

# Club/Chapter Questionnaire

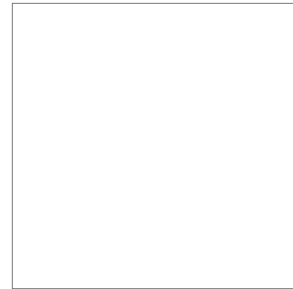
## Club Name

Address \_\_\_\_\_

City \_\_\_\_\_

Province Postal Code \_\_\_\_\_

Logo



### 1 - Please update or provide current responses to the following:

Date of Last Election \_\_\_\_\_ Bylaws  Yes  No

Formation Date \_\_\_\_\_ Incorporated  Yes  No

Number of Directors \_\_\_\_\_ Length of Directors Term \_\_\_\_\_

Club Slogan \_\_\_\_\_

Website URL \_\_\_\_\_

### 2 - Please update or provide current information on the basic required executive positions:

	Prime Phone	email	Term Expires
President _____	_____	<input type="checkbox"/> Home _____ <input type="checkbox"/> Work _____	_____
Vice President _____	_____	<input type="checkbox"/> Home _____ <input type="checkbox"/> Work _____	_____
Secretary _____	_____	<input type="checkbox"/> Home _____ <input type="checkbox"/> Work _____	_____
Treasurer _____	_____	<input type="checkbox"/> Home _____ <input type="checkbox"/> Work _____	_____

### 3 - Please update or provide current information for additional directors:

Directors	Title Responsibility	Prime Phone	email	Term Expires
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### 4 - Please update or provide current information for the club contact for new members:

Club Info Contact \_\_\_\_\_ Club Info Contact Phone \_\_\_\_\_ Club Info Contact email \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

### 5- Return Completed form to:

**Rolf Drommer**  
**National Secretary**  
**204 - 2435 Welcher Avenue**  
**Port Coquitlam, BC V3C 1x8**

### Minimum Requirements for chapters/clubs belonging to the BMW Club of Canada

1. Submit the following information and documents to the BMW Club of Canada national office. (This information is used in a report by the BMW Club of Canada to the International Council of BMW Clubs.):

- 1.1. What will be the exact name of your Club?
  - 1.2. Will it be a car Club, a motorcycle Club, a vintage Club, a mixed Club or other? (specify)
  - 1.3. Will your Club be a local or regional Club or do you plan to establish a national umbrella Club?
  - 1.4. How many members does your Club have at present?
  - 1.5. What are the Club's goals and activities?
  - 1.6. Is your Club supported by your local BMW dealer or national BMW subsidiary or importer? Please enclose their letter of support. If this is not possible, please explain why and provide details of what approaches have been made to the importer/subsidiary to gain support.
  - 1.7. Your club logo has to be designed on the basis of the BMW Club Corporate Identity as outlined in Guideline 1. Please submit hardcopy (sticker or high quality printout), JPEG or TIF file on diskette, or JPEG or TIF via E-mail.
  - 1.8. Please supply the Council with a point of contact, i.e. the name and address of your president, secretary etc. and, if applicable, the names and addresses of the Club board.
  - 1.9. Please supply a copy of your Club bylaws, minutes from your Club's organizational or most recent meeting.
2. Abide by the International Council Constitution (see Guideline 4)
3. Abide by the guidelines for Club structure, statutes and duties as described in Guideline 5.
4. Adopt Club bylaws consistent with the above
5. Publish a newsletter at least four times a year
6. Have at least 20 members

### Required Minimum Chapter/Club Executive and Directors Positions and general responsibilities

#### President

- a) preside at all meetings of the board and the membership.
- b) perform all duties incident of the office of President and such other duties as prescribed by the Board from time to time.
- c) be the spokesperson of the organization at public and private functions endorsed by the Board of Directors.
- d) supervise the other Directors in the execution of their duties

#### Vice President

- a) assist the President in duties, and perform those duties and functions in the event of absence, resignation, or disability of the President.

#### Secretary

- a) keep the minutes of all meetings of the membership and the board in one or more books ascribed for that purpose, and distribute minutes
- b) see that all notices of meetings are duly given in accordance with the provisions of these bylaws or as required by law
- c) be custodian of corporate records and seal of chapter/club; and
- d) be in possession of an updated version of these Bylaws at all Board meetings, and provide other Directors with copies if requested
- e) be familiar with these Bylaws and general rules of conduct (e.g.. Robert's Rules) such that meetings and proceedings are not performed in contravention of previously accepted practices.
- f) conduct the correspondence of the local chapter/club

#### Treasurer

- a) have charge and custody of, and be responsible for all funds of chapter/club. He or she shall receive and give receipts for monies due and payable to chapter/club from any source. All monies received are to be deposited in the name of chapter/club in banks or other depositories selected in accordance with instructions of the Board.
- b) Report as needed to the Board regarding the financial situation of chapter/club, or at the request of any Board member.
- c) Be one of the signing officers of chapter/club as registered with financial institutions
- d) Oversee chapter/club financial arrangements such that changes in financial arrangements are only to be performed with the agreement by motion of the Board. The treasurer shall prepare an annual budget at the beginning of the membership year from the budgets prepared by the standing committee chairpersons, other officers, and as dictated by need.

#### Membership Director (This position can also be held by the Secretary)

- a) Maintain the register of members, and the vehicle registry
- b) Receive, review and approve membership applications and dues, and report deposit of said dues to the treasurer.
- c) Notify new members of receipt of their applications on a timely basis.
- d) Prepare and maintain membership statistics and report to the board on membership status