

ARTICLE I

NAME, OBJECTIVES, AREA OF RESPONSIBILITY, CLUB OFFICE, AND POST OFFICE BOX

Section 1 – Name

1. The name of this club shall be the Inland Empire Chapter of the BMW Car Club of America and shall be abbreviated, when appropriate, as IE BMW CCA. The IE BMW CCA is a non-profit organization. The IE BMW CCA is subordinate to The BMW Club of America (BMW CCA) and is administratively guided via the BMW CCA Pacific Region.
2. The name of the official on-line publication of the IE BMW CCA is Auspuffanlage, is pronounced “ahs-spoof-ahn-lah-jha”, and, in German, means *Exhaust System*.
3. The name of the official publication of the BMW CCA is Roundel, which is also the name of the official BMW logo.

Section 2 – Objectives

The objectives of the Inland Empire Chapter of the BMW Car Club of America (IE BMW CCA) are the following:

1. To provide members of the IE BMW CCA with an opportunity to meet other BMW owners and enthusiasts.
2. To promote the enjoyment and ownership of BMW-branded automobiles and motorcycles.
3. To promote and provide driver-education opportunities for Club members seeking to improve individual driving skills.
4. To establish and maintain mutually beneficial relations with other organizations with similar objectives, such as the manufacturer, BMW dealers, neighboring chapters of the BMW CCA, local automotive establishments, and other car clubs.
5. To perform or sponsor for Club members such services and activities as are in keeping with the above objectives and the non-profit nature of the Club.

Section 3 – Area of Responsibility

The IE BMW CCA will primarily serve residents of Idaho, Northeastern Washington, Montana, North Dakota, Alaska, and Eastern British Columbia.

Section 4 – Club Office

1. The office of the IE BMW CCA shall be at the residence of the Club President, or at such place designated by the Club President, or in his/her inability to act, by the Vice-President.

2. The office of the IE BMW CCA shall be located no further distance than thirty (30) miles from Spokane Valley, WA.

Section 5 -- Post Office Box

1. The post office box of the IE BMW CCA shall be located within a thirty (30) mile range of Spokane Valley, WA.
2. A key to the IE BMW CCA post office box shall be in the possession of both the Club President and Treasurer.
3. The IE BMW CCA post office box should be located at a distance not inconvenient to either the Club President or Treasurer. If circumstances prevent a location convenient to both parties, the post office box should be located nearest the Treasurer to ensure timely notification of financial requirements. Mail and parcel pickup may be performed by either the President or the Treasurer. Close coordination between the President and Treasurer will be important so as not to duplicate effort and to ensure critical financial mail gets quickly into the hands of the Treasurer.
4. It is understood the location of the post office box may be moved from time to time to accommodate access by future presidents and treasurers.

ARTICLE II

POWERS, PURPOSE OF BY-LAWS, AND CLUB INSIGNIA

Section 1 – Powers

The Club shall be empowered to do all things and conduct all business, not for profit, necessary to achieve the objectives of the Club and in keeping with these By-Laws.

Section 2 – Purpose of By-Laws

The purpose of these By-Laws is to provide a broad administrative framework within which the objectives of the Club may be achieved. All business of the IE BMW CCA shall be conducted in accordance with these By-Laws.

Section 3 – Club Insignia

The present logo or insignia of the Inland Northwest Chapter of the BMW CCA is adopted as the lone logo/insignia of the IE BMW CCA. Future adaptations of the insignia must be in accordance with guidelines specified by the BMW Car Club of America and approved by the IE BMW CCA in accordance with specified voting procedures.

ARTICLE III

MEMBERSHIP, MEMBERSHIP DUES, LOSS OF MEMBERSHIP

Section 1 – Membership

1. Membership in the IE BMW CCA shall be open to all persons meeting the following criteria:
 - a. Any owner or enthusiast of a BMW-branded automobile or motorcycle. “BMW-branded” means any vehicle manufactured under the production control of BMW.
 - b. Any individual sympathetic with the objectives of the Club, whose application has been approved by BMW CCA.
 - c. A member shall be any individual who meets the above criteria and who has paid his/her dues as required by these By-Laws.

2. Definition and Classes of Membership
 - a. There shall be only one class of membership.
 - b. All members shall have full rights and responsibilities designated in these By-Laws.
 - c. Membership or position in any organization affiliated with the IE BMW CCA provides no additional rights or responsibilities beyond these By-Laws.

3. Rights and Responsibilities of Membership
 - a. Members are entitled to vote and hold office in the IE BMW CCA.
 - b. Members may attend any general IE BMW CCA Membership meeting or IE BMW CCA Board meeting, except those Board meetings designated by the President as Executive Sessions.
 - c. Members may attend any event sponsored by the IE BMW CCA.
 - d. Members may receive all other benefits specified under these By-Laws.
 - e. Members shall be governed by the By-Laws of the IE BMW CCA.

4. Application for Membership
 - a. Application for membership may be made via printed form sent to the BMW Club of America with the appropriate dues-payment made to the BMW Club of America.
 - b. Application for membership may also be made through the BMW CCA website, www.bmwcca.org, with payment made electronically through the same website.

Section 2 – Membership Dues

1. Annual dues for membership in the BMW CCA are set by BMW CCA and are paid directly to BMW CCA. Dues are not paid to IE BMW CCA.
2. Members in good standing may elect to include another household member as an associate member at an additional cost to be paid directly to the BMW CCA; however, only one copy

- of Roundel magazine will be sent to the primary member's address. The IE BMW CCA newsletter will be sent to the primary member either electronically or in printed form.
3. The monthly national publication of the BMW CCA, Roundel, is sent to all BMW CCA members directly from the BMW CCA as a part of member benefits.
 4. A portion of annual dues sent to the BMW CCA by IE BMW CCA members during registration or re-registration, is returned monthly from BMW CCA in the form of an electronic transfer to an IE BMW CCA account for the joint benefit of IE BMW CCA members. There is no return of funds from BMW CCA related to dues paid for registration of associate members.

Section 3 – Loss of Membership

1. A member of the IE BMW CCA, and by association, the BMW CCA, forfeits his/her membership if he/she fails to pay the associated membership dues by the last day of the month of the most recent membership period. All rights and privileges of membership in the IE BMW CCA and the BMW CCA end at that time. A member may reinstate his/her membership by making the required payment of dues to the BMW CCA, in accordance with Section 2, above.
2. Any member who suffers a lapse in membership as a result of dues default may be awarded his/her original member number if so requested (member must know the former number), but will not receive the original date of membership, which is permanently lost.
3. A member or associate member may be suspended or removed from the IE BMW CCA and, by association, the BMW CCA, by the IE BMW CCA Board of Directors for actions detrimental to the objectives and best interests of the Club.

ARTICLE IV

CLUB OFFICERS, BOARD OF DIRECTORS AND DUTIES, CLUB CHAIRPERSONS, DUTIES OF OFFICERS AND CHAIRPERSONS

Section 1 – Club Officers

1. The officers of the IE BMW CCA are as follows:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. Officer-at-Large
2. The officers of the IE BMW CCA constitute its Board of Directors and follow seniority as listed above.
3. The officers of the IE BMW CCA serve without monetary remuneration.

Section 2 – Board of Directors and Duties

1. The presence of at least three (3) Board members is required to establish a quorum; at least one of the quorum must be the President or Vice-President.
2. No vote of the Board of Directors shall be valid with less than a “majority” as defined below.
3. A “majority” of Board members is defined as three of five (3 of 5) Board members.
4. A “supermajority” of Board members is defined as four of five (4 of 5) Board members.
5. A “unanimity” of Board members is defined as five of five (5 of 5) Board members.
6. The Board of Directors shall be the managing council of the IE BMW CCA.
7. The Board of Directors of the IE BMW CCA is led by the President and is empowered to make directional and policy decisions for the benefit, growth, and well-being of the Club.
8. The Board of Directors shall ensure the proper conduct of the administrative affairs of the Club.
9. The Board of Directors shall make no executive decision unless the matter is of a serious, directional, or policy matter, or is related to the interpretation or amendment of By-Laws.
10. The Board of Directors shall take input, in person, by postal mail, or by electronic communication, from IE BMW CCA members when requested or offered. If at other than a General Membership meeting, the President generally receives such input. However, any Board member may receive input and shall disseminate it to the entire Board for consideration. Issues of a serious nature shall be published on the Club’s website allowing a reasonable time, based on circumstances, for members to provide input on these issues. Member input considered during Board meetings will be limited to items received in one of the aforementioned manners and must arrive no later than 24 hours before the commencement of the Board meeting, allowing for the creation of an agenda.

11. If the Board of Directors makes significant changes in Club direction, policy changes, or recommends amendments to the By-Laws, these changes or recommendations shall be published on the Club website at least fifteen (15) days prior the next scheduled Membership meeting. If this is not possible because there are not fifteen (15) days remaining before the next Membership meeting, the announcement of the change or recommendation shall be posted to the website, but a discussion relating to the item(s) shall wait until the following Membership meeting.
12. The President, or a designated member of the Board of Directors, shall report significant actions to the General Membership at the next scheduled Membership meeting and via the IE BMW CCA website.
13. The Board of Directors shall approve any expenditure of Club funds by a majority vote, excepting occasions enumerated below.
14. The IE BMW CCA and its Board of Directors recognize that it is normally in the best interest of the IE BMW CCA that decisions made by the Board of Directors be presented to IE BMW CCA members at the next regularly scheduled Membership meeting.
15. The IE BMW CCA and its Board of Directors recognize the benefit to Club health found in member consensus.
16. The Board of Directors may allow any issue of direction or policy to be settled by majority vote of the General Club Membership.
17. The Board of Directors will regularly approve the records of the Club's Secretary taken during board meetings, making the Board records official.
18. The Board of Directors makes decisions regarding the removal of Club members for actions detrimental to the objectives and best interests of the Club; the decisions of the Board are final. Votes for removal require at least a supermajority of the Board. Reapplication for membership may be made to the Board of Directors no sooner than six (6) months after severance. It is the policy of the BMW CCA not to reinstate severed IE BMW CCA members without consent from the Board of Directors of the IE BMW CCA.
19. The Board of Directors may designate a reputable individual to audit the Treasurer's records and report his/her findings to the Board.
20. Members of the Board of Directors may generally serve in only one Board position at a time. Exceptions may be made by the President (or in his/her absence, the Vice-President with the approval of the President) when he/she temporarily assigns an existing member of the Board to fill an unanticipated vacancy on the Board. The President (or in his/her absence, the Vice-President with the approval of the President) may also designate a general member to fill a temporary Board vacancy. In this case, in addition to the President's appointment (or in his/her absence, the Vice-President's appointment), this appointment must be approved by two existing Board members. In both of the above-cases, the appointment should only be made until a normally scheduled election to fill the vacancy can be conducted.
21. In the event conflict, personal or otherwise, sets one or more Board members against the rest of the Board, causing the Board to become dysfunctional, the Vice-President may act as a mediator between disagreeing Board members in an attempt to resolve the issue. If the

Vice-President is among those ill affected, the President or next senior member of the Board shall designate a Board Member or Chairperson to serve as intermediary. If after thirty (30) days no reconciliation can be reached, allowing proper functioning of the Board to resume, instructions enumerated directly below shall be followed.

22. In the unlikely event a member of the Board of Directors becomes dysfunctional by consistent inability or refusal to conscientiously perform his/her designated tasks, a Board member (normally the President), speaking for a majority or supermajority of the Board, shall censor the individual, in person, or in writing, warning him/her of removal from office as a next step.
23. In the unlikely event a member of the Board of Directors becomes dysfunctional by consistent inability or refusal to conscientiously perform his/her designated tasks, and after refusing to heed the warning as set forth above, he/she may be removed from office by a majority or supermajority of the Board. Notification of the removal may be made in person or in writing by registered mail (or other method to ensure the notification is received). The President (or Vice-President if the President is the one removed) may designate another Board member, or a member of the General Membership, to fill the vacant position until proper elections can be held.
24. In the unlikely event the entire Board of Directors becomes dysfunctional by consistent inability or refusal to conscientiously conduct the affairs of the IE BMW CCA in the interest of the Club and its members, the President is empowered to dismiss the Board of Directors entirely and hold a special election within 90 days. Although the President, during this period, remains in power for administrative purposes, he/she may make no decision, which would otherwise be the purview of the Board of Directors; the President's function during this period is to plan for and execute a special election. The President does not have power to retain himself/herself in office beyond the election if he/she does not receive a majority of votes.
25. Any member of the Board of Directors may resign his/her post at any time previous to the bi-annual election by signed, dated correspondence to the President or the Board of Directors.
26. Board Meetings will be conducted with decorum; disruptive parties will be asked to depart Board meetings. Board meetings disrupted by uncooperative parties may be temporarily suspended at the discretion of the President (or the Vice-President, if acting on his/her behalf).
27. The Board of Directors meets at the direction of the President, but must meet at least annually. More frequent meetings are recommended. Except when designated by the President as an Executive Session, IE BMW CCA members are welcome to attend all Board meetings.

Section 3 – Club Chairpersons

1. The IE BMW CCA will fill the following unelected posts with Club members who serve voluntarily at the pleasure of the Board of Directors. Their terms of service are undetermined, but can be

terminated by a supermajority of the Board of Directors or by their resignation in writing. Chairpersons, excepting the Website Administrator, serve without any monetary remuneration.

2. Chairpersons of the IE BMW CCA are as follows:
 - a. Membership
 - b. Auspuffanlage Editor
 - c. Website Administrator
 - d. Driver Education, Chief Instructor

Section 4 – Duties of Officers and Chairpersons

1. President

- a. Serve on the IE BMW CCA Board of Directors.
- b. Be the chief executive officer of the IE BMW CCA and preside at all Board and Membership meetings, as well as all officially sanctioned IE BMW CCA events.
- c. Create and appoint special committees as deemed necessary to carry out the objectives of the Club.
- d. Supervise the general functioning of the Club.
- e. Call meetings of the General Membership and the Board of Directors.
- f. Provide, or provide for, an agenda for meetings of the General Membership and the Board of Directors.
- g. Attend Club Board and Membership meetings.
- h. Serve as the reviewing authority on the release of all Club finances authorized by the Board.
- i. Coordinate with regional and national BMW CCA officials.
- j. Be responsible for the “President’s Corner” of the IE BMW CCA newsletter.
- k. Be responsible for oversight of the content of the IE BMW CCA website.
- l. Be responsible for the submission of annual forms to BMW CCA.
- m. Contribute to social media outlets maintained by the IE BMW CCA.
- n. Be responsible for primary oversight of social media outlets maintained by the IE BMW CCA.
- o. Perform other executive functions as may be required.

2. Vice-President

- a. Serve on the IE BMW CCA Board of Directors.
- b. Assist the President in the conduct of the affairs of the Club.
- c. Assume the duties of President in the event of the President’s absence or inability to act.
- d. Assume the powers of the President on the President’s removal or resignation, according to these By-Laws.
- e. Attend Club Board and Membership meetings.

- f. Appoint, with the assent of the President, such committees as are necessary to plan and carry out Club activities.
 - g. Take overall responsibility for, and coordinate with, the Officer-at-Large for the planning and execution of Club activities made available to Club members.
 - h. Keep abreast of the activities of other car clubs of interest to the IE BMW CCA. Coordinate with the Officer-at-Large for liaison with these other clubs for possible inclusion in their activities, or to extend an invitation for their participation in those sponsored by the IE BMW CCA.
 - i. Take administrative responsibility for driver's education schools.
 - j. Serve as the default "mediator" for all conflicts affecting Club activities, which arise from personal or professional disagreements between Board members or members of the General Membership.
 - k. Contribute to social media outlets maintained by the IE BMW CCA.
3. Treasurer (Position requires the officer to possess some uncommon level of financial expertise)
- a. Serve on the IE BMW CCA Board of Directors.
 - b. Serve as the chief financial officer of the Club.
 - c. Maintain custody and accounting of all the Club's financial assets.
 - d. Be prepared to respond to questions from the President regarding the Club's accounts.
 - e. Attend Club Board and Membership meetings.
 - f. Serve as the signing authority on the release of all Club finances authorized by the Board.
 - g. Receive any incoming funds from members, affiliated organizations, or others; deposit all receipts into IE BMW CCA account(s) in a timely manner.
 - h. Disperse funds to liquidate the legitimate debts of the IE BMW CCA in a timely manner.
 - i. Prepare required financial statements and tax returns.
 - j. Turn over all funds, assets, accounts, records, etc. to his/her successor as directed by the Board of Directors.
 - k. Provide a verbal, but deliberate, accounting of all Club financial assets at all Membership meetings and at the request of the President.
 - l. Contribute to social media outlets maintained by the IE BMW CCA.
4. Secretary
- a. Serve on the IE BMW CCA Board of Directors.
 - b. Attend Club Board and Membership meetings.
 - c. Maintain FULL and COMPLETE records of meetings of the Board of Directors.
 - d. Maintain FULL and COMPLETE records of General Membership meetings.
 - e. Maintain FULL and COMPLETE records of special meetings called by the President.
 - f. Maintain all Club records except those delegated to the Treasurer.

- g. In Club records, include meeting times, dates, locations of meetings, Club officers and members present, topics discussed, motions forwarded, seconds, votes taken, decisions made, assignments given, reports by Board and General Members on tasks previously assigned, etc.
- h. Provide a clear format for recording the data specified above, divided by category to ensure ease of retrieval. A narrative-only format is inappropriate.
- i. Apart from meetings of the General Membership or the Board of Directors, be responsible for the keeping of an IE BMW CCA Events History containing the dates, attendees, and a synopsis of Club activities. When your personal attendance at such activities is not possible, select an individual to provide this information to you by proxy.
- j. If a record of a meeting or event is taken in note form, ensure plain-text elaboration is done at the nearest opportunity to avoid misunderstanding at a later date.
- k. If records are kept electronically, ensure a printed copy of each record is kept in a binder or other book during the time of your tenure.
- l. Maintain general custody of the Club's records and have two (2) years' records on hand at all meetings of the General Membership and the Board of Directors. In the event two years' records are unavailable prior to your installation, provide records for the length of time that is available.
- m. Maintain a complete record of equipment belonging to the IE BMW CCA.
- n. The records of the IE BMW CCA as maintained by the Secretary and approved by the Board and/or General Membership, shall be the official records of the IE BMW CCA.
- o. Contribute to social media outlets maintained by the IE BMW CCA.

5. Officer-at-Large

- a. Serve on the IE BMW CCA Board of Directors.
- b. Attend Club Board and Membership meetings.
- c. Take operational responsibility for the planning and execution of all the Club's driving (not including driver-education), social, or other special events.
- d. Delegate the planning of events to competent Club members as appropriate.
- e. Coordinate with BMW CCA to acquire the appropriate insurance for all driving events, not including driver-education events.
- f. Coordinate with the Treasurer for funding availability.
- g. Contribute to social media outlets maintained by the IE BMW CCA.

6. Membership Chair

- a. Take charge of the IE BMW CCA recruiting effort.
- b. Contact and congratulate new members on their choice to join the BMW CCA.
- c. Take charge of IE BMW CCA retention efforts, focusing first on those members whose memberships are set to expire during the coming 60 days.
- d. Contact and congratulate returning members on their choice to remain or rejoin the BMW CCA.

- e. Contact expiring members to encourage their renewed membership.
- f. Coordinate with the BMW CCA Membership Chair as appropriate.
- g. Contribute to social media outlets maintained by the IE BMW CCA.

7. Auspuffanlage Editor

- a. Take charge of the collection and publication of articles, photos, and stories of interest to IE BMW CCA Club members for publication in a quarterly newsletter.
- b. In concert with publication times, coordinate with the President or, in his/her absence, the Vice-President, to publish any Board decisions or intentions of a serious, directional, or policy matter, or related to the interpretation or proposed amendment of By-Laws.
- c. Publish the above items in a quarterly newsletter, the Auspuffanlage, and deliver the publication to all IE BMW CCA members, primarily via the internet, but also via USPS as necessary. Publish the newsletter in January, April, July, and October.
- d. Quarterly, provide an electronic copy of the each Auspuffanlage to BMW CCA.
- e. Contribute to social media outlets maintained by the IE BMW CCA.
- f. Manage and maintain the social media outlets of IE BMW CCA. The IE BMW CCA President has primary oversight over social media outlets.

8. Website Administrator

- a. Maintain a current IE BMW CCA website. Beyond the newsletter, take charge of the collection and publication of articles, photos, and stories of interest to IE BMW CCA Club members, such as driving and driver-education events.
- b. Unless timed to correspond with Auspuffanlage publication dates, coordinate with the President or, in his/her absence, the Vice-President, to publish any Board decisions or intentions of a serious, directional, or policy matter, or related to the interpretation or proposed amendment of By-Laws, prior to the next-scheduled Membership meeting.
- c. Seek out website innovations which make the IE BMW CCA website one visited by increasing numbers of BMW enthusiasts.
- d. The IE BMW CCA President has primary oversight over the IE BMW CCA website, its contents, and upkeep.

9. Driver Education, Chief Instructor

- a. Take charge of the coordination and operational execution of all IE BMW CCA-sponsored driver education events, either alone, or in conjunction with representatives from other clubs in a co-sponsored event.
- b. Acquire the appropriate insurance for all IE BMW CCA-sponsored driver education events.

ARTICLE V

VOTING BY THE BOARD OF DIRECTORS, VOTING BY THE GENERAL MEMBERSHIP

Section 1 – Voting by the Board of Directors

1. A quorum of at least three members of the Board of Directors shall be present, in person, or by electronic means (where their identity can be ascertained), before any vote or decision by the Board is valid. Either the President or Vice President must be among the three Board members to constitute a quorum.
2. Unless otherwise prescribed by these By-Laws, all issues shall be decided by a simple majority vote.
3. Each member of the Board of Directors shall have one (1) vote.
4. No vote by a quorum of the Board of Directors shall be conducted before each Board Member has had a reasonable opportunity to be heard on the issue at hand.
5. The procedure for voting will follow the traditional method: discussion, motion, second, discussion, vote, results.
6. The Secretary, or other officer designated by the President (or in his/her absence, the Vice-President), shall record a summary of the discussion, motion, second, discussion, vote and results of the deliberations of the Board of Directors. The Secretary shall ensure the Club's records are updated with this information if he/she is not present.

Section 2 - Voting by the General Membership

1. When voting surrounds an issue not the traditional purview of the Board of Directors, or when designated by the Board as "For Members' Decision," a vote by the Membership will take place at a meeting of the General Membership. Every reasonable effort to alert members to the issue prior to a Membership Meeting shall be made by printed and/or electronic means.
2. Unless otherwise prescribed by these By-Laws, all issues of the General Membership shall be decided by a simple majority vote of those members physically present, present by electronic means (where their identity can be ascertained), and/or those providing written input before the vote is to be taken.
3. No quorum is designated for member voting; all Board Members are considered "member voters" for the purpose of a General Membership vote.
4. Associate members do not constitute "members" for purposes of voting.
5. Spontaneous motions made by General Members, if seconded, and of a serious, directional or policy matter, or related to the interpretation or amendment of By-Laws, shall be tabled until adequate discussion can be had by the Board of Directors, after which a Board decision or General Membership vote can be held. Spontaneous motions not of a serious, directional or policy matter, or related to the interpretation or amendment of By-Laws may be immediately considered by methods prescribed above.

6. Votes by the General Membership can only be held at a General Membership meeting of the IE BMW CCA.
7. The Secretary, or other officer designated by the President (or in his/her absence, the Vice-President), shall record a summary of the discussion, motion, second, discussion, vote and results of the deliberations of the General Membership. The Secretary shall ensure the Club's history is updated with this information if he/she is not present.

ARTICLE VI

ELECTIONS, NOMINATION PROCEDURE

Section 1 – Elections

1. Voting is decided by a simple majority.
2. IE BMW CCA elections are held for the positions of President, Vice-President, Treasurer, Secretary, and Officer-at-Large.
3. IE BMW CCA officers serve a two-year term.
4. The President, Vice-President, Secretary, and Officer-at-Large may serve no more than two consecutive terms. The Treasurer may serve more than two terms if he/she is nominated, accepts nomination, and receives the majority of votes for this office.
5. IE BMW CCA Club officers serving in one position are not barred from nomination to another office after their tenure is complete in their present office. In the event a President has served two, two-year terms, he/she is not eligible for nomination to that office for an additional two years. A term of elected office is deemed “two-years” when the term is more than one-year long.
6. At the beginning of the month of November of every-other year, an electronic ballot will be sent to each IE BMW CCA member. Paper ballots will be mailed to members requesting them in lieu of an electronic ballot.
7. Voting for all IE BMW CCA elected positions shall be concluded by the end of November of every-other year.
8. The Nominating Committee will tally the vote prior to the December General Membership meeting.
9. At the December General Membership meeting a representative from the Nominating Committee shall report the election results.
10. Elected officers will be installed in their position at the following January’s General Membership meeting.

Section 2 – Nomination Procedure

1. By the beginning of August of every-other year, the President shall appoint a Nominating Committee of three active members. The Nominating committee shall review the membership role and interview potential candidates and, no later than the beginning of October, report a slate of no more than two nominees for each office. Officers eligible for re-election may be considered for the slate.
2. At the September General Membership meeting, held at the beginning of September, nominations for any office may be made in person by anyone in the General Membership, or before October 1st by write-in sent to the Nominating Committee. It will be incumbent upon the nominator to ensure the nominee is present at the General Membership meeting

- (or present by electronic means where their identity can be ascertained) to accept the nomination or the nomination will be void. These names will be added to the slate in addition to those nominees recommended by the Nominating Committee. All nominees nominated by the General Membership are encouraged to provide a Statement of Intent at the September Membership meeting explaining the reasons for their candidacy. Only members of the IE BMW CCA may be nominated for office in the IE BMW CCA.
3. The nominees provided by the Nomination Committee and any additional candidates named by the General Membership, along with any Statements of Intent, shall be published in the October newsletter (which may be delayed until mid-October to ensure all available information is published).
 4. By the November General Membership meeting all voting preparations shall be finalized and readied for publication to the General Membership for their voting consideration.
 5. During the beginning of the second week in November the electronic ballot (or paper ballot, as needed) shall be sent to the General Membership.
 6. By the end of the third week in November, all ballots shall be counted and readied for publication via the IE BMW CCA website and social media.

ARTICLE VII

MEMBERSHIP MEETING TIMES, MEETING LOCATIONS, AND CONDUCT OF MEETINGS

Section 1 – Membership Meeting Times

1. Membership meetings, or meetings combined with Club events, will normally be held monthly.
2. Membership meetings are generally held during the first week of each month, but may be adjusted by the President to meet unforeseen circumstances. The specific time meetings are to begin is set by the President.

Section 2 – Meeting Locations

1. General Membership meetings will normally be held at a fixed location named by the President and at a location no further than thirty (30) miles from Spokane Valley, WA. Meeting locations held outside standard distances may be directed by the President.
2. General Membership meetings may be held in conjunction with Club events, or may be supplanted by Club events at the discretion of the President. When held in addition to, or supplanted by, Club events, General Membership meetings may be held at any distance from Spokane Valley, WA.
3. Special meetings may be called by the President, a supermajority of the Board of Directors, or 25% of the total General Membership. In the case of the General Membership, 25% of the total General Membership must make their desire known to the President (or Vice-President when the President is unable to act) within a 30-day period by mail or other electronic means. The date and time of special meetings shall be published on the website and/or by other means no less than ten days prior to the meeting. Special meetings are to be held at a location designated by the President, or Vice-President if the President is unable to act.

Section 3 – Conduct of Meetings

1. The President (or Vice-President when the President is unable) shall preside over all meetings. The Secretary (or designee named by the Secretary and approved by the President) shall maintain a record of the meetings. Meetings shall be conducted with general adherence to Robert's Rules of Order insofar as they are consistent with these By-Laws and the objectives of the Club.
2. General Membership meetings shall consist of the following parts:
 - a. Welcome by Club President
 - b. Review of the minutes from the last general membership and/or Board meeting
 - c. Motion to accept the minutes as reviewed, second, and vote. In the event the vote fails to support the minutes as reviewed, motions for corrections will be

entertained, after which a new vote will be held until the minutes are corrected to the satisfaction of the majority of the General Membership.

- d. Old business
- e. New business
- f. Announcements/review of upcoming events
- g. Announcement of date, time and location of the next general membership meeting
- h. Motion to adjourn, second, vote, and dismissal

3. General Membership meetings MAY consist of the following additions, placed between Announcements/Review of Upcoming Events and Date/Time/Location of Next Meeting:

- a. Roundel article review
- b. Review of an article from another applicable publication
- c. 50:50 raffle
- d. Game such as "Stump the Chump," or other appropriate contest
- e. "Open Mic"
- f. Other appropriate activities

ARTICLE VIII

HANDLING OF CLUB FUNDS, DISBURSEMENT OF CLUB FUNDS, POSSESSION AND USE OF CLUB PROPERTY

Section 1 – Handling of Club Funds

1. All funds received by the IE BMW CCA from the BMW CCA are the property of the IE BMW CCA collectively and shall not be used for anything other than bona-fide Club-related expenses.
2. All funds received by the IE BMW CCA resulting from official Club events are the property of the IE BMW CCA collectively and shall not be used for anything other than bona-fide Club-related expenses.
3. All funds donated to the IE BMW CCA from outside affiliations are the property of the IE BMW CCA collectively and shall not be used for anything other than bona fide Club-related expenses.
4. All funds received by the IE BMW CCA, advertised or dedicated as bound for charitable organizations, or provided to the IE BMW CCA by BMW CCA as “matching funds” destined for charitable organizations, shall not remain in the IE BMW CCA account(s) or be used for IE BMW CCA events, only that a portion of these funds may be used to defray the legitimate costs to the IE BMW CCA of putting on that charitable event.

Section 2 – Disbursement of Club Funds

1. IE BMW CCA funds shall not be dispersed to anyone or to any organization without the express purpose of the disbursement being the benefit of the IE BMW CCA and its collective members or to a bona-fide charity organization previously authorized by the Board of Directors.
2. Other than exceptions enumerated immediately below, disbursements shall be authorized by a vote of the Board of Directors prior to disbursement.
3. The President may authorize an emergency disbursement of an amount under two-hundred dollars but must report the disbursement to a quorum of the Board of Directors at the soonest possible opportunity.
4. The Treasurer shall reimburse a Member for personal funds under \$200 dollars spent on behalf of the Club, if the expenditure was previously authorized by the Board of Directors, or, under special circumstances, by the President. Reimbursement for purchases under \$200 made in good faith by IE BMW CCA members, but not qualifying under the above-listed exception, will be considered on a case-by-case basis by the Board of Directors. Reimbursements, once authorized, shall be executed in a timely manner.
5. All disbursements shall be on IE BMW CCA account(s) and shall be signed (including electronic signatures) by the Treasurer, or in his/her absence, by the President.

Section 3 – Possession and Use/Sale of Club Property

1. All physical property paid for by (and not subsequently purchased from) the IE BMW CCA is the property of the IE BMW CCA and shall not be used for any private purpose unless expressly granted by a quorum of the Board of Directors.
2. The Board of Directors is empowered to direct the sale of IE BMW CCA property to an outside organization or private person when approved by a supermajority.
3. A transaction record of any sold property shall be kept by the Club Secretary and accounted for by the Treasurer.
4. All Club property (except items being used in the execution of Club duties by Board members or Chairpersons) shall be stored at the residence of the Club President, or other location authorized by the President.

ARTICLE IX

PROPOSING AND ADOPTION OF AMENDMENTS, AMENDING BY-LAWS, EFFECTIVE DATE OF AMENDMENTS

Section 1 – Proposing and Adoption of Amendments

Members of the IE BMW CCA may propose an amendment to the By-Laws in the following manners:

1. Amendments Proposed by the General Membership. A member of the General Membership may propose an amendment to the By-Laws by attending a General Membership meeting and, during the New Business portion of the meeting, proposing an amendment. Members not in physical attendance at a General Membership meeting may propose an amendment by virtual electronic presence, if their identity can be ascertained. Members unable to be in attendance at a General Membership meeting, in person or by virtual presence, may propose an amendment by postal or electronic mail, as long as the proposal is received before the beginning of the General Membership meeting. The proposal shall be read aloud by a member of the Board to the General Membership. The President (or Vice-President if the President is unable to act) will ask for a “second,” and, if received, will table the proposed amendment until the next scheduled Board Meeting, where it will be further discussed and voted on by the Board. If the Board’s vote carries at least a supermajority, presentation to the General Membership will be followed according to the procedure described in Section 2, below.

2. Amendments Proposed by the Board of Directors. A member of the Board of Directors may propose an amendment to the By-Laws, which, if approved by at least a supermajority of the Board, will be presented to the General Membership on the IE BMW CCA website for at least fourteen (14) days prior to the next General Membership meeting. Members unable to attend the coming General Membership meeting in person (or by electronic means where their identity can be ascertained) may make themselves heard on the topic via regular postal mail arriving before the General Membership meeting. At the General Membership meeting the proposed amendment will be formally introduced to the Membership present (or present electronically where their identity can be ascertained) by a selected Board member, then a vote will be taken.

Section 2 – Amending By-Laws. If an amendment is offered by a supermajority of the Board, the amendment passes with 66% “yes” votes of those members present, virtually present, and/or those members providing a written vote. If the amendment is offered by a unanimous Board, the amendment passes with more than 50% “yes” votes of those same members.

Section 3 – Effective Date of Amendments

Amendments to the By-Laws shall become effective immediately after adoption under the above method.

ARTICLE X

IE BMW CCA BY-LAWS HISTORY, CREATION OF THESE BY-LAWS, ADOPTION OF THESE BY-LAWS

Section 1 – IE BMW CCA BY-LAWS HISTORY

1. After correspondence with BMW CCA Executive Vice President Steve Johnson on November 29, 2012, it is evident the only IE BMW CCA By-Laws on file at BMW CCA National Headquarters were adopted in 1979. Executive Vice-President Johnson viewed the 1979 By-Laws and stated they appeared to be an adaptation of “ACA” By-Laws and needed extensive revision to support the modern BMW CCA Chapter.
2. After correspondence with the most recent IE BMW CCA President, Chris Brown, it is evident that By-Laws penned after 1979 were in existence, but were lost when a previous Club Secretary’s computer became inoperable.
3. The above-specified circumstances occasion the creation of these new By-Laws.

Section 2 – Creation of These By-Laws

These By-Laws were initially prepared by the current IE BMW CCA Club President, Tom Sparks, after a review of the Club’s 1979 By-Laws obtained from the National Office of the BMW CCA, and a review of current practices, both effective and ineffective. Before being voted on and approved, these By-Laws were reviewed and adjusted by the IE BMW CCA Board of Directors and, in the absence of any current directive governing By-Law re-creation, approved under special rules adopted by the Board of Directors for this purpose.

Section 3 – Adoption of These By-Laws

These By-Laws were approved by the IE BMW CCA with unanimity on January 17, 2013 and are now binding on the IE BMW CCA, its Board of Directors, and its Members. Both printed and electronic copies of these By-Laws have been transferred to the National Headquarters of the BMW CCA and are now on file there. These By-Laws have been provided in print form to the IE BMW CCA Secretary, have been posted on the IE BMW CCA website, and are available for viewing by any IE BMW CCA member on demand. Both printed and electronic copies of these By-Laws are in the possession of the current Club President with the purpose that they be passed along to future Presidents in perpetuity.

BE IT KNOWN that on January 17, 2013, we, the elected Board of Directors of the Inland Empire Chapter of the BMW Car Club of America, voted to adopt these By-Laws as the governing laws of the Inland Empire Chapter of the BMW Car Club of America.

Tom Sparks – President Yes / No _____ \\signed_____

Chris Brown – Vice President Yes / No _____ \\signed_____

Jack Brooks – Treasurer Yes / No _____ \\signed_____

Jeff Bushman – Secretary Yes / No _____ \\signed_____

Officer-at-Large – Steve Harris Yes / No _____ \\signed_____