify staff, workers, students, instructors and guests, and to signify that the appropriate waivers have been signed.

### **1.2.9.7 Convertibles.**

Convertibles are defined as cars with retractable tops, whether soft-top or folding hardtop. Convertibles are not allowed to participate in sessions driven at speed without a roll-bar and a 5 or more point harness. Arm restraints are strongly recommended. Cars equipped with only factory pop-up posts are not allowed.

Convertibles are not allowed to participate in sessions driven at-speed unless the car is equipped with the following minimum requirements:

- a. A roll-bar or roll cage meeting the requirements of **Section 2.3. ROLL-BARS FOR CONVERTIBLES**
- b. A 5 or more point harness for both driver and passenger.

At the discretion of the Chapter, cars with factory-installed, fixed rollover protection or removable roof sections may be allowed, but only if this protection meets the Helmet Reference Plane described in Figure 1 in Section 1.4 for both the driver and the passenger.

Cars equipped only with factory pop-up posts or similarly activated rollover protection are not allowed.

- ... Chapters may elect to exclude convertibles or cars with removable roof sections entirely from sessions driven at-speed regardless of roll-bar or fixed rollover protection, or any provision of this.
- ... Cars with factory installed, fixed rollover protection (targas, T-tops, etc.) are a chapter decision. Exclusion of convertibles is also a chapter option.

### **1.2.9.8 Windows/Doors/Sunroofs.**

Driver and front passenger side windows must be completely down while on the track. Doors must be unlocked, when possible. Sunroofs must be closed and latched.

### **1.2.9.9 Open Wheel, Single Seat Cars.**

Open wheel, single-seat cars are not allowed to participate in any run group where street sedan type cars are on the track at the same time.

### 1.2.9.10 Consumption of Alcohol or Drugs.

Participants are strictly prohibited from consuming alcohol or illegal drugs, as well as any medication which can cause any degree of impairment. This includes (but is not limited to) prescription and over-the-counter medications (such as cold and allergy products) which can cause drowsiness or adversely affect their ability to operate a motor vehicle. Consumption of alcohol by anyone present at an event is prohibited during the event's on-track hours, including lunch. Violators are subject to immediate expulsion from the event. Participants should be reminded that alcoholic beverages cannot be consumed by anyone until the track has gone cold for the day.

**Recommendation:** Handouts and Drivers meetings should remind participants not to overindulge in alcoholic beverages the night before scheduled track time.

### 2.1.10 Emergency Services

All requirements of the event insurance regarding emergency services must be adhered to. At a minimum the following is required:

- ... An basic life support (BLS) ambulance staffed with two (2) EMTs that remains on-site at all times when the facility is used for high-speed activities.
- ... Fire/Rescue equipment and trained personnel capable of firefighting and vehicle extrication.
- ... Fire extinguishers in the pit area and at all manned corner stations.

Should the ambulance have to leave the site, no high-speed activities of any kind may be conducted until the ambulance returns to duty. Low-speed (under 50 mph) touring laps or exercises may be conducted as facility tours and to continue instruction, if allowed by the facility.

**Recommendation:** Two (2) staffed ambulances be present so as not to shut down the event in case one ambulance has to provide a transport.

**Recommendation:** An ambulance capable of providing advanced life support (paramedics) is utilized.

**Requirement:** Chapters must have a completed Crisis Response Communication Planning Workbook (emergency response plan).

### 2.1.11 Driving Event Accident/Incident Occurrence Reports.

It is required that a Driving Event Accident/Incident Occurrence Report be completed for any accident at a driving school in which a vehicle sustains physical damage, or in which an occupant or other event participant sustains physical injury.

This report is to be completed and submitted through the BMW CCA website within forty-eight (48) hours after the end of the event. A copy of the waivers signed by those involved in the incident must also be sent to the national office. The chapter will retain a copy of both the completed report and the waivers submitted to the national office.

### 2.1.12 Compliance Procedure

BMW CCA's first priority is to encourage ongoing and safe driving schools. If any Chapter is alleged, in writing, to have violated these specified requirements, a letter will be sent to the Chapter President

detailing the issues and requesting the Chapter's response. If the allegations are true, the Chapter must prepare a Corrective Action Plan to ensure the violation is not repeated.

Failure to respond to or cooperate with the Board shall lead to Chapter disciplinary actions, such as denying use of BMW CCA insurance, probation or suspension of the Chapter's charter.

If a Chapter wishes to propose a methodology not in compliance with the minimum standards, the Chapter must submit a Detailed Event Plan to the Driving Events Committee. Upon review, the Driving Events Committee may authorize the Chapter to conduct a test event using the proposed methodology. The Driving Events Committee may require an observer to attend and evaluate the event. Based on this evaluation, the Driving Events Committee may propose changes to the standards per Section 2.1.1.2.

## **2.2 DRIVING EVENT MINIMUM STANDARDS COMPLIANCE ENFORCEMENT PROCEDURES**

### **2.2.1 Introduction**

As noted in the Operations Manual BMW CCA supports driving events for its members. Because these events contain the potential for property damage, personal injury or worse, minimum standards have been established for the conduct of certain driving events as conducted by BMW CCA chapters so as to minimize the risk of any of these happening. Adherence to these minimum standards is mandatory for any chapter conducting an event for which minimum standards have been published. BMW CCA Driving Event Minimum Standards are in Section 2 referenced here in this Operations Manual.

### **2.2.2 Minimum Standards Compliance Enforcement**

**2.2.2.1** When a possible violation of the Driving Event Minimum Standards is identified, the applicable Regional DEC representative will advise the chapter, preferably the Chapter President and the applicable Regional Vice President, that a possible violation of the Minimum Standards has been brought to the attention of the DEC.

**2.2.2.2** A DEC review panel comprised of the elected or appointed Regional DEC members will investigate and reach a conclusion as to whether or not there was failure to comply with the Minimum Standards. To conclude there was a failure to comply, at least four (4) Regional DEC representatives must vote in the affirmative.

**2.2.2.3** If the DEC review panel concludes there was a failure to comply with the Minimum Standards, the DEC will recommend corrective action in accordance with Section 2.2.3. A "Preliminary Determination of Noncompliance and Recommended Corrective Action" will be presented to the Chapter Board of Directors/Officers who will have fourteen (14) calendar days to respond in writing to the DEC. Upon receipt of the Chapter response or expiration of the 14-day response period, the DEC panel will issue a "Final Determination" to the Chapter that: (i) confirms the preliminary determination and corrective action; or (ii) adjusts the recommended corrective action; or (iii) rescinds the preliminary determination. If the DEC panel confirms the recommended corrective action or determines a lesser corrective action is appropriate, the corrective action will be implemented. If the DEC panel, after receiving the Chapter's response, determines a more severe corrective action is appropriate, the DEC will provide a new fourteen (14) calendar day period for the Chapter to respond.

### **2.2.3 Corrective Actions for Noncompliance**

**2.2.3.1** Any corrective action recommended or implemented shall be commensurate with the importance of the Minimum Standards from a safety and risk perspective, and the severity of

the noncompliance. The Chapter's probation status and prior noncompliance history will be considered by the DEC. The recommended corrective action is at the discretion of the DEC.

- 2.2.3.2** For a failure to comply, which the DEC panel concludes is minor and of no immediate consequence, the DEC shall send a letter to the elected officers of the chapter pointing out the failure and with a request that the chapter take steps to avoid a future Failure to Comply.
- 2.2.3.3** The DEC may place the chapter on probation. The probationary period is at the discretion of the DEC, but may not exceed one (1) year. During the probation period, in addition to any other forms or submissions required to conduct each chapter driving event, the chapter shall submit to the DEC a document signed by two (2) elected officials of that chapter that the chapter understands that adherence to all Minimum Standards is a required condition for conducting an activity as a BMW CCA activity and acknowledging that any failure to comply with the Minimum Standards may result in appropriate action that could include revocation of the chapter's charter as provided for in the BMW CCA, Inc., Bylaws, Article 10, Section 3 and the Operations Manual.
- 2.2.3.4** For failure to comply with the Minimum Standards, which could have or did result in an increased risk of damage or loss that may or may not be covered by insurance, or may result in increased insurance costs for all chapters in the future, the DEC may apply an insurance surcharge against the chapter. The surcharge may be applied for the specific noncompliance and/or future failures to comply with the specific Minimum Standard noted during a stated period not to exceed eighteen (18) months. The insurance surcharge shall not exceed an amount equal to four (4) times the current insurance rate for the type of event associated with the noncompliance. Application of an insurance surcharge requires the affirmative vote of at least four (4) members of the DEC panel.
- 2.2.3.5** In addition to any other corrective actions, if the DEC deems it appropriate to send an observer to a future driving event conducted by the chapter, the chapter shall pay all travel costs for the observer. Travel expenses will be reimbursed by the chapter in accordance with BMW CCA travel expense reimbursement policies per Ops Manual Section 4.1.

## **2.2.4 Appeals**

- 2.2.4.1** If a chapter disagrees with either the final determination of noncompliance with the Driving Event Minimum Standards or the corrective action imposed within ten (10) calendar days of receipt of the Final Determination of Noncompliance and Corrective Action issued under Section 2.2.2.3 above the chapter shall inform the DEC that it wishes to appeal the decision.
- 2.2.4.2** An appeal will be based upon a written submission from the chapter. Within twenty-eight (28) calendar days of receipt of the Notice of Noncompliance the chapter shall submit, in writing, all facts, circumstances, information and evidence that the chapter wishes an appeal committee to consider. This will be referred to as the Chapter Appeal Package. The DEC will provide to the DEC Appeal Committee all information it considered in reaching its decision.
- 2.2.4.3** Upon receipt of the chapter's appeal package, a DEC Appeal Committee shall be formed. The DEC Appeal Committee will be comprised of the BMW CCA Board Liaison to the DEC, if one has been appointed under Ops Manual Section 2.18.4 otherwise the BMW CCA Executive Vice President, the Chairman of the DEC, if the Chairman is not an elected or appointed Regional DEC representative, any other members of the DEC appointed by the BMW CCA Board of Directors, and two (2) chapter driving event chairs (by whatever title the chapter uses). One (1) of the chapter driving event chairs will be selected by the DEC and one (1) will be selected by



the appealing chapter. No member of the chapter involved or anyone previously involved in the driving event or the DEC decision may be a member of the DEC Appeal Committee.

**2.2.4.4** The DEC Appeal Committee will review all information submitted to determine the following:

- ... Was there a failure to comply with the specified Driving Event Minimum Standards?
- ... If “Yes,” was the corrective action commensurate with the noncompliance?

A “NO” answer to either question requires a unanimous vote by the DEC Appeals Committee. If the DEC Appeal Committee, by unanimous vote, determines that the corrective action is not commensurate with the noncompliance it shall recommend to the DEC what it believes would be appropriate corrective action. The DEC shall take into consideration the DEC Appeal Committee recommendation and either confirm or modify its prior imposed corrective action. The DEC shall document the basis for its conclusion.

### **2.2.5 National DEC Appeals Committee**

**2.2.5.1** The purpose of the National Appeals Committee is to address issues brought to the Board of Director’s attention that are unresolved after due process within the Driving Events Committee and DEC Appeals procedures.

**2.2.5.2** The National DEC Appeals Committee is comprised of the BMW CCA President, another officer of the BMW CCA Board of Directors other than a Regional Vice President, selected by the President, and a Regional Vice President selected by the President. A National Board member connected with the chapter involved, or otherwise previously involved with the alleged noncompliance, may not serve on the National DEC Appeals Committee.

**2.2.6** Decisions of the National DEC Appeal Committee are final and binding.

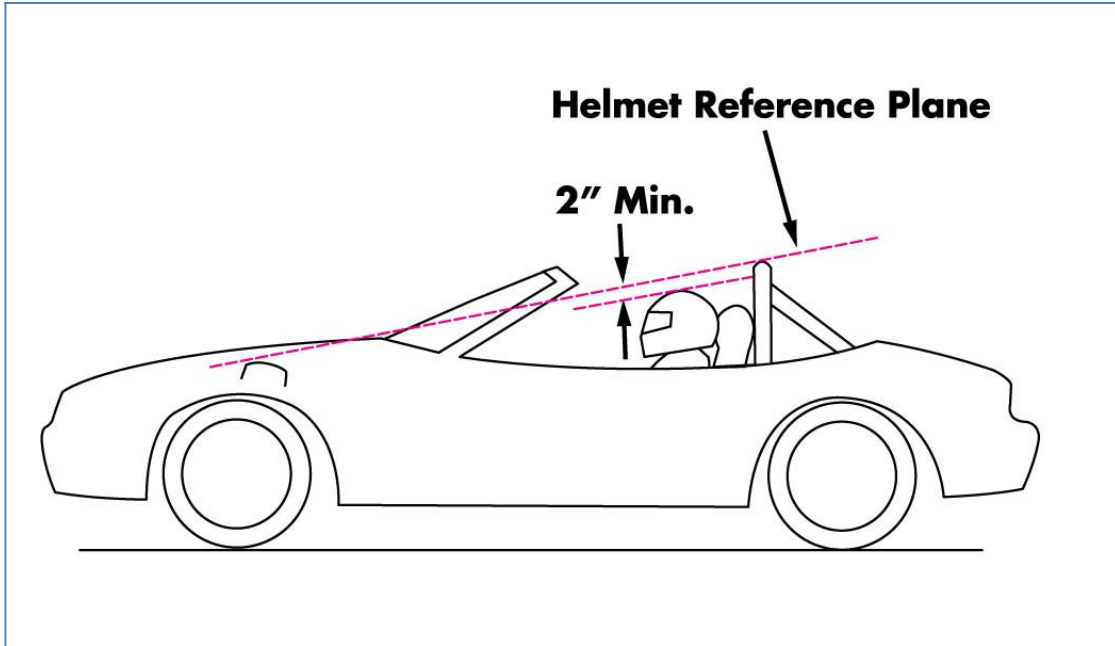
## **2.3 ROLL-BARS FOR CONVERTIBLES**

These specifications are for inspecting convertible roll-bars and represent minimum requirements. The words “shall” and “shall not” indicate that the specification is mandatory. Convertible roll-bars shall be inspected by and are subject to approval by the Chief Technical Inspector at each event.

### **2.3.1 Basic Design Considerations**

**2.3.1.1** The basic purpose of the roll-bar is to assist in the protection of the driver (and passenger) if the car turns over or is involved in a collision. This purpose should not be forgotten.

**2.3.1.2** The top of the roll-bar shall be a minimum of two (2) inches above the top of the driver’s (and passenger’s) helmet with the driver (and passenger) seated normally, and restrained by seatbelt/shoulder harness. A plane (Helmet Reference Plane) drawn from the top (not including padding) of the roll-bar to structural parts of the chassis in front of the base of the windshield (e.g., top of front suspension strut towers) shall pass over the driver’s (and passenger’s) helmet. (See Figure 1).



**Figure 1. Helmet Reference Plane**

- 2.3.1.3** The roll-bar shall be designed to withstand compression forces resulting from the weight of the car coming down on the roll-bar, and to take fore, aft and lateral loads resulting from the car skidding along the ground on the roll-bar.
- 2.3.1.4** The roll-bar shall extend the full width of the cockpit.
- 2.3.1.5** Any portion of the roll-bar or bracing that might be contacted by the driver's (and passenger's) helmet shall be covered with non-resilient material such as Ethafoam or Ensolite, or other similar material, with a minimum thickness of one-half (½") inch. The energy absorbing material shall be firmly attached.

**2.3.2 Material**

- 2.3.2.1** The roll-bar hoop and all braces shall be seamless, ERW (Electric Resistance Welded) or DOM (Drawn Over Mandrel) mild steel tubing (SAE 1010, 1020, 1025 or equivalent), or chrome molybdenum alloy steel tubing (SAE 4125, 4130 or equivalent). It is recommended that mild steel tubing be used as chromium alloys present difficulties in welding and must be normalized to relieve stress. Proof of the use of alloy steel shall be the responsibility of the participant.
- 2.3.2.2** The size of the tubing shall be determined based on the vehicle curb weight as follows:

Vehicle Curb Weight	Roll-bar Mild Steel (Outside diameter x wall thickness in inches)
Under 2,000 lbs.	1.50 x 0.120 or 1.75 x 0.075
2,001 lbs. – 3,500 lbs.	1.75 x 0.120 or 2.00 x 0.075
Over 3,500 lbs.	2.00 x 0.120

The minus tolerance for tubing diameter and wall thickness shall not be less than 0.010-inch below the nominal value.

An inspection hole of at least 3/16 inch diameter shall be drilled in a non-critical area of the roll-bar hoop to facilitate verification of tubing wall thickness.

Where bolts and nuts are used, the bolts shall be at least 3/8-inch diameter SAE Grade 5 or equivalent.

### 2.3.3 Welding

2.3.3.1 Welding shall conform to American Welding Society D1.1, Structural Welding Code, Chapter 10, Tubular Structures. Welds shall be visually inspected and shall be acceptable if the following conditions are satisfied:

2.3.3.2 The weld shall have no cracks.

2.3.3.3 Thorough fusion shall exist between weld metal and base metal.

2.3.3.4 All craters shall be filled to the cross-section of the weld.

2.3.3.5 Undercut shall be no more than 0.01-inch deep.

### 2.3.4 Roll-bar Hoop

One (1) continuous length of tubing shall be used for the roll-bar hoop with smooth, continuous bends and no evidence of crimping or wall failure. The radius of the bends in the roll-bar hoop (measured at centerline of tubing) shall not be less than three (3) times the diameter of the tubing. The roll-bar hoop shall have a maximum of four (4) bends totaling 180 degrees  $\pm$  10 degrees. Whenever possible, the roll-bar hoop should start from the floor of the car.

### 2.3.5 Bracing

2.3.5.1 Roll-bar hoops shall have two (2) fore/aft braces with tubing diameter and wall thickness as listed in Section 2.3.2.2. The fore/aft braces shall be attached as close as possible to the top of, but not more than six (6) inches below, the roll-bar hoop. The included angle between the fore/aft brace and the vertical part of the roll-bar hoop shall be no less than 30 degrees. The fore/aft braces shall have no bends.

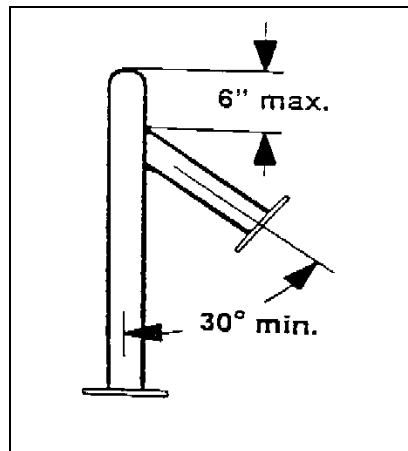


Figure 2. Bracing

**2.3.5.2** Roll-bar hoops shall have a diagonal brace with tubing diameter and wall thickness as listed in **Error! Reference source not found.** 2.2 to prevent lateral distortion of the hoop. The diagonal brace shall be attached at the bottom corner of the roll-bar hoop on one side and the top corner of the roll-bar hoop on the other side. The diagonal brace shall have no bends.

### **2.3.6 Mounting Plates**

**2.3.6.1** Roll-bar hoops and fore/aft braces shall be attached to the chassis of the car with mounting plates that are at least 3/16-inch thick.

**2.3.6.2** Carpet/padding/insulation shall be removed under the mounting plates.

**2.3.6.3** Mounting plates shall be either welded or bolted to the chassis.

**2.3.6.4** Mounting plates bolted to the chassis shall have a back-up plate of equal size and thickness on the opposite side of the chassis with the plates through-bolted together. Whenever possible, the mounting plate should extend onto a vertical section of the chassis panel.

**2.3.6.5** There shall be a minimum of three (3) bolts per mounting plate, if bolted.

**2.3.6.6** The through holes for the bolts shall be a minimum of  $\frac{3}{8}$  inches from the edge of the mounting plate.

**2.3.6.7** Each mounting plate shall be no more than 100 square inches in area and shall be no greater than 12 inches, nor less than 2.5 inches, on a side.

**2.3.6.8** The mounting plate may be multi-angled, but shall not exceed the dimensions in Section 2.3.6.7 in a flat plane.

### **2.3.7 Other Roll-bar Designs**

Any roll-bar design that does not comply with the specifications in Sections 2.3.2 through 2.3.6.8 shall be accompanied by engineering specifications signed by a registered Professional Engineer (PE), which attest that the installation is able to withstand the following stress loading applied simultaneously to the top of the bar:

1.5 X laterally

5.5 X longitudinally (fore/aft) in either direction

7.5 X vertically

where X = curb weight of car

With no permanent deformation to any part of the roll-bar or the chassis, and with no greater than 1/2-inch deflection of any part of the roll-bar or the chassis as referenced to the unstressed condition. The induced loads must be carried over into the primary structure of the chassis. Other roll-bar designs shall comply with the specifications in Section 2.3.1.

## 2.4 HELMET STANDARDS FOR AUTOCROSS EVENTS AND DRIVING SCHOOLS

Helmets used in Autocross events or Driving Schools must be rated to Snell, SFI or FIA standards as detailed below.

**Snell Rated Helmets.** Either Snell SA (Special Applications, e.g. racing) or Snell M (motorcycle) helmets may be used. Chapters may at their discretion choose to require the more stringent SA rating for high speed events such as Driving Schools.

These helmets must be rated to either:

- a) The current or immediate prior Snell Memorial Foundation SA or M standards, or
- b) The second prior Snell standard, for a grace period extending through the end of the calendar year following the nominal year of a newly issued standard. (This is intended to allow sufficient time for helmets meeting the most recent standard to become generally available for purchase to replace these older helmets.)

**Example:** If the current standard is Snell 2015, then helmets meeting either Snell 2015 or the prior 2010 standard are always allowed. In addition, Snell 2010 helmets may be used through the grace period until the end of calendar 2021.

**Recommendation:** That any older helmet used during the grace period be replaced as soon as possible with one meeting the latest standard.

**SFI or FIA Rated Helmets.** Helmets that meet BMW CCA Club Racing eligibility rules at the time of the event are also allowed. (These presently include SFI 31.1 and FIA 8860, subject to change.)

**General recommendation:** Use of a full-face helmet with its face shield in place is strongly advised. The face shield of a full face helmet should either be worn closed or removed from the helmet. Any external visor above the eye-port should be removed.

**2.5 MEDICAL FORM**

Please fill out this form as close to the day of registration as you can. Place it in a sealed letter sized envelope with your name printed on the outside in large letters. This information will only be used in the case of a situation where you are unable to provide it to the medical personnel. Otherwise it will be destroyed after the driving event.

Driver's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Is this person at this event? Y N

Phone number of Emergency Contact: \_\_\_\_\_

Other person at the event to notify: \_\_\_\_\_ Phone number \_\_\_\_\_

Current medical conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current medications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drug allergies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of driver's personal physician: \_\_\_\_\_

Physician's phone number: \_\_\_\_\_

Anything else you would want the people caring for you in a potentially life-threatening situation to know?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2.6 PRE-EVENT TECHNICAL INSPECTION REPORT (SAMPLE)

The Driving School participant is solely responsible for the safe condition of the vehicle to be driven to, at and from this event. The vehicle must be inspected no earlier than four (4) weeks prior to the event. This inspection must be carried out by a qualified individual who is familiar with the make and model of the vehicle. The participant must sign this completed Pre-Event Technical Inspection Report at the time of inspection and present it at registration for the event.

Please **PRINT** the following information

Name: \_\_\_\_\_

Vehicle Make, Model, Year: \_\_\_\_\_ Color: \_\_\_\_\_

VIN: \_\_\_\_\_

Plate No.: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Modifications: \_\_\_\_\_

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The Pre-Event Technical Inspection must include, but is not limited to, the following items. Additional items should be included as deemed necessary by the inspector to ensure the safe condition of the vehicle. Please indicate with a checkmark (Y) those items listed below that have been deemed **acceptable**. Indicate with an "X" those items deemed **unacceptable**.

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- \_\_\_\_\_ 1. **General:** No excessive body or chassis corrosion. No loose or improperly secured parts.
- \_\_\_\_\_ 2. **Battery:** Must be securely mounted and have no fluid leaks or corroded mountings.
- \_\_\_\_\_ 3. **Brakes:** Stock pads must have 50% or more friction material thickness. Hoses and lines must not be cut, abraded or cracked. Rotors and drums must not be worn beyond manufacturer's recommendations. Master cylinder must not exhibit excessive bleed-down when steady pedal pressure is applied. All brake lights must be working.
- \_\_\_\_\_ 4. **Brake Fluid:** Must have adequate level and be in good condition. Brake fluid to have been changed within 6 months of the event. High quality DOT 4 fluid should be used. Brake pedal must not exhibit excessive travel.  
Date of last fluid change: \_\_\_\_\_
- \_\_\_\_\_ 5. **Drive and Half Shafts:** Universal and CV joints must not have excessive looseness or exhibit leaks. Drive shaft flexible coupling must not exhibit cracks or other deterioration. Drive shaft center support bearing must not have excessive looseness or deterioration of its mounting.
- \_\_\_\_\_ 6. **Drive Belts:** Must be in sound condition and properly tensioned.

- \_\_\_\_\_ 7. **Engine, Transmission and Differential Mounts:** Secure, without signs of deterioration or excessive play.
- \_\_\_\_\_ 8. **Exhaust:** Must be securely mounted and in good condition.
- \_\_\_\_\_ 9. **Fuel and Coolant Hoses:** Must be in good condition and not exhibit cracks, swelling or other deterioration.
- \_\_\_\_\_ 10. **Leaks:** No coolant, brake fluid or fuel leaks. No excessive oil leaks. All fluid levels adequate.
- \_\_\_\_\_ 11. **Mirrors:** Securely mounted. Vehicle must have at least an inside rearview mirror. Side mirrors are strongly recommended.
- \_\_\_\_\_ 12. **Pedals:** Must be securely mounted and exhibit free return. No interference from carpet. Floor mats should be removed.
- \_\_\_\_\_ 13. **Seatbelts:** At least a 3-point lap/diagonal, securely mounted in sound condition and with metal-to-metal buckles. Equivalent restraints are recommended for driver's and passenger's seats.
- \_\_\_\_\_ 14. **Seats:** Must be in sound condition and securely mounted.
- \_\_\_\_\_ 15. **Steering:** Must not exhibit looseness, play or binding throughout range of travel. Power steering fluid level must be adequate.
- \_\_\_\_\_ 16. **Suspension:** Mounting points must be secure and in sound condition. Vehicle must not have excessive side-to-side height variation. Shock absorbers must provide adequate damping and be securely mounted.
- \_\_\_\_\_ 17. **Throttle Linkage:** Smooth operation and free return without binding through entire travel.
- \_\_\_\_\_ 18. **Tires:** No cracks, blisters or cord evident. Front tires must be same size. Rear tires must be same size. Tread depth must be adequate for wet track driving.
- \_\_\_\_\_ 19. **Wheel Bearings:** Properly adjusted with no excessive looseness or noise. No lubricant leakage.
- \_\_\_\_\_ 20. **Wheels:** No cracked or bent rims. Lug nuts or bolts must be properly tightened.
- \_\_\_\_\_ 21. **Windows:** Must be secure and in sound condition. Any tinting must allow for proper vision.
- \_\_\_\_\_ 22. **Windshield Wipers:** Must be functional and in good condition.
- \_\_\_\_\_ 23. These or other items found to be unacceptable (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above vehicle has been carefully examined by a qualified individual and that all the foregoing items have been checked. I understand that the safe condition and operation of this vehicle



are entirely my responsibility that the BMW Car Club, Inc., the Chapter and its members cannot be held liable or responsible for any vehicle and that problems, malfunctions or damage may occur in connection with the operation of this vehicle prior, during, or subsequent to the driving school.

Participant(s) Signature(s): \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Inspector's Name (PRINTED): \_\_\_\_\_ Signature: \_\_\_\_\_

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**FOR CHAPTER STAFF USE ONLY – OPTIONAL, ON-SITE TECH INSPECTION CHECKLIST**

\_\_\_\_\_ **Tires:** 3/32" minimum tread, DOT approved, H rated or higher, all 4 of similar/appropriate size and type

\_\_\_\_\_ **Windshield:** No significant cracks

\_\_\_\_\_ **Wipers:** functional and in good condition

\_\_\_\_\_ **Brakes:** Pad thickness, no cracks on rotors

\_\_\_\_\_ **Wheels:** No cracks, visible dents, missing bolts

\_\_\_\_\_ **Engine:** No obvious leaks, fluids OK, belts tight

\_\_\_\_\_ **Brake Fluid:** clean, adequate quantity

\_\_\_\_\_ **Throttle:** no sticking, free travel, good return

\_\_\_\_\_ **Battery:** Securely mounted

\_\_\_\_\_ **Other Equipment:** Equivalent restraints for driver and passenger. Harness systems must be securely installed. Fire extinguisher or other equipment such as cameras, securely mounted.

**Inspector notes of any safety concerns:** \_\_\_\_\_

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## 2.7 AUTOCROSS MINIMUM STANDARDS

### 2.7.1 Introduction

As part of its goal of promoting driver education and safety, the BMW Car Club of America, Inc. (BMW CCA) supports autocross programs conducted by its chartered Chapters and as an element of its national events (e.g. Oktoberfest). An autocross event is a timed non-speed driving skill contest. These events are run on short courses that emphasize the driver's ability and the car's handling and agility. Competition licenses are not required, and hazards to participants and property are not expected to exceed those encountered in normal, legal highway driving. Maximum speed is expected to be 70mph or less.

- a. Since an element of risk is inherent in these events, BMW CCA is providing the following minimum standards and recommendations to minimize the risk of property damage and personal injury at BMW CCA autocross events.
- b. BMW CCA Chapters and national events conducting autocross programs bear the primary responsibility to exercise reasonable care during each event. Chapters are encouraged to consult with BMW CCA to propose any changes to these standards that will improve the program.
- c. These Minimum Standards and recommendations, on approval by the BMW CCA Board of Directors, shall be included in the Operations Manual. They become effective immediately upon publication, and may be updated at any time as required in the interests of safety or to satisfy legal or insurance requirements.
- d. A copy of the most recent Autocross Minimum Standards must be present at every BMW CCA Chapter or national autocross.
- e. These standards are minimum event standards that Chapters must meet for an autocross to receive BMW CCA sanctioning and to maintain BMW CCA Chapter status. BMW CCA sanctioning is defined as use of any of the following: BMW CCA name or logo, BMW CCA insurance, BMW CCA web site, Roundel advertising, or calendar listings. Chapters may set additional and/or more stringent requirements for their events.
- f. For the purposes of this Minimum Standard the term "participant" means any person present at the event, including but not limited to competitors, drivers, staff, organizers, course workers, visitors and spectators. All participants must sign the event's Insurance Waiver (see Section 2.7.2.3).

### 2.7.2 Autocross Requirements/Recommendations

#### 2.7.2.1 Budgets

Chapter boards and national event staff have full responsibility for event budgeting, for the components of the event (including sponsorship), and for full accounting of the revenues and expenses involved.

**Recommendation:** Autocross is a member benefit and should be priced to be accessible to as many members as possible.

### **2.7.2.2 Insurance**

BMW CCA autocross events must be insured by a reputable company licensed to conduct business in the state in which the event is to occur. Chapters may use the BMW CCA policy or purchase coverage through the event facility (if this is available) which meets BMW CCA minimum coverage and limits. BMW CCA must be listed as an Additional Named Insured in the policy covering the event. If the insurance obtained is other than through the BMW CCA policy, then a copy of the endorsement page or the certificate of insurance must be provided to the National Office prior to the event. All rules, regulations, and requirements of the insurance policy must be followed explicitly and without deviation. BMW CCA's minimum insurance coverage and limits requirements are set by the National Office. Contact the National Office for current minimum liability amounts. It is the Chapter's responsibility to make certain that insurance coverage obtained other than through BMW CCA meets the Club's required levels of coverage.

**Recommendation:** That an autocross not be publicly advertised as a spectator event.

*Other insurance for Accidental Death, Medical Expenses, and Lost Wages may be required by the event facility. This coverage is included under BMW CCA's policy. It is the Chapter's responsibility to make sure that whatever insurance coverage provided meets the event facility's requirements.*

*The cost of insurance shall be the sole responsibility of the sponsoring Chapter or national event.*

### **2.7.2.3 Insurance Waivers**

All persons entering the event premises must sign the appropriate original printed insurance waiver. Chapters must keep original signed waivers for a minimum of seven years from the date of the event. Event premises shall be defined. Participants under age 18 must have minor consent waivers signed by both of their parents or legal guardians. Participants and workers under age 18 must have minor consent waivers signed by either parents or guardians. Wrist bands shall be used to indicate that individuals have signed the waivers.

**Recommendation:** Minor waivers can be an annual waiver signed for "all events" and "all dates."

**Recommendation:** The use of colored wristbands can help identify competitors, staff, workers, and guests and help organizers ensure that the appropriate waivers have been signed.

### **2.7.2.4 Liability Insurance for Cars.**

Chapters may choose to require evidence of liability and/or collision insurance on cars entered. They may at their option allow uninsured or unregistered vehicles to participate.

BMW CCA's motorsports insurance policy has no provision for payment for physical damage to vehicles.

### **2.7.2.5 Course Rules and Regulations**

All rules and regulations specified by the event facility (and as negotiated by the sponsoring Chapter with the facility) must be followed explicitly and without deviation.

#### **2.7.2.5.1 Course Design and Operation**

- a. The course design should be such that vehicles proceed in a forward motion and that reverse gear will not be needed.

- b. The course shall be laid out so that there is an acceptable distance between the course and any obstacles or impediments, such as ditches, light poles, curbs, spectator areas, buildings, fences, parked cars, or other objects. A minimum distance of twenty-five feet is recommended. This safety margin must be increased on the outside of faster corners and unobstructed spinout areas shall be included where possible. Event viewing areas should be at least 75 feet from the course boundaries.
- c. Course boundaries shall be clearly defined. Site boundaries should also be defined as clearly as possible.
- d. No cone should weigh more than five pounds and its position should be clearly marked with chalk or other temporary means to facilitate easy replacement by the course workers.
- e. The course design may be such to allow the overlapping of multiple cars on course at the same time if space and timing equipment allow. When running more than one car on the course at the same time, allow sufficient separation between cars so that competing cars never come in close proximity on the course; and, so that there is adequate time to flag a following car to a stop if the preceding car knocks down a cone or gets into trouble.
- f. Course boundaries shall remain the same for all drivers. If, while on course, a driver observes a course change due to displaced cones, they must report the course change to course personnel, at which time the driver is to safely drive to the end of the course at a reduced speed and trip the finish line timer. The driver may then be granted a rerun. A driver shall not be granted a rerun if they have already received a DNF on any portion of the course prior to the altered portion in question. Once they score a DNF their run is over and a rerun should not be granted. (DNF = Did Not Finish; essentially, a disqualification for that particular run.)
- g. Whenever a pylon is moved, it must be returned to its original position. If the pylon cannot be returned safely then any affected participant may be granted a rerun subject to 2.7.2.5.1f. If the missing pylon either positively or negatively affects the participant's run.
- h. When laying out a course, both the size and type of the vehicles competing as well as site conditions should be taken into consideration. Speeds on straight stretches will not normally exceed 70 miles per hour. The fastest portions of the course shall be those most remote from spectators and property. These guidelines should be adjusted downward when site conditions will not safely support the speeds indicated above.
- i. The course as laid out shall be on a paved surface that contains no dangerous holes, loose gravel, gratings, oily spots, or other hazardous features. Dips that could get a car airborne shall not be included. Special care shall be taken in the location of the start, finish, staging, and timing areas. The timers and staging area must be placed well clear of the course in a safe area. The course design should allow for a safe and controlled finish. It is not recommended that competing cars be required to come to a complete stop immediately following the finish line. It is preferred that cars be required to slow to a walking speed within a controlled area before returning to the grid or paddock areas. A complete stop should be required only when unusual site conditions exist. In all cases, a sufficient distance past the finish line must be available to safely slow or halt any competing car from the highest possible speed attainable at the finish without locking brakes or wild maneuvering. It is recommended that an official be assigned to control the finish area. Particular care must be exercised in the finish area to keep it free from hazard to participants.
- j. Negative cambered turns shall be avoided if at all possible.

- k. A long straight (over 150 feet) should not terminate in an extremely sharp turn (e.g. a short radius U-turn).
- l. Except on permanent circuits such as go-kart tracks, the inner and outer limits of turns and corners should be marked by course markers, displacement of which results in time penalties. Chapters are encouraged to outline the course with chalk or other suitable means to make it easy for novice drivers to follow.
- m. Corner limits must never be marked by curbs, buildings, poles, trees, soft shoulders or other hazards likely to cause damage to a car, or likely to cause a car to overturn.
- n. Cars on the course simultaneously shall not run in close proximity to each other.
- o. All portions of the course shall be visible to at least one course marshal who can communicate through signals or by electronic means with the starting line.
- p. Entrance and exit lanes should enter the course at separate points, though they may be close together. They will be kept clear for use by competing cars at all times.
- q. Participants and/or obstacles should not be located at the end of long or high-speed straights.
- r. Participants must be kept at a safe distance from the course, particularly at the outside of turns and at the start and finish lines. Unless protected by substantial barriers, viewing areas must be isolated. Chapters shall have the authority to set minimum viewing distances from the course but such minimum viewing distances may not be less than 75 feet from the course edge in unprotected areas (e.g., those without adequate barrier protection such as concrete or tire walls).
- s. Appropriate fire extinguishers, flags and material for cleaning up fluid spills must be provided by the host Chapter.
- t. Manned video or still cameras are not permitted at course worker positions or other locations within the course area. Exceptions may be granted for special purposes by the event organizers only if the location is acceptable to the event chair and if the photographer is accompanied by a spotter to warn of approaching vehicles.
- u. A DNF results in no time being given for that run.
- v. The participant shall neither exit the car nor release seatbelts until the run is safely completed. Doing so will incur a DNF for that run.
- w. The Autocross Chairperson or appointee must approve course designs in advance of the event. Before the first car runs, the Autocross Chairperson or appointee shall check the complete course layout for compliance with course design standards.

#### **2.7.2.6 Car Classification**

To be determined by the sponsoring Chapter for Chapter events. For national events, classification shall be consistent with the Oktoberfest/National Events Manual.

### 2.7.2.7 Course Design/Car Classification References

The following references have been included for assistance to those Chapters starting autocross programs, and for general reference. This is not a comprehensive list, and these references may not all remain up to date.

... Roger Johnson's Solo2 Course Design Booklet:  
<http://www.houscca.com/solo/courses/coursedesign.zip>

... Kate Hughes's AX Handbook:  
<http://www.tirerack.com/features/solo2/handbook.htm>

... Bob Tunnell's Advice For The First Time Autocrosser:  
<http://www.tunnellracing.com/advice.html>

... The SCCA Solo II web site [www.scca.org/Solo/](http://www.scca.org/Solo/), then click on "Cars and Rules."

### 2.7.3 Chapter Event Plan

**Recommendation:** Each Chapter desiring to conduct autocrosses must create an autocross plan with details for conducting this type of event. The Chapter plan must be in conformance with these standards and shall be approved by the Chapter's Board of Directors.

## 2.8 DRIVER'S QUALIFICATIONS

### 2.8.1 Age of Drivers

Minimum age for drivers in BMW CCA autocross is 16.

### 2.8.2 Driver's License

Each driver shall possess a valid driver's license

## 2.9 SAFETY DEVICES

### 2.9.1 Helmets

Helmets must be worn by all participants during all course runs. For helmet standards, please refer to Section 2.4.

### 2.9.2 Lap and Shoulder Belts

Lap and Shoulder Belts are required for all occupants and must be fully functional. If aftermarket seat belts are used, they must be installed in compliance with manufacturers' installation instructions. (See 2.8.2.d for kart exemption.).

### 2.9.3 Advanced Vehicle Systems, ABS, etc.

At no time should an event organizer, worker, or volunteer endorse or participate in the disabling of a factory installed safety system that is not normally driver-controllable (e.g., ABS).

**Note:** A system that has a driver-controlled switch (such as automatic traction control) may be turned off/on by the driver ONLY.

#### **2.9.4 Instruction**

Chapters may, subject to available time, personnel and resources, offer classroom and/or individual instruction to participants. This might be especially helpful to novice autocrossers. It is up to the individual Chapter to select/designate those instructors, who should be identified during the Drivers Meeting.

**Recommendation:** Chapters designate one or more individuals as instructors.

### **2.10 CONDUCT OF THE EVENT**

#### **2.10.1 Technical/Safety Requirements**

Vehicles used to autocross must be in acceptable mechanical condition such that they do not present unacceptable hazards to participants or to the facility. BMW CCA and/or the Chapters reserve the right to reject any vehicle for any reason.

##### **2.10.1.1 Technical/Safety Review Items**

All vehicles must pass a safety review prior to each event. Safety inspectors may identify defects in the vehicle, but should not attempt to fix them. Below are examples of items that could be checked by an event staff worker familiar with the safety and mechanical systems of vehicles. Beyond checking that the required safety equipment is present and that the vehicle is not leaking fluids, the extent of the safety inspection is at the discretion of the event organizer, keeping in mind that the primary consideration is to minimize hazards for all individuals at the event. The ultimate responsibility for the condition of the vehicle rests with the participant.

- a. Wheels must be safely attached and exhibit no cracks. Wheel nuts/bolts should be tightened to the manufacturer's recommended value.
- b. All loose items must be removed from the vehicle. If a video camera is employed, it must be securely mounted.
- c. Tires must show no cords, belts, or cracks in the tread or sidewall.
- d. Seat belts and/or harnesses must be properly installed and in good condition. **Note:** Due to their special safety considerations, karts are exempt from requiring seat belts.
- e. Brakes must be in good working order, have no leaks under pressure, and have adequate fluid in the master cylinder.
- f. No fluid leaks (fuel, oil, coolant, power steering fluid, transmission and differential fluids, brake fluid) are permitted while the vehicle's engine is running.
- g. Wheel bearings, steering mechanism, suspension, and shocks must be in good operating condition.
- h. The exhaust should be in good working order.

- i. Helmets for all occupants must meet the standards in Section 2.4.
- j. Competitors driving karts of any kind are required to wear a collar type neck brace designed for motorsports use, as well as gloves, jackets and full length pants made of leather, vinyl, abrasion resistant nylon or equivalent.
- k. Closed-toed shoes are mandatory for drivers. No open-toed shoes, sandals or “flip-flops” are allowed on course.
- l. Roll bars, if installed, must be properly and securely mounted.

### **2.10.2 Drivers/Workers Meeting**

Before the first car runs, the event organizer shall conduct a meeting to explain all of the procedural and safety rules to all the competitors, staff and spectators. This should include:

- a. Confirmation that everyone has signed the insurance waiver(s)
- b. The meaning of each flag.
- c. Procedures to be followed in case of a “red flag” situation.
- d. Corner worker responsibilities.
- e. Explanation of the “down and out” rule if cones are used.
- f. Explain the use of radios and fire extinguishers if they are provided.
- g. Emphasis on safe conduct in the grid area and in the general site area.
- h. An explanation of where spectators are allowed to go.
- i. Ensuring that any children present must be supervised at all times and any pets must remain on a leash.
- j. Reminding course workers to remain alert and observant, stay standing, to watch each car as long as it is on course, and to carry their red flags at all times.
- k. Reminding all that the use of alcohol or drugs is forbidden.
- l. Reminding all that only certain individuals, as approved by the Chapter, may take passengers.
- m. Reminding all participants that all cones hit after the start will count as penalties.
- n. Reviewing any special safety considerations, policies or procedures that apply to your specific site.

In addition, the event organizers must make arrangements to cover these safety issues with anyone arriving after this meeting.

### **2.10.3 Course Inspection**

All drivers should have an opportunity to inspect the course prior to driving their first run.



#### **2.10.4 Site Access**

The site shall be closed to non-participant traffic. The autocross area shall be clearly marked, and be separate and distinct from parking, staging, and grid areas. Only competitors, course workers, event staff, and emergency personnel are allowed to be in the course area during timed runs.

#### **2.10.5 Fun Runs**

Fun runs may be allowed, as long as all safety considerations in place for competitive runs remain in place for fun runs.

#### **2.10.6 Passengers**

Only Chapter designated instructors or other experienced drivers as designated by the event officials are allowed to take passengers for rides during their runs. Passengers must have signed all required insurance waivers. If the passenger is under the age of 18, they must be a minimum of 4' 9" tall and are required to have the proper minor consent waivers signed by both of their parents or legal guardians. Passengers are required to wear a proper fitting helmet as outlined in Section 2.4 **Error! Reference source not found.** Helmet Standards for Autocross Events and Driving Schools. and each passenger must have his or her own exit door.

#### **2.10.7 Consumption of Alcohol or Illegal Drugs**

Participants are strictly prohibited from consuming alcohol or illegal drugs, as well as any medication which can cause any degree of impairment. This includes (but is not limited to) prescription and over-the-counter medications (such as cold and allergy products) which can cause drowsiness or adversely affect their ability to operate a motor vehicle. Violators are subject to immediate expulsion from the event.

#### **2.10.8 Emergency Services**

The event organizers shall have access to appropriate emergency response contact numbers, including ambulance, fire, and police. Chapters shall have a completed Crisis Response Communication Planning Workbook (emergency response plan).

#### **2.10.9 Driving Event Accident/Incident Occurrence Report**

This form must be filled out in the case of any incident at an autocross event in which a vehicle or property sustains physical damage, or in which an occupant or other event participant sustains physical injury.

This report is to be completed and submitted to the National Office within 48 hours after the end of the event. The Chapter will retain a copy. If an incident involves injury, the National Office must be notified immediately in accordance with the BMW CCA Crisis Communications Plan.

### **2.10.10 Compliance Procedures**

**2.10.10.1** BMW CCA's first priority is to encourage ongoing and safe driving events. If any Chapter is alleged in writing to have violated these specified requirements, a letter will be sent to the Chapter president detailing the issues and requesting the Chapter's response. If the allegations are true, the Chapter must prepare a corrective action plan to ensure the violation is not repeated. Driving Event Minimum Standards Compliance Enforcement Procedures are set forth in Section 2.2.

**2.10.10.2** If a Chapter wishes to propose a methodology not in compliance with these minimum standards, the Chapter must submit a detailed event plan to the National DEC. Upon review, the DEC may authorize the Chapter to conduct a test event using the proposed methodology, and may send an observer to evaluate the event.

## **SECTION 3. ICE-AUTOCROSS MINIMUM STANDARDS**

### **3.1.1 Introduction**

An Ice Autocross event is a timed non-speed driving skill contest. These events are run on short courses on a frozen surface that emphasize the driver's ability and the car's handling and agility. Competition licenses are not required, and hazards to participants and property are not expected to exceed those encountered in normal, legal highway driving. Maximum speed is expected to be 40mph or less.

- a. Since an element of risk is inherent in these events, BMW CCA is providing the following minimum standards and recommendations to minimize the risk of property damage and personal injury at BMW CCA Ice Autocross events.
- b. BMW CCA Chapters conducting Ice Autocross programs bear the primary responsibility to exercise reasonable care during each event. Chapters are encouraged to consult with BMW CCA to propose any changes to these standards that will improve the program.
- c. These Minimum Standards and recommendations, on approval by the BMW CCA Board of Directors, shall be included in the Operations Manual. They become effective immediately upon publication, and may be updated at any time as required in the interests of safety or to satisfy legal or insurance requirements.
- d. A copy of the most recent Ice Autocross Minimum Standards must be present at every BMW CCA Chapter Ice Autocross.
- e. These standards are minimum event standards that Chapters must meet for an Ice Autocross to receive BMW CCA sanctioning and to maintain BMW CCA Chapter status. BMW CCA sanctioning is defined as use of any of the following: BMW CCA name or logo, BMW CCA insurance, BMW CCA web site, Roundel advertising, or calendar listings. Chapters may set additional and/or more stringent requirements for their events.
- f. For the purposes of this Minimum Standard the term "participant" means any person present at the event, including but not limited to competitors, drivers, staff, organizers, course workers, visitors and spectators. All participants must sign the event's Insurance Waiver (see 2.7.2.3).

### 3.1.2 Ice Autocross Requirements/Recommendations

#### 3.1.2.1 Budgets

Chapter boards have full responsibility for event budgeting, for the components of the event (including sponsorship), and for full accounting of the revenues and expenses involved.

**Recommendation:** Ice Autocross is a member benefit and should be priced to be accessible to as many members as possible.

#### 3.1.2.2 Insurance

BMW CCA Autocross Race events must be insured by a reputable company licensed to conduct business in the state in which the event is to occur. Chapters may use the BMW CCA policy or purchase coverage through the event facility (if this is available) which meets BMW CCA minimum coverage and limits. BMW CCA must be listed as an Additional Named Insured in the policy covering the event. If the insurance obtained is other than through the BMW CCA policy, then a copy of the endorsement page or the certificate of insurance must be provided to the National Office prior to the event. All rules, regulations, and requirements of the insurance policy must be followed explicitly and without deviation. BMW CCA's minimum insurance coverage and limits requirements are set by the National Office. Contact the National Office for current minimum liability amounts. It is the Chapter's responsibility to make certain that insurance coverage obtained other than through BMW CCA meets the Club's required levels of coverage.

**Recommendation:** That an Ice Autocross not be publicly advertised as a spectator event.

*Other insurance for Accidental Death, Medical Expenses, and Lost Wages may be required by the event facility. This coverage is included under BMW CCA's policy. It is the Chapter's responsibility to make sure that whatever insurance coverage provided meets the event facility's requirements.*

*The cost of insurance shall be the sole responsibility of the sponsoring Chapter or national event.*

#### 3.1.2.3 Insurance Waivers

All persons entering the event premises must sign the appropriate original printed insurance waiver. Chapters must keep original signed waivers for a minimum of seven years from the date of the event. Event premises shall be defined. Participants under age 18 must have minor consent waivers signed by both of their parents or legal guardians. Participants and workers under age 18 must have minor consent waivers signed by either parents or guardians. Wrist bands shall be used to indicate that individuals have signed the waivers.

**Recommendation:** The use of colored wristbands can help identify competitors, staff, workers, and guests and help organizers ensure that the appropriate waivers have been signed.

#### 3.1.2.4 Liability Insurance for Cars.

Chapters may choose to require evidence of liability and/or collision insurance on cars entered. They may at their option allow uninsured or unregistered vehicles to participate.

BMW CCA's motorsports insurance policy has no provision for payment for physical damage to vehicles.

### **3.1.2.5 Course Rules and Regulations**

All rules and regulations specified by the event facility (and as negotiated by the sponsoring Chapter with the facility) must be followed explicitly and without deviation.

#### **3.1.2.5.1 Course Design and Operation**

- a. The course design should be such that vehicles proceed in a forward motion and that reverse gear will not be needed.
- b. The course shall be laid out so that there is an acceptable distance between the course and any obstacles or impediments, such as ditches, light poles, curbs, spectator areas, buildings, fences, parked cars, or other objects. A minimum distance of twenty-five feet is recommended. This safety margin must be increased on the outside of faster corners and unobstructed spinout areas shall be included where possible. Event viewing areas should be at least 75 feet from the course boundaries.
- c. Course boundaries shall be clearly defined. Site boundaries should also be defined as clearly as possible.
- d. No one should weigh more than five (5) pounds and its position should be clearly marked with a temporary means to facilitate easy replacement by the course workers.
- e. The course design may be such to allow the overlapping of multiple cars on course at the same time if space and timing equipment allow. When running more than one car on the course at the same time, allow sufficient separation between cars so that competing cars never come in close proximity on the course; and, so that there is adequate time to flag a following car to a stop if the preceding car knocks down a cone or gets into trouble.
- f. Course boundaries shall remain the same for all drivers. If, while on course, a driver observes a course change due to displaced cones, they must report the course change to course personnel, at which time the driver is to safely drive to the end of the course at a reduced speed and trip the finish line timer. The driver may then be granted a rerun. A driver shall not be granted a rerun if they have already received a DNF on any portion of the course prior to the altered portion in question. Once they score a DNF their run is over and a rerun should not be granted. (DNF = Did Not Finish; essentially, a disqualification for that particular run.)
- g. Whenever a pylon is moved, it must be returned to its original position. If the pylon cannot be returned safely then any affected participant may be granted a rerun. If the missing pylon either positively or negatively affects the participant's run.
- h. When laying out a course, both the size and type of the vehicles competing as well as site conditions should be taken into consideration. Speeds on straight stretches will not normally exceed 40 miles per hour. The fastest portions of the course shall be those most remote from spectators and property. These guidelines should be adjusted downward when site conditions will not safely support the speeds indicated above.
- i. The course as laid out shall be on a frozen surface that contains no dangerous other hazardous features. Dips that could get a car airborne shall not be included. Special care shall be taken in the location of the start, finish, staging, and timing areas. The timers and staging area must be placed well clear of the course in a safe area. The course design should allow for a safe and controlled finish. It is not recommended that competing cars be required to come to a complete

stop immediately following the finish line. It is preferred that cars be required to slow to a walking speed within a controlled area before returning to the grid or paddock areas. A complete stop should be required only when unusual site conditions exist. In all cases, a sufficient distance past the finish line must be available to safely slow or halt any competing car from the highest possible speed attainable at the finish without locking brakes or wild maneuvering. It is recommended that an official be assigned to control the finish area. Particular care must be exercised in the finish area to keep it free from hazard to participants.

- j. A long straight (over 150 feet) should not terminate in an extremely sharp turn (e.g., a short radius U-turn).
- k. The inner and outer limits of turns and corners should be marked by course markers, displacement of which results in time penalties. Chapters are encouraged to outline the course with suitable means to make it easy for novice drivers to follow.
- l. Corner limits must never be marked by curbs, buildings, poles, trees, soft shoulders or other hazards likely to cause damage to a car, or likely to cause a car to overturn.
- m. Cars on the course simultaneously shall not run in close proximity to each other.
- n. All portions of the course shall be visible to at least one course marshal who can communicate through signals or by electronic means with the starting line.
- o. Entrance and exit lanes should enter the course at separate points, though they may be close together. They will be kept clear for use by competing cars at all times.
- p. Participants and/or obstacles should not be located at the end of long or high-speed straights.
- q. Participants must be kept at a safe distance from the course, particularly at the outside of turns and at the start and finish lines. Unless protected by substantial barriers, viewing areas must be isolated. Chapters shall have the authority to set minimum viewing distances from the course but such minimum viewing distances may not be less than 75 feet from the course edge in unprotected areas (e.g., those without adequate barrier protection such as concrete or tire walls).
- r. Appropriate fire extinguishers, flags and material for cleaning up fluid spills must be provided by the host Chapter.
- s. Manned video or still cameras are not permitted at course worker positions or other locations within the course area. Exceptions may be granted for special purposes by the event organizers only if the location is acceptable to the event chair and if the photographer is accompanied by a spotter to warn of approaching vehicles.
  - 1. No un-manned “drone” type aircraft are permitted. Exceptions may be granted for special promotional purposes by the National Office to the event organizers.
- t. A DNF results in no time being given for that run.
- u. The participant shall neither exit the car nor release seatbelts until the run is safely completed. Doing so will incur a DNF for that run.
- v. The Ice Autocross Chairperson or appointee must approve course designs in advance of the event. Before the first car runs, the Ice Autocross Chairperson or appointee shall check the complete course layout for compliance with course design standards.

### 3.1.2.6 Car Classification

To be determined by the sponsoring Chapter for Chapter events.

**Recommendation:** Participating vehicles should be classed by drive type and further by tire type. All-season and summer tires lack the “Snowflake on a Mountain” symbol found on snow tires (note that the “M&S” symbol is now irrelevant in determining whether a tire is a snow tire). The easiest way to differentiate snow tires is to use Tire Rack’s categories and to class tires not sold by them on a case by case basis. Using Tire Rack, “Performance Winter/Snow” tires and “Studdable Winter/Snow” tires (but without studs) comprise the Snow tire category in the example below. “Studless Ice & Snow” tires comprise the Super Snow / Ice tire category:

<http://www.tirerack.com/tires/types/snows.jsp>

**Recommendation:** If there are enough vehicles with studded tires, separate classes can be made. Another option is to split them into 2WD and 4WD/AWD. The justification for merging the classes (in addition to the lack of studded vehicles) is that in many conditions a vehicle with new studded tires will be faster than a vehicle with worn studs, regardless of drive type.

**Recommendation:** If a class is very small (less than three participants) bump it up to the next class within its division unless tabulating season results..

**Recommendation:** No participant should be allowed to drive two vehicles in the same or a very similar class (i.e. RWD Snow Tire and RWD Ice Tire).

**Recommendation:** Allow a maximum of two entries per driver. Participating in relatively different classes can be a learning experience for the participant.

**Recommendation:** Allow a maximum of three drivers per vehicle.. If a run group is running two runs in a session, with two or three drivers in one vehicle, the staging personnel need to be aware to ensure the vehicle completes all its drivers’ runs during the session.

### **Timing and Scoring**

To be determined by the sponsoring Chapter. In keeping with Ice Autocross goal of developing consistency, it is highly recommended that at least two of each participant’s runs be counted towards their final score.

Recommendation: A Timing Bobhouse (a fishing bobhouse with additional windows installed), is an excellent way to keep the Timing Staff and timing computers warm.

### 3.1.3 Chapter Event Plan

**Recommendation:** Each Chapter desiring to conduct Ice Autocross must create an plan with details for conducting this type of event. The Chapter plan must be in conformance with these standards and shall be approved by the Chapter’s Board of Directors.

## **3.2 DRIVER'S QUALIFICATIONS**

### **3.2.1 Age of Drivers**

Minimum age for drivers in BMW CCA Ice Autocross is 16.

### **3.2.2 Driver's License**

Each driver shall possess a valid driver's license

## **3.3 SAFETY DEVICES**

### **3.3.1 Helmets**

Helmets are not required due to the low speed (40 mph max) of this event.

### **3.3.2 Lap and Shoulder Belts**

Lap and Shoulder Belts are required for all occupants and must be fully functional. If aftermarket seat belts are used, they must be installed in compliance with manufacturers' installation instructions.

### **3.3.3 Advanced Vehicle Systems, ABS, etc.**

At no time should an event organizer, worker, or volunteer endorse or participate in the disabling of a factory installed safety system that is not normally driver-controllable (e.g. ABS).

**Note:** A system that has a driver-controlled switch (such as automatic traction control) may be turned off/on by the driver ONLY.

### **3.3.4 Instruction**

Chapters may, subject to available time, personnel and resources, offer classroom and/or individual instruction to participants. This might be especially helpful to novice participants. It is up to the individual Chapter to select/designate those instructors, who should be identified during the Drivers Meeting.

**Recommendation:** Chapters designate one or more individuals as instructors.

## **3.4 CONDUCT OF THE EVENT**

### **3.4.1 Technical/Safety Requirements**

Vehicles used to Ice Autocross must be in acceptable mechanical condition such that they do not present unacceptable hazards to participants or to the facility. BMW CCA and/or the Chapters reserve the right to reject any vehicle for any reason.

#### **3.4.1.1 Technical/Safety Review Items**

All vehicles must pass a safety review prior to each event. Safety inspectors may identify defects in the vehicle, but should not attempt to fix them. Below are examples of items that could be checked by an event staff worker familiar with the safety and mechanical systems of vehicles. Beyond checking that the required safety equipment is present and that the vehicle is not leaking fluids, the extent of the safety

inspection is at the discretion of the event organizer, keeping in mind that the primary consideration is to minimize hazards for all individuals at the event. The ultimate responsibility for the condition of the vehicle rests with the participant.

### **Vehicle Types**

The types of vehicles allowed are at the discretion of the Chapter. However, commercial vehicles (box trucks, etc.) are not allowed. Snowmobiles, four wheelers, motorcycles, karts, and similar vehicles also are not be allowed (they do not fit the purpose and goals of Ice Autocross, and if there are snowbanks they are difficult to see).

**Recommendation:** Pickup trucks, larger SUVs, minivans, and similar vehicles, are acceptable for an Ice Autocross.

- a. Wheels must be safely attached and exhibit no cracks. Wheel nuts/bolts should be tightened to the manufacturer's recommended value.
- b. All loose items must be removed from the vehicle. If a video camera is employed, it must be securely mounted.
- c. Tires must show no cords, belts, or cracks in the tread or sidewall.
- d. Seat belts and/or harnesses must be properly installed and in good condition.
- e. Brakes must be in good working order, have no leaks under pressure, and have adequate fluid in the master cylinder.
- f. No fluid leaks (fuel, oil, coolant, power steering fluid, transmission and differential fluids, brake fluid) are permitted while the vehicle's engine is running.
- g. Wheel bearings, steering mechanism, suspension, and shocks must be in good operating condition.
- h. The exhaust should be in good working order.
- i. Closed-toed shoes are mandatory for drivers. No open-toed shoes, sandals or "flip-flops" are allowed on course.
- j. Roll bars, if installed, must be properly and securely mounted.

### **3.4.2 Drivers/Workers Meeting**

Before the first car runs, the event organizer shall conduct a meeting to explain all of the procedural and safety rules to all the competitors, staff and spectators. This should include:

- a. Confirmation that everyone has signed the insurance waiver(s)
- b. The meaning of each flag.
- c. Procedures to be followed in case of a "red flag" situation.
- d. Corner worker responsibilities.
- e. Explanation of the "down and out" rule if cones are used.
- f. Explain the use of radios and fire extinguishers if they are provided.
- g. Emphasis on safe conduct in the grid area and in the general site area.



- h. An explanation of where spectators are allowed to go.
- i. Ensuring that any children present must be supervised at all times and any pets must remain on a leash.
- j. Reminding course workers to remain alert and observant, stay standing, to watch each car as long as it is on course, and to carry their red flags at all times.
- k. Reminding all that the use of alcohol or drugs is forbidden.
- l. Reminding all that only certain individuals, as approved by the Chapter, may take passengers.
- m. Reminding all participants that all cones hit after the start will count as penalties.
- n. Reviewing any special safety considerations, policies or procedures that apply to your specific site.

In addition, the event organizers must make arrangements to cover these safety issues with anyone arriving after this meeting.

### **3.4.3 Course Inspection**

All drivers should have an opportunity to inspect the course prior to driving their first run.

### **3.4.4 Site Access**

The site shall be closed to non-participant traffic. The Ice Racing area shall be clearly marked, and be separate and distinct from parking, staging, and grid areas. Only competitors, course workers, event staff, and emergency personnel are allowed to be in the course area during timed runs.

### **3.4.5 Fun Runs**

Fun runs may be allowed, as long as all safety considerations in place for competitive runs remain in place for fun runs.

### **3.4.6 Passengers**

Only Chapter designated instructors or other experienced drivers as designated by the event officials are allowed to take passengers for rides during their runs. Passengers must have signed all required insurance waivers. If the passenger is under the age of 18, they must be a minimum of 4' 9" tall and are required to have the proper minor consent waivers signed by both of their parents or legal guardians., Each passenger must have his or her own exit door.

### **3.4.7 Consumption of Alcohol or Illegal Drugs**

Participants are strictly prohibited from consuming alcohol or illegal drugs, as well as any medication which can cause any degree of impairment. This includes (but is not limited to) prescription and over-the-counter medications (such as cold and allergy products) which can cause drowsiness or adversely affect their ability to operate a motor vehicle. Violators are subject to immediate expulsion from the event.

### **3.4.8 Emergency Services**

The event organizers shall have access to appropriate emergency response contact numbers, including ambulance, fire, and police. Chapters shall have a completed Crisis Response Communication Planning Workbook (emergency response plan).

### 3.4.9 Driving Event Accident/Incident Occurrence Report

This form must be filled out in the case of any incident at an autocross event in which a vehicle or property sustains physical damage, or in which an occupant or other event participant sustains physical injury.

This report is to be completed and submitted to the National Office within 48 hours after the end of the event. The Chapter will retain a copy. If an incident involves injury, the National Office must be notified immediately in accordance with the BMW CCA Crisis Communications Plan.

### 3.4.10 Compliance Procedures

**3.4.10.1** BMW CCA's first priority is to encourage ongoing and safe driving events. If any Chapter is alleged in writing to have violated these specified requirements, a letter will be sent to the Chapter president detailing the issues and requesting the Chapter's response. If the allegations are true, the Chapter must prepare a corrective action plan to ensure the violation is not repeated. Driving Event Minimum Standards Compliance Enforcement Procedures are set forth in Section **Error! Reference source not found.**

**3.4.10.2** If a Chapter wishes to propose a methodology not in compliance with these minimum standards, the Chapter must submit a detailed event plan to the National DEC. Upon review, the DEC may authorize the Chapter to conduct a test event using the proposed methodology, and may send an observer to evaluate the event.