



BMAD Policy Document

This document is designed to help our volunteers understand the aims and objects of the Community Interest Company, and how the funding is used for our local community.

This is a public document.

Aim & Objectives of BMAD (Bikers Make a Difference) C.I.C

Aim: To raise money for public benefit by providing funding to sick, disabled and disadvantaged young people up to the age of 19 in the TQ area; and other charities and organisations that also provide services to the local TQ communities which directly or indirectly benefit young people.

Objectives:

- ✓ Raise money through the Summer Bike Nights.
- ✓ Raise money by attending other events.
- ✓ To communicate and work alongside other charities.
- ✓ Educate the community on how BMAD gives back to the TQ area.
- ✓ To provide charitable funding to the charitable organisations through an application form.
- ✓ To provide charitable funding sick, disabled and disadvantaged young people through an application form that will improve their quality of life.
- ✓ Raise money through larger events, such as the annual BMAD Bike, Beer & Music Festival when it is feasible to organise such a big event, or other music/motorcycle events.

Charitable Funding Application Process for Individuals:

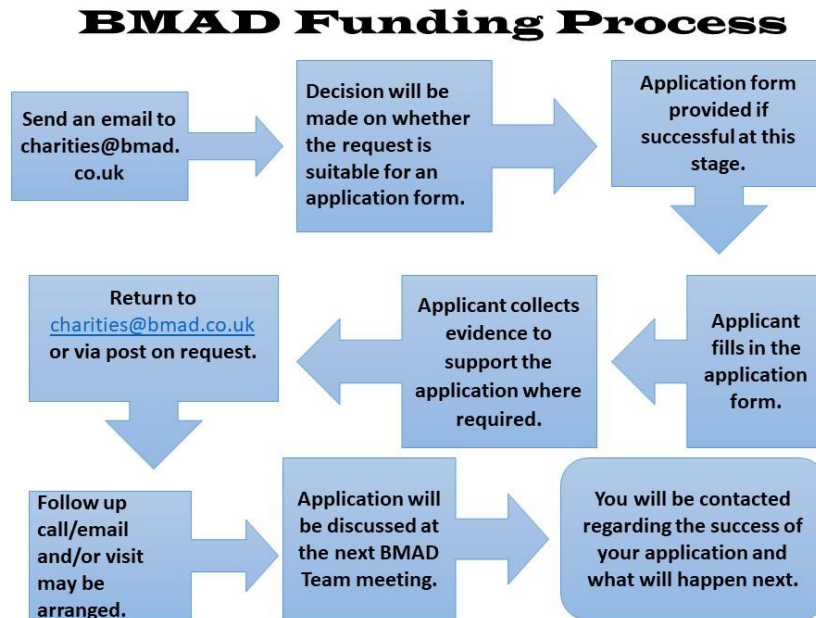
1. Who is eligible?

Anyone can request an application form, whether it is a family member, friend or a member of public services such as a physiotherapist, children support worker, etc. Applicants will need to be:

- 19 years or younger
- Resident within the TQ postcode area,
- In need of help to improve their life because they may be sick, disabled or disadvantaged in life.
- Evidence/support from officials such as a doctor, social worker, family support worker, physiotherapist, NHS staff, etc.

BMAD Policy Document

2. Application Process. All applicants receive this information:



3. Decision Process.

- 1) Once application form is received it is printed off by the Charity Officer.
- 2) The Charity Officer will highlight all the relevant information.
- 3) During the team meeting, the Charity Officer will put across the applicant's case.
- 4) The team will discuss how this will improve the life of the applicant, how much funding will be provided, etc.
- 5) A vote will be made on whether BMAD (Bikers Make a Difference) will fund the request and how much will be funded.
- 6) The funding is capped at £1000.00 per application, unless exceptional circumstances, i.e. trikes.
- 7) All the above will be recorded in the minutes.

4. Examples of what BMAD funds.

BMAD (Bikers Make a Difference) will discuss most application requests and have funded the following, but it is not limited to these items:



BMAD Policy Document

- 1) Theraplay Trikes
- 2) Wheelchair Riser
- 3) Holiday to Legoland
- 4) Paignton Zoo annual pass
- 5) All terrain buggy
- 6) Specialised car seats.
- 7) Epilepsy watch
- 8) Sensory equipment
- 9) Specialised harnesses
- 10) Swimming passes

5. BMAD doesn't fund:

- a) Purchasing of ipads/laptops for schools, or where schools should be supporting their pupils.
- b) Home improvements, i.e. building works.
- c) Crowd funding donations, and any similar requests.
- d) Requests outside of the TQ area (although local areas on the boarder of the TQ postcode maybe considered).
- e) Monies to set up a charity or business.
- f) Wages for employees, or outings for employees.

6. Providing Funding Process after Decision Making

If unsuccessful, an email is sent to the applicant.

If successful, the Charity Officer contacts the person who completed the application form and/or the parent/guardian of the child to explain how the process works after being successful in applying for funding through BMAD (Bikers Make a Difference). Depending on the item which has been funded, the item is ordered and paid for by the BMAD team through the BMAD Charity Account. Items are then delivered either by an associate of the charity, e.g. Theraplay Technician, by the Charity Officer or by the Bike Escort Team. Applicants have already provided information relating to GDPR – but we check whether photos can be taken and shared on social media to inform our followers where the money is being used within the community.



BMAD Policy Document

Charitable Funding Application Process for organisations:

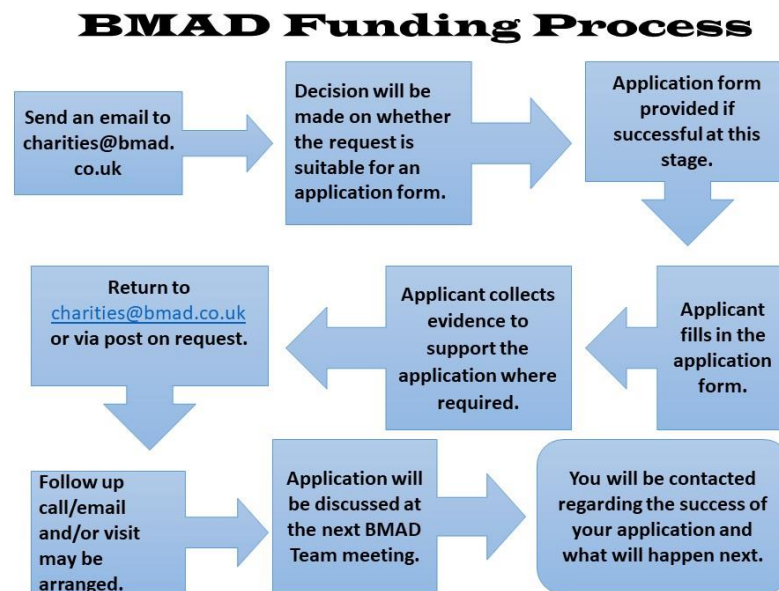
1. Who is eligible?

Any organisation, whether they have charitable status or not, can apply for funding and receive an application form if:

- The recipients are 19 years or younger or Resident within the TQ post code area,
- In need of help to improve their life because they may be sick, disabled or disadvantaged in life.
- Permission from the organisations manager to apply for funding.
- Provide the organisation’s aims showing how the support young people in the TQ area up to the age of 19.

2. Application Process.

All applicants receive this information:



3. Decision Process.

- 1) Once application form is received it is printed off by the Charity Officer.
- 2) The Charity Officer will highlight all the relevant information.
- 3) During the team meeting, the Charity Officer will put across the applicant’s case.
- 4) The team will discuss how this will improve the life and support young people of the TQ area through the organisation.
- 5) A vote will be made on whether BMAD (Bikers Make a Difference) will fund the request and how much will be funded.
- 6) The funding is capped at £1000.00 per application.
- 7) All the above will be recorded in the minutes



BMAD Policy Document

4. Examples of what BMAD funds.

BMAD (Bikers Make a Difference) will discuss most application requests and have funded the following for organisations, but it is not limited to these items:

- 1) Christmas party
- 2) Animal bus visit
- 3) Trip to the panto
- 4) Sporting equipment
- 5) Arts and crafts equipment

5. BMAD doesn't fund:

- a. Purchasing of ipads/laptops for schools, or where schools should be supporting their pupils.
- b. Building projects.
- c. Crowd funding donations, and any similar requests.
- d. Requests outside of the TQ area (although local areas on the boarder of the TQ postcode maybe considered).
- e. Monies to set up a charity or business.
- f. Wages for employees, or outings for employees.

5. Providing Funding Process after Decision Making

If unsuccessful, an email is sent to the applicant.

If successful, the Charity Officer contacts the person who completed the application form to explain how the process works after being successful in applying for funding through BMAD (Bikers Make a Difference). Depending on the item which has been funded, the item is ordered and paid for by the BMAD team through the BMAD Charity Account. Items are then delivered either by an associate of the charity, e.g. Theraplay Technician, by the Charity Officer or by the Bike Escort Team. Applicants have already provided information relating to GDPR – but we check whether photos can be taken and shared on social media to inform our followers where the money is being used within the community.



BMAD Policy Document

Team Member Profile:

- Aged 18 and above.
- DBS Certificate, but not essential unless directly working with children and vulnerable adults.
- Skills that can be shared and utilised within the team.
- Responsible and honest.
- Attend BMAD meetings regularly to discuss charitable applications and money raising opportunities.

1. Appointment of Team Member:

- 1) To be discussed as a team in advance as to whether to take on a new team member, and to vote this team member in.
- 2) In selecting individuals for appointment, the team members must have regard to the skills, knowledge and experience needed for the effective administration of the organisation.
- 3) The secretary must keep a record of the name, address and dates of appointment, re-appointment and retirement of each member.
- 4) The team members must make available to each new member, on his or her first appointment:
 - a) A copy of this policy and any amendments made to it;
 - b) A copy of the organisation's latest report and statement of accounts if requested;
 - c) A copy of the Privacy Policy if requested as available on the website;
 - d) A copy of the Data Protection GDPR Policy if requested as available on the website;
 - e) A copy of the Cookie Policy if requested as available on the website;
 - f) A copy of the Charity Application Forms.

2. Duty of care and extent of liability

- 1) When exercising any power in administering or managing the organisation, each of the team members must use the level of care and skill that is reasonable in the circumstances, taking into consideration any special knowledge or experience that he or she has or claims to have ('the duty of care').
- 2) No team member, and no one exercising powers of responsibilities that have been delegated by the team members, shall be liable for any act or failure to act unless, in acting or in failing to act, he or she has failed to discharge the duty of care.



BMAD Policy Document

3. Responsibilities & Roles

- 1) Director/President – Team leader and founder of BMAD (Bikers Make a Difference). BMAD Festival organiser and correspondence with sponsors, traders and bands.
- 2) Vice President – Step in for the Director/President
- 3) Secretary – Administration and to support the director with formal paperwork.
- 4) Treasurer – Finances, submitting accounts and organising money collection and deposits.
- 5) PR Officer – advertising events, sharing information on social media and keeping the website up to date.
- 6) Charities Officer – distribute and collect applications, order items and arrange deliveries of funded items.
- 7) Chapter 8 Marshal – Logistics and safety at BMAD events.
- 8) Social Media Representative – Keeping Facebook, Twitter and Instagram up to date.
- 9) Merchandising Officer – Ordering, organising and stock-taking items to be sold to raise money for BMAD.
- 10) Collection Box Official – collect and distribute money/charity boxes to different establishments, count monies and deposit into the bank account and to keep a record of all money boxes.
- 11) Bike Escorts/BMF Representative – Organise and advertise escort events on behalf of BMAD.
- 12) Small Events Organiser – To arrange dates and confirm attendance of BMAD volunteers to attend other charitable events with bikes/merchandise trailer.

4. Termination of Team Member A team member shall cease to hold office if he or she:

- 1) Team agree that the member is bringing the organisation into disrepute
- 2) Is absent without apologies from all the meetings held within a period of six months and team members resolve that his or her office be vacated; or
- 3) Notifies to the team members a wish to resign.
- 4) If a vacancy occurs the team members must note the fact in the minutes of their next meeting.
- 5) Any eligible team member may be re-appointed if agreed by the team.



BMAD Policy Document

6) All BMAD equipment must be returned within 14 days of termination, otherwise, the organisation may invoice the cost of the equipment.

5. Calling meetings

The team members must arrange at each of their meetings the date, time and place of their next meeting, unless such arrangements have already been made. Ordinary meetings may also be called at any time by the person elected to chair meetings of BMAD. In that case not less than ten days' clear notice must be given to the other members.

6. Special meetings

A special meeting may be called at any time by the person elected to chair meetings of the BMAD or by any two team members. Not less than four days' clear notice must be given to the other team members of the matters to be discussed at the meeting. However, if those matters include the appointment of a new member or a proposal to amend any of BMAD Policy, not less than 21 days' notice must be given. A special meeting may be called to take place immediately after or before an ordinary meeting.

7. Chairing of meetings

The BMAD team members, at the beginning of each ordinary meeting, you must elect one of the members to chair the meeting.

8. Voting At meetings

Decisions must be made by a majority of the team members present when voting on the question. The person chairing the meeting shall have a casting vote whether or not he or she has voted previously on the same question but no team member in any other circumstances shall have more than one vote.

9. Conflicts of interest and conflicts of loyalties

A Team Member must:

- 1) Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with BMAD (Bikers Make a Difference) or in any transaction or arrangement entered into by the organisation which has not been previously declared; and
- 2) Absent himself or herself from any discussions of the team members in which it is possible that a conflict will arise between his or her duty to act solely in the interests of BMAD (Bikers Make a Difference) and any personal interest (including but not limited to any personal financial interest). Any BMAD Team Member absenting himself or herself from any discussions in accordance with this clause must not vote on that matter under discussion.



BMAD Policy Document

10. Minutes

The team members must keep minutes, in books kept for the purpose or by such other means as the BMAD team decide, of the proceedings at their meetings. In the minutes the team members must record their decisions and, where appropriate, the reasons for those decisions. The team members must approve the minutes in accordance with the procedures.

11. General power to make regulations

1) The BMAD Team Members may from time to time make regulations for the management of the charity and for the conduct of their business, including

- a) The calling of meetings;
- b) Methods of making decisions in order to deal with cases or urgency when a meeting is impractical;
- c) The deposit of money at a bank;
- d) The custody of documents; and

2) The keeping and authenticating of records. The trustees must not make regulations which are inconsistent with anything in this policy.

12. Disputes

If a dispute arises between the BMAD Team Members about the validity or propriety of anything done by the BMAD under this policy, and the dispute cannot be resolved by agreement, the team members party to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

13. Accounts.

The team members must comply with their obligations as a Community Interest Company

- 1) The keeping of accounting records for the events;
- 2) The keeping of accounting records for the charitable funding;
- 3) The preparation of annual statements of account for the accountants;
- 4) The auditing or independent examination of the statements of account of BMAD;

14. Bank account

Any bank or building society account in which any of the funds of BMAD are deposited must be operated by the team members and held in the name of the organisation. Unless the regulations of



BMAD Policy Document

the team members make other provisions, all cheques and orders for the payment of money from such an account shall be signed by at least two trustees.

These are the current bank accounts held by BMAD (Bikers Make A Difference)

- Business – monies dealing with putting on events, insurances and memberships.
- Charity – monies put aside to give to other charities and agreed individuals.
- Charitable Funding – a card account so the charity officer can pay for items online, money is transferred into the account before it can be used, as agreed at the team meetings. Statements and receipts are provided to the treasurer.

15. Benefits and payments to charity trustees and connected persons.

1) General provisions

No BMAD Team Member or connected person may:

- a) buy or receive any goods or services from the organisation on terms preferential to those applicable to members of the public;
- b) Sell goods, services or any interest in land to the organisation;
- c) Receive any other financial benefit from the not-for-profit organisation;

16. Expenses

The BMAD Team Members may use BMAD's funds to meet any necessary and reasonable expenses which they incur in the course of carrying out their responsibilities as a team member for BMAD. Members are to use the expenses request form, which is to be signed by two agreeing members and agreed at meetings.

17. Amendment of BMAD (Bikers Make a Difference)'s policy

1) The team members may amend the provisions of this policy, provided that:

- a) No amendment may be made that would have effect of making the BMAD cease to be a it organisation at law.
- b) No amendment may be made to alter the aim and objectives if the change would



BMAD Policy Document

undermine or work against the previous aims and objectives of the not for profit organisation.

2) Any amendment of this policy must be made following a decision of the team members made at a special meeting.

18. Dissolution

1) The team members may dissolve the organisation if they decide that it is necessary or desirable to do so. To be effective, a proposal to dissolve BMAD (Bikers Make a Difference) must be passed at a special meeting by a two-thirds' majority of the team members. Any assets of the organisation that are left after the debts have been paid ('the net assets') must be given to another charity (or other charities) with aims and objects that are the same or similar to the BMAD's own, for the general purposes of the recipient charity (or charities).