

**CHARTER and BY-LAWS
OF THE
*Full Club Name***

CHARTER

**ARTICLE I
Name and Authority**

The name of this organization shall be the *Full Club Name* and hereafter referred to as the *Abbreviated Club Name or Nickname (ACN)*. They shall have the authority to operate on _____ *Installation* only with the consent of the installation commander. Operation depends on compliance with the requirements and conditions of this charter, U.S. Army instructions, installation instructions, state laws and associated by-laws and all applicable directives and policies.

**ARTICLE II
Purpose, Goals, and Objectives**

PURPOSE: To establish and maintain a spirit of comradeship and esprit de corps that will enhance the prestige of all motorcycle riders, encourage on-going rider education and skills development, and reduce the potential of motorcycle mishaps. Set an example for all personnel according to the standards, traditions, and customs of the U.S. Army. To operate and conduct itself in a manner that provides equal opportunity and treatment for all motorcyclists.

GOALS:

1. The *ACN* will seek to improve morale, promote rider awareness and skills improvement. The *ACN* will seek to enhance the installation and local community relationship through community service efforts and events by unifying and combining the unique and individual talents of the *ACN* members.
2. Each member is encouraged to actively participate, to support the objectives of the *ACN* by setting a positive example, and to promote the safety and welfare of all members.

OBJECTIVES:

1. Provide each member with the collective knowledge, experience, and influence of the *ACN* positively affecting motorcycling on and off the installation.
2. Improve rider skills through mentorship for new riders and continuing education for all riders.

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3. Establish an effective means of communication with all members to exchange ideas and keep attuned to changes in attitudes and behaviors of installation riders.
4. Promote the positive status of motorcycle riders in the U.S. Army.
5. Promote and support safety recognition programs.
6. Introduce new riders to the **ACN** and familiarize them with the goals and objectives of the **ACN**.
7. Promote social gatherings upon the base as well as with local community leaders.
8. Plan for and promote the use of designated driver and other effective DUI prevention programs with all **ACN** sponsored, organized or attended events where alcoholic beverages will be consumed.
9. Provide a forum wherein any policy, program, or problem of interest to the members in general, along with unit leadership in particular, may be discussed freely.
10. Assist in maintaining a high state of group moral and esprit de corps, while encouraging the highest standards of safety, bearing, and behavior.
11. Improve the morale and welfare of the **ACN** members and their family members.
12. Invite guest speakers to talk about topics of interest to the members, with emphasis on safety, rider skills, community, and family enhancement.

**ARTICLE III
Qualification of Members and Fees**

SECTION A: Membership in the **ACN** shall be strictly voluntary and without regard to race, color, religion, sex, national origin, age, or handicap. Membership will not be granted to any prospect or member of a known or previously unknown outlaw motorcycle club. Active members must have a motorcycle endorsement on their license and maintain insurance as required by law. All active duty military members and civilian employees (as required by DoD and service instructions) will have a Motorcycle Safety Foundation (MSF) RiderCourseSM completion card. All members must be aware that they are jointly and severally liable for the obligations of the **ACN**. Membership shall consist of five categories as defined below:

1. **Active Member:** Any individual who is federal employee, civilian or military, working on _____ **Installation**. To remain active fees must be paid to date. An active member is authorized to vote upon and discuss all matters in which the member has interests.
2. **Associate Member:** Any individual who rides as a passenger with an active member and pays fees. An associate member is authorized to vote upon and discuss all matters in

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which the member has interests. No active member can sponsor more than two associate members. No associate member can be someone eligible to become an Active Member.

3. New Rider Member: Any new member who has less than 1 year riding experience upon applying for active membership or is intending to purchase a motorcycle in conjunction with joining the **ACN**. A mentor must be selected from the general membership to observe and advise the new rider for a period of six months. The mentor is selected by an agreed upon decision of the Director, Assistant Director, and Secretary. After completion of the six month period, with mentor concurrence, the individual becomes an active member. If the mentor feels the members has not lived up to the principles or rules of the club a majority vote at a membership meeting is necessary for the individual to remain a member of the club. New Rider Members pay no dues for the first 6-months and have full voting privileges.

4. Honorary Member: May be extended to any adult person with a simple majority vote of the active members present at any membership meeting, except as mentioned below. Such membership shall be restricted to individuals who have taken positive actions that support the ACN's principles, purposes, and objectives. Said members are not authorized to vote.

5. Inactive Member: Any individual mentioned above, whose fees are 90 days delinquent. An inactive member is not authorized to vote nor make any motions. However, an inactive member may present information that may be critical to the **ACN** during debates if approved by the Director. Individuals will be issued a 30-day delinquency notice prior to being placed on the inactive member roster.

SECTION B: Active participation and support of projects, activities, and functions of the **ACN** are encouraged and are the responsibility of every member.

SECTION C: Membership may be denied or withdrawn from active, honorary, or inactive members under the conditions prescribed by the officers of the **ACN** in accordance with Article III, sections A and D, of this charter and Article I of the by-laws (See Road Captains). Membership may terminate at the written request of the member.

SECTION D: Any member convicted of a DUI will be suspended from active membership status in the **ACN**, becoming an inactive member, and shall forfeit all fees paid to date. Suspension of active membership will be based upon actual loss of installation privileges as deemed appropriate by command authorities, based on legal authority.

FEES

1. Active Member: ?? annually
2. Associate Member: ?? annually
3. New Rider Member: No fee for first 6-Months then an Active Member
4. Honorary Member: No annual fee

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BY-LAWS

The following By-Laws are set forth for the normal operation and administration of the **ACN** and will be directed on, and a guide for, the **ACN** officers and members.

ARTICLE I
Officers, Their Duties, and Elections

SECTION A: (Elected Officers) The following **ACN** officers will be elected in accordance with the charter of the **ACN**, to serve a period of one year ("*recurring dates*"). The position of Director must be held by an active duty member or DoD civilian employee to maintain continuity with the installation's leadership and assure direct association with the installation's workforce. There are no restrictions for other elected officers.

1. Director
2. Assistant Director
3. Secretary
4. Treasurer
5. Road Captains (4)

The **ACN** officers' election, removal, powers, and responsibilities shall be governed according to the rules contained in "The New Robert's Rules of Order" except when it is inconsistent with this charter and associated by-laws.

SECTION B: (Duties of Officers)

DIRECTOR

The duties are as follow:

1. Manage the **ACN** according to its Charter, By-laws, and "The New Robert's Rules of Order."
2. Preside at all membership and special meetings.
3. Set dates for membership, special, and executive committee meetings.
4. Appoint committee members on a voluntary basis, except Nominating Committee.
5. Appoint members to fill elected officer positions if there are three months or less remaining on present term when the elected officer is unable to complete the current term. A special meeting will be scheduled for a temporary election for the vacant position when more than three months are remaining on their term.
6. Appoint points of contact (POCs).
7. Act as **ACN** spokesperson.
8. Chair Executive Committee.
9. Authorize expenditures, not to exceed ?? per purchase, between scheduled meetings of the membership, with concurrence of the Treasurer.
10. Establish Special committees and appoint committee chairpersons as required.

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(Motorcycle Clubs develop their own unique charter and by-laws)

11. Distribute a tentative agenda for the next membership meeting.
12. Appoint officers to the following non-elected positions as he/she sees fit.
 - a. **MENTOR(S)**
 - (1) Will observe and assist New Rider Members
 - (2) A mentor is defined as “a trusted counselor or guide.” Mentoring, therefore, is a relationship in which a person with greater experience and wisdom guides another person”
 - (3) The mentor will use available training and promotional resources to encourage safe responsible riding techniques and skills.
 - b. **SERGEANT-AT-ARMS** (Administers discipline and is responsible for recovery of **ACN** property).
 - c. **HISTORIAN** (Maintains documentation of **ACN** history).
 - d. **PHOTOGRAPHER** (Photographs **ACN** events and members participating in/at events).

ASSSTANT DIRECTOR

The duties are as follows:

1. Assume duties of the Director in his/her absence.
2. Appoints Nominating Committee members.
3. Serve as member of Executive Committee.

SECRETARY

The duties are as follows:

1. Record the minutes of membership meetings and take attendance.
2. Distribution of minutes within ?? calendar days (via e-mail if capability exists).
3. Receive approval of previous month minutes at next regular scheduled meeting.
4. Maintain a completed file of **ACN** correspondence.
5. Issue annual election ballots.
6. Chair Social Committee.
7. Serve as member of the Executive Committee.
8. Provide other administrative support required by the **ACN**.
9. Attest to the authentication of documents and any other actions by the Director in the name of the **ACN**.
10. Maintain an **ACN** e-mail folder (if capability exists).

TREASURER

The duties are as follows:

1. Collect and receipt for membership fees.
2. Issue and accept membership applications/resignations.

Example Charter and By-Laws
(Motorcycle Clubs develop their own unique charter and by-laws)

3. Maintain POC roster and make available to the **ACN** (via e-mail if capability exists).
4. Maintain **ACN** checking account(s).
5. Maintain membership roster and make available to the **ACN**.
6. Read monthly financial report at each membership meeting.
7. Provide financial report to the **ACN** (via e-mail if capability exists).
8. Serve as member of the Executive Committee.

ROAD CAPTAINS

The duties are as follows:

1. Lead the **ACN** in formation riding or parades. The Road Captains will give riding instructions to all riders prior to the start of a ride.
2. Enforce all rules of group riding.
3. Road Captains shall have the unchallenged right to terminate a member's participation in a given ride or event for the **ACN** safety or image. Upon request of a Road Captain, the Director may suspend the member pending the lodging of an official complaint. All members have the right to appeal before the members and will abide by the decision of the members--majority rules.
4. One Road Captain will always ride point and set the pace. Another Road Captain will always ride drag to assure the safety of the **ACN** from behind and assist members with mechanical problems.

SECTION C:

MEMBER DUTIES AND LAWS

1. Members will above all, uphold the basic club principles of honor, truth, respect, support, loyalty and commitment.
2. When representing the club on and off the installation, all members will conduct themselves with the highest regard of the club principles. The club must not be tarnished by unrestrained behavior, disrespect of fellow citizens, or acts that generally reflect poorly on the clubs image and reputation.
3. Members will not endanger the Club or any member by an illegal act or acts. If a member is arrested for illegal activities they are automatically suspended from club activities and if found guilty of the offense(s) they are dismissed from the club.
4. Each member serves as a safety officer. Each member is responsible to identify and correct any condition that threatens the welfare of club members or the general public. Any willful act of unsafe riding witnessed by a fellow club member(s) could result in denial of membership. Members may plead their case at the next meeting.

*Example Charter and By-Laws
(Motorcycle Clubs develop their own unique charter and by-laws)*

5. Activities will be conducted to encourage participation by all club members and no laws will be enacted which favor or separate members by the type of motorcycle they ride.
6. No member will ride under an impaired physical condition. Every member will always try to prevent another member from riding in an impaired condition.
7. Members will always hold the club in high regard. A member will never angrily accost, assault, or slander any other fellow club member.
8. Members will embrace and encourage an atmosphere of skill improvement, responsible riding, and riding enjoyment and discourage aggressive, competitive, and potentially self destructive riding behaviors.

SECTION D: (Elections, Voting, and Officer Removal)

ELECTIONS

Election of **ACN** officers shall be done annually during the *?month?* general membership meeting. The **ACN** Assistant Director at the *?month?* membership meeting will appoint a Nominating Committee consisting of at least three members. The committee will deliver to the July regular membership meeting a “Candidate Affidavit of Eligibility and Solicitation of Office” proposal. Members seeking to serve as officers of the **ACN** will have until the *?month?* regular membership meeting to return to the Nomination Committee a completed affidavit. The committee will submit a slate of candidates and accept nominations from the floor at the *?month?* membership meeting. Floor nominations will not be accepted unless the candidate is present and verbally accepts, or has provided an affidavit to the Nomination Committee. Nominees must have enough retainability to complete the term for which they are being nominated. If a member of the Nominating Committee becomes a candidate, that member shall be removed from the committee and a new member shall be appointed.

VOTING

Voting for the election of officers will be by secret ballot. Voting on all other **ACN** business will be by a show of hands with the majority ruling, or as stated below. Ballots for the annual election will be provided to all members in good standing. Any member with outstanding dues may obtain a ballot prior to the election by paying their outstanding dues. For those active members unable to attend the *?month?* general membership meeting, absentee ballots may be obtained from the **ACN** secretary. Members of the nominating committee will tabulate ballots. The candidate for each position with the most votes wins.

Example Charter and By-Laws
(Motorcycle Clubs develop their own unique charter and by-laws)

OFFICER REMOVAL

ACN officers may be removed from office for cause with due process, as necessary, by request of the two-thirds of the active membership in the form of a signed petition.

ARTICLE II **Meetings of the *ACN***

SECTION A: (General Membership Meeting) Shall be held once a year, in *?month?*, for the purpose of electing new officers, disseminating other business, and inviting new riders to join. To convene a general membership meeting, a quorum of one-fourth (1/4) or more of the active membership is necessary. Motions/solutions and revisions/amendments will carry a simple majority of positive votes except when the issue involves a request for complete written financial reports. In this exceptional case, a two-thirds (2/3) majority of positive votes is required.

SECTION B: (Regular Membership Meeting) Shall be held *?frequency?* as so stated in the by-laws for the purpose of conducting business that may be brought before the *ACN*, listening to guest speakers, etc. To convene a regular membership meeting, a quorum of *??* percent or more of the active membership is necessary. Motions/resolutions and revisions/amendments will carry a simple majority of positive votes except when the issue involves a request for complete written financial reports. In this exceptional case, a two-thirds (2/3) majority of positive votes is required.

ARTICLE III **Revisions, Adoptions, Amendments, and Review**

SECTION A: (Revisions/Adoptions) The adoption and or revision of this charter and associated by-laws require the approval of a majority of positive votes of the active members present at any meeting, provided a two-week oral or written notice is given the *ACN*. Any revision to this charter and associated by-laws will not conflict with any installation or higher headquarters directives. This charter and associated by-laws will not take effect until reviewed by the first acting and or subsequent elected positions of the Director, Assistant Director, Secretary, and Treasurer.

SECTION B: (Amendments) This charter and associated by-laws may be amended or abolished in whole or in part by a two-thirds (2/3) majority of positive votes of the active members present at any meeting, provided a two-week oral or written notice is given to the *ACN*. Any amendments to this charter and associated by-laws will not conflict with any installation or higher headquarters directives. This charter and associated by-laws shall be automatically amended to conform with all directives from the installation or higher headquarters without submission to the *ACN*. All amendments will not take effect until reviewed by the first acting and/or subsequent elected positions of the Director, Assistant Director, Secretary, and Treasurer.

SECTION C: (Review) An appointed Parliamentarian Committee shall review this charter and associated by-laws annually to ensure completeness, applicability, and compliance with current Army directives, and policies.

