

BMW Club
Motorcycle Owners
of Cleveland



**MEMBERSHIP
HANDBOOK**

2016 Edition
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PREPARED BY:

BMW Motorcycle Owners of Cleveland, Incorporated, which is
a not-for-profit corporation in the Great State of Ohio, and is
BMW MOA Chartered Club #196 since November 1989, and
BMW RA Chartered Club #196 since April 1993.

This membership handbook was revised effective: January 7, 2016
and republished for the 2016 membership year.

THE CONSTITUTION

ARTICLE NUMBER ONE

The Club shall be known as the BMW Motorcycle Owners of Cleveland, Inc.

ARTICLE NUMBER TWO

Active members shall be riders of BMW Motorcycles and other
individuals who meet the requirements of membership as set forth in the Bylaws.

ARTICLE NUMBER THREE

The Executive Board of the Club shall consist of a President, Vice-President, Secretary, Treasurer, Lead road captain, and no less than two (2) elected directors.

ARTICLE NUMBER FOUR

The duties of these officers and the Executive Board shall be set forth in the Bylaws.

ARTICLE NUMBER FIVE

All elective offices shall be filled at an annual election to be held prior to the January membership meeting. Officers shall serve for one year or until their successors are elected. Their term shall run from Feb 1st thru January 31^s of the following year.

ARTICLE NUMBER SIX

The Constitution may be amended or added to, providing the proposed Amendment(s) is(are) approved in accordance with methods described in the bylaws.

BYLAWS

SECTION I, GENERAL

1. NAME. The name of this organization is BMW Motorcycle Owners of Cleveland, Incorporated, hereafter referred to as the "Club".
2. PURPOSE. The Club is formed for the purpose of providing friendly association among owners of BMW motorcycles and others through the simple organization of meetings, rallies, instructional classes, a Club newsletter, and other events of common interest to motorcyclists and motorcycling. It is the intention of the Club to promote and improve motorcycle safety, awareness, and public image.
3. BYLAWS. These Bylaws describe how the Club is run.

4. These Bylaws, the Club's Constitution, Code of Ethics and Membership Roster, are the sole property and for the private use only of the Club. Any use or distribution of these documents outside of the Club, is strictly forbidden. Any member who uses or distributes these documents and lists for their own or others private gain shall be subject to disciplinary action which may include revocation of their membership.
5. The Club's Website, Electronic Forum, Domain and all passwords used for access and control of these Medias are the exclusive property of the Club.

SECTION II, MEMBERSHIP

1. TYPES AND REQUIREMENTS

a. Primary Membership Requirements

(1) Must meet one or more of the following:

- (a) Must own a BMW motorcycle
- (b) Must be a BMW MOA and/or BMW RA member
- (c) Must be sponsored by two active members of the Club in good standing

(2) Must be current on membership dues

b. Associate Membership Requirements

- (1) Must be of the same household as a primary Club member
- (2) Must be paid up on membership dues

2. DUES

- a. Dues are \$ 20.00 for primary members and \$ 10.00 for associate members.
- b. Membership dues are payable and due by March 31st of 2014 and every even numbered year thereafter,
- c. Membership shall run from April 1st thru March 31st for two years.

d. Should a member join on an odd numbered year, they will pay \$10.00 (associate members \$5.00) for that year and then in accordance with parts a and b of this section.

3. RIGHTS AND BENEFITS

a. Meetings

(1) All Club members have the right to attend Club meetings and have a voice therein.

(2) All Club members have the right to attend board and committee meetings as observers and may at the sole discretion of the President or Committee Chairperson, address the board or committee.

b. Voting. All members over the age of 16 as of the date that ballots are distributed in the case of an all Club vote, or as of the date a vote is taken in the case of a monthly meeting vote, shall have the right to vote during Club votes.

c. Newsletter. Only primary members will receive the Club's newsletter. The newsletter shall be distributed by electronic means.

d. Annual Membership Roster. Only primary members will receive the annual Membership Roster. The Membership Roster shall be distributed by electronic means.

e. Mailing Fee. A member may choose to receive a paper copy of the newsletter, membership handbook and Membership Roster by paying a \$10.00 annual printing, handling and mailing surcharge.

4. TERMINATION OF MEMBERSHIP

a. Membership is automatically forfeit if applicable dues requirements are not met by March 31st.

b. Memberships may be terminated for cause by a unanimous Board vote and a two-thirds majority all Club vote. The all Club vote ballot will provide equal space for stating the Board's description of cause and the rebuttal by the individual whose membership is being considered for termination. Memberships terminated for cause will not be refunded any dues. Memberships

terminated for cause may be recommended for membership renewal after one year.

SECTION III, OPERATIONS

1. MEETINGS. Board, committee, and Club meetings will be conducted in accordance with Robert's Rules of Order. That is, the officer or committee chairperson who is conducting the meeting may relax the rules of order or require strict adherence at his or her discretion in order to promote the smooth, efficient, and friendly conduct of the meeting. The officer or committee chairperson conducting the meeting is responsible for controlling the order of business and the conduct of that business. In particular, this means controlling what is brought before the meeting as well as who speaks, when, and for how long. If these Bylaws and Robert's Rules of Order conflict, the Bylaws will take precedence. As adapted from Robert's Rules of Order, the following order of business will generally be followed during Club meetings:

- ◆ Reading (if requested) and Approval of Minutes from the Last Meeting
- ◆ Reports of Officers, Board, or Committees
 - President
 - Vice President
 - Directors
 - Secretary
 - Treasurer
 - Road Captain
 - Cabinet Position Reports
 - Newsletter Editor/Layout Artist
 - Membership Chairperson
 - Webmaster
 - MoCal Program Administrator
 - Advertising/Solicitation Committee
 - Country Store Manager
 - Quartermaster
 - Committees
- ◆ Old Business
- ◆ New Business

2. VOTING

a. Types

- (1) Board Vote. A vote by board members during a board meeting.
- (2) Monthly Meeting Vote. A vote at the monthly meeting. Normally conducted by a show of hands. Any member may require that a vote be by secret ballot. If such a vote is requested, arrangements will be made to conduct the vote at the next scheduled membership meeting, so that time will be allotted to arrange for ballots to be prepared, eligibilities to be checked and vote counters to be assigned.
- (3) All Club Vote - Bylaw Changes and Constitutional Amendments. A vote which allows all Club members to participate via mail-in or board approved secure electronic balloting. All bylaw changes and constitutional amendments shall be voted on by an all Club vote.
 - (a) The proposed change to the bylaws or amendment to the constitution may be originated by a board member, a committee created by the President or a Club member. (and shall consist of three Board Members)
 - (1.) The board member or committee is to present the revision at a board meeting where a discussion will take place and a decision made as to whether or not to submit the revision to the membership for an all Club vote.
 - (2.) A member who would like to have an all Club vote should first contact a board member with a written proposal describing the change or amendment. The board member shall then bring the proposal to the next scheduled board meeting for discussion and a decision as to whether or not to submit the revision to the membership for an all Club vote. The originating member may attend this board meeting and will be given an allotted amount of time to voice his position in support of the revision.
 - (a.) If the board decides not to submit the revision to the membership for an all Club vote, the member may then either discontinue the request or seek to over-ride the boards decision by creating a petition that will state the bylaw change or constitutional amendment and a place for the printed name, signature and date of signing of members of the general membership. A minimum of 15% of the then existing membership's signatures must be obtained to over-ride the boards decision. Once the signatures are obtained, they will be submitted to

a board member who will take them to the board for verification. Once signatures are verified, the board must start the process to submit the revision to the membership for an all Club vote.

- (b) The proposed change or amendment shall be presented at a membership meeting and then be made available to the full membership within 10 days of the membership meeting. It shall include an exact quote of what the existing wording is and what the new wording will be if the revision is approved. It shall also include the reasons why the revision has been submitted for a vote. A time table and description of the election process shall be included.
- (c) At the next scheduled membership meeting a discussion shall be opened regarding the proposed change or amendment. No changes to the proposed amendment or bylaw change can occur or be voted on at this meeting. Only positions both pro and con can be presented during this discussion.
- (d) Following this membership meeting an all Club vote will be conducted. Ballots will be made available to all members in good standing by direct mail or board approved electronic means. Mailed in ballots must have the members name or membership number on the ballot to insure that no one votes more than once. Passage requires a simple majority. Results shall be announced at the next membership meeting and in the next Club newsletter.

(4) Vote for Election of Officers. An all Club vote to elect officers of the Club. Procedure is described later in these bylaws under Elections.

(5) Simple majority is required for all types of votes except as noted in the Bylaws.

(6) The President will not vote except in the event of a tie.

b. Quorums. Club business may be voted on only when an appropriate quorum is present. Required quorums are:

(1) Board Vote: five (5) board members present

(2) Monthly Meeting Vote: 15% of Club members present

All Club Vote: No quorum minimum.

3. DECISIONS

a. General

- (1) Membership. Participate in Club decisions by means of voting at monthly meetings and participating in All Club Votes and elections of officers.
- (2) Board. Responsibilities include considering issues, soliciting and developing alternative solutions, and implementing the decisions voted on by the membership.=
- (3) Any decision delegated to and made by the board, other than decisions on all Club votes, can be overturned by a 2/3 majority vote at a membership meeting.
- (4) Committees. Committee responsibilities are limited to fulfilling the president's charter which established them. Committees report to both the board and to the membership. Unless a decision has been specifically delegated to a committee, committee decisions are limited to deciding what to report to the board and membership.

b. Types-

- (1) Short Term. Decisions concerning immediate short term Club operations will be decided by a monthly meeting vote.
- (2) Long Term. Decisions concerning the long term Club policies will be decided by an all Club vote.
- (3) Presidential. If it is unclear whether an issue is short or long term, the president will decide which type of vote will be used.
- (4) Exceptions. The only exceptions to the above are those issues specifically designated in these Bylaws as requiring either a monthly meeting vote or an all Club vote.

4. SPECIAL ISSUES

a. Bylaw Changes and Constitutional Amendments

- (1) All Bylaw Changes and Constitutional Amendments require an all Club vote

b. Dues Changes Dues changes may be proposed only once per year; the president determines when and if necessary. Dues change proposals must include a treasurer's report and a financial impact assessment for the next year, both with and without the dues changes.

c. Meeting Times and Places. The Board of Directors shall have the responsibility for and the authority to select locations and dates for meetings.

d. Event Dates and Locations. The Board of Directors shall have the responsibility for and authority to select locations and dates for events.

- e. Removal of an Officer or Director for Cause. An officer or director may be removed from office by a simple majority all Club vote. The all Club vote ballot will provide equal space for stating the board's description of cause and the rebuttal by the individual concerned.
- f. Replacement of an Officer or Director - If an officer or director position becomes vacant, the president will appoint a replacement to serve until the next election. An individual removed from office may not be appointed to any position during the year in which he or she was removed.
- g. Newsletter Advertising Fee. - The executive board will establish appropriate advertising fees.

5. ELECTIONS

- a. A summary of the election process will be published in the Club's newsletter serving as notice to the membership prior to opening the annual officers election nomination window. During the September membership meeting, the President will appoint a three member Election committee from the general membership and declare the nomination window open.
- b. An individual must meet all applicable membership requirements, must have attended at least five club events during the 12 months prior to the September membership meeting, and must expect to be able to attend all Board and monthly meetings during the coming year to be eligible for nomination. Sign in sheets will be used to verify the required attendance.
- c. Nominations must be seconded by another member.
- d. Individuals may be nominated for more than one position, but can only accept one nomination.
- e. The Election Committee will confirm that each nominee is willing to serve. Nominations of unwilling nominees will be withdrawn.
- f. At the end of the October meeting, the President will make a final request for nominations and then declare the nomination window closed. Additional nominations are prohibited prior to and on the Election Day unless there are no nominees for a particular position; then nominations will be accepted only for that position. The President shall appoint any additional directors as needed to address the growing membership per Section IV, Part 2.
- g. In the case where nominees for all positions are running un-opposed, the election may be declared Moot by a membership meeting vote at the November

meeting. If so voted, further efforts and expense to conduct an election shall be suspended. The new Board of Directors shall be announced at the January membership meeting.

- h. The Election Committee will compile an Annual Election Ballot and a document containing optional nominee position statements. If a nominee chooses to provide a position statement, it must be received by the election committee no later than thirty days following the October membership meeting. The Election Committee will distribute electronically or by mail, one ballot per member and the optional nominee position statements at least thirty days prior to the January membership meeting. The ballot will provide: a list of nominees, a space for write-in votes, an address where the mail in completed ballot must be returned or instructions for returning the electronic ballots, and a deadline date (December 31st) after which ballots received will not be counted.
- i. The results of the election shall be announced at the January membership meeting and following on the Clubs website and in the next Club newsletter.
- j. Vote counts shall not be announced or posted. They will be recorded in the minutes of the January membership meeting and will be available to be viewed by any interested member. In any reading of the minutes at a membership meeting, the actual counts will be omitted.
- k. Determinations:

- (1) Except for directors, the nominee with the greatest number of votes for a particular position will assume the duties of that position at the February membership meeting. Nominees determined to have won the election for their respective positions shall endeavor to attend the January Board meeting along with the current office holders for that term.
- (2) For directors, members vote for the mandated number of the director nominees as stated on the Official Ballot:
 - (a) If the out-going president is re-elected, elected to another position, or declines to become a director for the year following presidency, the highest tally of votes cast for director nominees shall determine the director electors.
 - (b) If the out-going president exercises the right to become a director for the year following his or her presidency; the past president and the highest tally of votes cast for director nominees shall determine the director electors.

(c) If a member is elected to a position by write-in votes, the Election Committee will confirm that that member is willing to serve in that position before finalizing the results for that position.

6. FISCAL MATTERS

- a. Remuneration. No officer or director may receive remuneration of any kind for his or her services to the Club.
- b. Reimbursement. The executive board may authorize the reimbursement of out-of-pocket expenses of individuals who were authorized by the executive board to spend funds for the Club as a whole. Authorization must be given beforehand.
- c. Obligation Authority-

- (1) Authorization to expend or otherwise obligate Club money for normal operation of the Club requires a majority vote by the executive board.
- (2) No one, officer, director, member, or any combination thereof, is authorized to spend or otherwise obligate Club money in excess of one hundred fifty dollars (\$150.00). The only exception to this policy is for rallies or similar events.

d. Funds-

- (1) The Club will maintain a general fund in a checking account and or savings account.
 - (a) This general fund will handle the operational income and expense of the Club, including, but not limited to, newsletters, membership packets, membership maintenance, Club maintenance, advertising, sales of goods, events, raffles, rallies, and similar items.
- (2) General Fund money may be used for any of the expenses listed above in (a) provided that any allocation of funds does not reduce the balance of the General Fund below the level determined by the Treasurer to be One Thousand Seven Hundred Fifty Dollars (\$1,750.00).

(3) Exceptions. The only exceptions to the above are those specifically designated in these Bylaws as requiring either a monthly meeting or an all Club vote.

e. Annual Audit. During the December meeting, the president will appoint an Audit Committee from the General Membership. This committee will prepare, with the assistance of the Treasurer, an annual audit report for the period ending December 31.

SECTION IV, POSITIONS AND DUTIES

1. TERMS

- a. All elected officials of the Club will serve until their successors are elected.
- b. Except for directors, a member may serve in a position for no more than two consecutive years unless no other member has accepted nomination for that position.

2. **THE EXECUTIVE BOARD.** The Executive Board will consist of the president, vice-president, secretary, treasurer, road captain, and one director for each twenty-five members and will consist of no less than six members. Any decrease in membership will not forfeit a director position.

3. **PRESIDENT.** The president is the chairperson for the executive board, conducts the monthly meeting, appoints committees as necessary, and performs other duties as the board may assign. He/she becomes a director for the year following presidency, unless he or she declines.

4. **VICE-PRESIDENT.** The vice president will execute the duties of the president during the absence or incapacity of the president, will assume the presidency in case of a vacancy, and will perform such other duties as the board may assign.

5. SECRETARY

Responsible for taking the minutes and roll (by sign in sheet) at all general meetings and board meetings, coordinating with the Club newsletter editor, and handling Club correspondence in general.

6. TREASURER.

Responsible for producing quarterly reports summarizing the financial and inventory status of the Club, briefing these reports at the Club's monthly meetings, incorporating them into the monthly meeting minutes, and making copies of these reports available to any member upon request. The Treasurer with the advice and consent of the Executive Board shall monitor expenditures to maintain the required general fund balance for the ensuing membership year. A copy of the expenditures will be available upon request to any member.

7. LEAD ROAD CAPTAIN

- a. Responsible for planning all Club tours, runs, activities, etc.
- b. Responsible for leading the Club in formation riding or parades.
- c. The Lead Road Captain may appoint Road Captains as required.
- d. Responsible for arousing interest in activities.
- e. Responsible for assisting in handling Club socials, parties, and other functions.
- f. Responsible for enforcing all rules of group riding.
- g. Responsible for selecting assistants to aid in special tasks.

8. DIRECTORS=

- a. The Directors are elected as the representatives of the general membership to the Executive Board. Members should feel free to bring any issue or suggestion to the Directors so that it may be answered or brought to a board meeting to be addressed.
- b. As representatives of the membership to the Executive Board, the Directors should vote on issues before the board in a manner that should represent the wishes and best interest of the membership.
- c. The directors are responsible for functional areas as assigned by the President. Responsible for providing a column on their functional area for newsletter publication.

9. CABINET POSITIONS.

The following positions are appointed by and serve at the pleasure of the President. Members holding these positions do not have the right to vote on decisions made by the board, but may participate in an advisory capacity in all discussions at board meetings.

a. NEWSLETTER EDITOR/LAYOUT ARTIST: Responsible in all ways for the publication and distribution of the Club's newsletter with the following conditions/guidelines:

- (1) Priority of space will be given to letters from members concerning Club policies and officers.
- (2) Costs for, and income from, the newsletter will be reported to, and settled with, the treasurer on a quarterly basis.
- (3) The Newsletter Editor and Layout Artist are expected to attend board meetings.

b. MEMBERSHIP CHAIRPERSON. Responsible for the following:

- (1) Maintain a supply of membership applications and establish that these applications meet the requirements of the bylaws.
- (2) Maintain a supply of Membership Handbooks, Club Rosters and handouts for new members and for the annual distribution to all members.
- (3) Distribute and process the membership applications
- (4) Establish that membership applicants have met the qualifications of membership as given in the bylaws.
- (5) Collect all membership fees and turn them over to the Treasurer.
- (6) Maintain a Club Roster of all Club members in good standing.

c. WEBMASTER. The Webmaster performs the following duties to minimum standards set by the board:

- (1) Maintains the Club's website and electronic forum and assures that the sites are current and functioning properly.
- (2) Coordinates timely site content updates with the President, Newsletter Editor and Road Captain
- (3) Advises the Board of Directors of new technologies, standards or trends and refreshes the sites at the discretion of the Board.
- (4) With the approval of the President, may appoint Assistant Moderators for the electronic forum. Assistant Moderators also serve at the pleasure of the President.
- (5) Maintains the Club's internet registrations/certificates.

d. MoCal PROGRAM ADMINISTRATOR.

Manages the Clubs MoCal Program with the following duties:

- (1) Keeps a record of all data pertinent to the rules of the program for the award of MoCal points during the fiscal year.
- (2) Explains the details of the program at Membership Meetings
- (3) Serves as Master of Ceremonies at the annual banquet for the awarding of the MoCal Prizes and trophies.

e. ADVERTISING/SOLICITATION COMMITTEE. Responsible for the following:

- (1) Corresponds with businesses for the purpose of soliciting advertising for the newsletter and other Club media and door prizes for Club events.
- (2) Sends out thank you responses to contributing businesses.
- (3) Only individuals authorized by the President are permitted to solicit and represent the Club to businesses for the purposes of donations or advertising.

f. COUNTRY STORE MANAGER. Responsible for maintaining a Country Store for the sale of BMWOC related items.

- (1) Shall maintain an inventory of all BMWOC items for sale and make them available at meetings and other events.
- (2) The Country Store Manager shall create a system for selling said items and shall turn over all receipts from these sales to the BMWOC Treasurer.
- (3) A detailed record of on hand inventory, receipts and expenses shall be maintained.
- (4) Shall work with vendors for the procurement of all present and new items.

g. QUARTERMASTER. Responsible for all Club property.

- (1) Keeps an inventory list of all items.
- (2) Stores all Club property in a location safe from theft and damage from the elements.
- (3) Transports all needed Club property to Club held rallies and events as needed.

CODE OF ETHICS

1. The Club should strive to promote good public relations through their general conduct, the media, Club activities, and community affairs.
2. The Club should be respectful of the rights of all members of the Club and of the community. Being disrespectful can and will be grounds for revoking membership.
3. The Club should abide by all local, state, and federal laws.
4. The Club should strive to promote cooperative coexistence with other organized motorcycle Clubs.
5. All formal Club activities will be conducted in accordance with all current rules and guidelines as set forth in the Bylaws and informal Club activities should be conducted according to the spirit of this Code of Ethics both within the motorcycle community and the community at large.

Ohio Franchised BMW Dealers

SILL'S MOTOR SALES

1901 Brookpark Road
Cleveland, OH 44109

216.749.1363 216.398.1244 FAX

Web site: <http://www.sillsmotor.com/>

BMW MOTORCYCLES OF CLEVELAND

7315 Aurora Road
Aurora, OH 44202

330.562.5200

Web site: <http://www.bmwoc.com/>

MATHIAS BMW CYCLE SALES

851 Commercial Avenue, SE
New Philadelphia, OH 44663

330.308.8868

Web Site: <http://www.mathiasbmw.com/>

MOTOHIO

5936 Scarborough Blvd.
Columbus, OH 43232

614.759.6686

Web site: <http://www.motohio.com/>