



UPDATES

Updates

From time to time, changes to this document will become necessary due to policy changes. Each time updates are required, the updated pages will be posted on the web site for easy reference. Updates will be announced via e-mail to officers.

When this occurs:

1. Visit the Officers section of the web site, read and become familiar with the changes.
2. Replace the sections or pages that are listed to ensure your copy of the Officer's Guidebook is up to date.
3. Visit the web site and on-line Officer Guide Book periodically to assure that all updates are accounted for in your copy of the Guidebook.

The following updates have been incorporated into the Officer Guidebook that is available at www.gwrra.org Officer Link

January 2005 Updates

Section C-8 – Chapter Director Term changed to three years.

October 2004 Updates

Section B-4 - President's Award added to Recognition Programs

Section B-6 – Membership types updated to include Gold Membership and changes in the Life Member Program.

Section B-6 – Associate Members are not eligible to participate in the Couple of the Year Program.

Section B-8-9 – Updates to Member Benefits to include Credit Card Program, GWRRA Health Program and other benefits.

Section H-6 – Bike Show Classifications revised to include GL1800 and Airbrush

Table of Contents – Updated to reflect the above changes

October 2003 Updates

Section D-12 – Revised verbiage to reflect new policy that includes a financial report coversheet, equipment list and bank statements.

Section E and F – Updates and revisions in verbiage to reflect new financial report policies.

Section G-7 – Revised opening and closing paragraphs to reflect documentation that is to be submitted with a Closure Application

Section I – New forms – Financial Report Cover Sheet and Equipment List

Section I – New verbiage on the Financial Report

Section I – Standard MOU and Regional Director MOU – revised verbiage to reflect new financial report and bank statement policies.

Section I - MOUs updated to reflect the following verbiage – “Applicants shall maintain a current Membership in GWRRA.” Prepayment in advance for their term of their office is no longer required.

Section I – Revised verbiage on Chapter Closure Application

Table of Contents updated to reflect new page numbers in Section I

Where appropriate, any section that referenced a form was updated to reflect the new page numbers in Section I

January 2003 Updates

Section B – New Sub-section

CONTROL OF CHAPTER, DISTRICT AND REGION PROPERTY

Section B – Membership Classifications Updated – Partners Program

Section B - Member Benefits Updated

Section C - Added words “written” to items 1 & 2 on page C-6 under “HOW”

Added paragraph SENIOR OFFICER TERM AND TENURE, page C-7

Under TERM & TENURE, page C-8, added explanation concerning senior officer extensions for Chapter Directors, District Directors and Regional Directors.

Section D - Corrected IRS form number from 8827 to 8822

Section G – Changes made to the logo licenses section

Section I – Expense Reimbursement Request

Section I – Removed GWRRA Membership Application from the Guidebook

Section I – Revised Officer Appointment form to cover Rider Ed, revised the New Chapter Work sheet and added option of sending a “thank you” letter for the exiting officer

JULY 2002 Updates

New Pages	Replaces	Reason
Page B-4	B-4	Updates to the Find A Friend, Hall of Honor, Hall of Fame, Recruiter of the Year and Rewards Programs
Page B5-7	B5-7	Revised and updated the membership types. Included Internet Membership

January 2002

The following pages are issued to reflect the following changes:

1. Change in the GWRRA Officer Change/Appointment Worksheet to reflect the capability of Rider Education to also use this form.

Please become familiar with these changes and replace or add the pages as indicated.

October 2004

Section J - Updates

NEW PAGES
Pages I-3 & I-4

REPLACES
Pages I-3 and I-4

REASON
Page I-3 changed to reflect the capability of Rider Education to also use this form.

After taking the actions indicated above please file this cover sheet behind the UPDATES page in Section J.

OCTOBER 2001 UPDATES

Monthly Newsletter Distribution

1. Page D-4 under "NEWSLETTER EDITOR", Item A changed to read: "Compiles and edits the chapter newsletter and distributes, at least monthly, on a timely basis to all interested parties."
2. Page D-8, paragraph 5 changed to read: "Newsletters should be distributed at least monthly to all chapter participants. Sometimes, chapters "piggy-back" their information with a "sister-chapter" or participate in a district publication for more efficient use of resources. This is acceptable, as long as it is done monthly."
3. Page E-1, Item 7 changed to read: "Provide at least a monthly newsletter....."
4. Page F-1, Item 8 changed to read: "Provide a written vehicle of communication (at least monthly)....."
5. Page I-9, Officer MOU, Item 4 changed to read: "Mail or provide at least monthly, a Chapter newsletter, at....."
6. Page I-11, Region Director MOU, Item 7, the last sentence changed to read: "Will publish, at least monthly, a newsletter to those officers under his/her direction."
7. Page I-22, under "C. Communication," Item 2 changed to read: "Publish a first-class newsletter at least monthly to all interested parties."

Memorandum Of Understanding

GWRRA Membership Listing & Membership Information

1. New MOU to Officers Guidebook on Page I-12 replacing obsolete Officer Appointment Worksheet.
2. Page D-15 changed to read, paragraph 4: "All officers sign a Memorandum of Understanding when appointed to their position in which they agree to protect the confidentiality of GWRRA membership listings and membership information."

3. Page D-15, paragraph 7 changed to read: "To change the status of an officer please complete the GWRRA Officer Change/Appointment Worksheet on page I-3."