



**COMBAT VETERANS  
MOTORCYCLE ASSOCIATION**

IOWA CHAPTER 39-2 | BY-LAWS  
Revision 3: November 2018

## TABLE OF CONTENTS

<b>ARTICLE 1: NAME AND EMBLEM</b>	<b>3</b>
<b>ARTICLE 2: OBJECTIVES</b>	<b>4</b>
<b>ARTICLE 3: MEMBERSHIP</b>	<b>4</b>
<b>ARTICLE 4: APPLICATION FEES AND DUES</b>	<b>6</b>
<b>ARTICLE 5: CHAPTER ELECTIONS</b>	<b>7</b>
<b>ARTICLE 6: COMMAND AND STAFF POSITIONS</b>	<b>8</b>
<b>ARTICLE 7: DUTIES OF OFFICERS</b>	<b>9</b>
<b>ARTICLE 8: DUTIES OF APPOINTED POSITIONS</b>	<b>11</b>
<b>ARTICLE 9: MEETINGS</b>	<b>12</b>
<b>ARTICLE 10: DELEGATIONS</b>	<b>12</b>
<b>ARTICLE 11: EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS</b>	<b>13</b>
<b>ARTICLE 12: POLICY AND STANDARD OPERATING PROCEDURES</b>	<b>13</b>
<b>ARTICLE 13: AMENDMENTS</b>	<b>14</b>

# **ARTICLE 1: NAME AND EMBLEM**

## **Section 1**

The name of the association is: Combat Veterans Motorcycle Association (CVMA), The Chapter is Iowa 39-2 (Chapter 39-2). Principle office for CVMA Chapter 39-2 will be located at the following address: PO Box 10291 Cedar Rapids IA 52410.

- 1) Change of Address. The designation of the county or state of Chapter 39-2 principal office may change by amendment of these bylaws. The Chapter Board of Directors (CBOD) may change the principal office from one location to another within the named country by noting the changed address and effective date below, and such changes shall not be deemed minor, and require an amendment of these By-Laws.

New Address:

Effective Date:

- 2) Other Offices. The Chapter 39-2 may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the board of directors may from time to time, designate.

## **Section 2**

IRS Section 501(c)(19) Purposes. The CVMA is organized exclusively for charitable, religious, educational and/or scientific purposes as specified in Section 501(c)(19) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(19) of the Internal Revenue Code. The CBOD has the authority to change the Chapter By-Laws if any part is found to be in conflict with Federal or IA state tax laws.

## **Section 3**

The emblem/logo used by the CVMA is the sole property of CVMA. The CVMA patch and logo cannot be reproduced without license from the National Board of Directors (NBOD). The emblem of the CVMA is in the shape of a skull encompassed by the following colors. The incorporated colors are: Red, representing the blood that has been shed on the battlefield. Military Gold, representing all branches of the Military Services of the United States of America. Black, representing the heavy hearts possessed for those who gave their lives and for those that are considered missing in action or prisoners of war. The skull and ace of spade represents the death that war leaves in its wake.

## **ARTICLE 2: OBJECTIVES**

General: CVMA Protocol. The CVMA is formed for the betterment of communication and camaraderie between other Motorcycle Associations, Veterans Organizations, and or Motorcycle Groups.

- 1) To promote interest in various forms of motorcycle activity associated with Veterans.
- 2) To create and maintain camaraderie among Combat Veterans from all U.S. Branches of Service and its allies.
- 3) To support Veteran Organizations.
- 4) To raise awareness for the plight of POWs, MIAs and their families, Post-Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI) and any other combat related medical conditions.
- 5) To conduct Association functions and activities in a manner befitting the members of the CVMA and as well as the Association's Auxiliary Members.
- 6) To encourage a better understanding of motorcycle riders as a constructive sport among members of the public, press, and law enforcement agency.
- 7) Help Homeless Veterans found in the State of Iowa in any way we are able.

## **ARTICLE 3: MEMBERSHIP**

Definitions: The term "Good Standing" shall be defined as any person who has fulfilled the requirements for membership in the CVMA, Chapter 39-2 and is not currently under disciplinary review or probationary status for disciplinary reasons, who has paid the necessary dues and conformed to the requirements as set forth in these By-Laws.

### **Section 1 Full Members (FM):**

- 1) Must be of good character.
- 2) Who is a Veteran of a Foreign War, "Combat".
- 3) Must be a National Member of the CVMA.
- 4) Must own and operate a motorcycle of 500cc or above.
- 5) \$10.00 annual dues will be assessed.
- 6) Should a FM resign they will be given a 5-day grace period to rescind their resignation with no repercussions. After the 5-day grace period a member will have to re-apply for membership as a new member and will require CBOD approval.
- 7) Active Members in good standing with the CVMA and Chapter 39-2 who after one year become infirm, disabled or otherwise unable to ride their motorcycles will be able to keep their patch and State Scroll and be retired as a Members in good standing with the CVMA and Chapter 39-2 pending retirement from Nationals.
- 8) Life Membership: Must meet the National requirements for Life Membership.

## **Section 2 Auxiliary Members (AUX):**

- 1) Must be of good character.
- 2) All AUX must be a spouse, widow or widower of a FM or SUP in good standing with the CVMA. An AUX widow or widower **CAN NOT** sponsor additional AUX.
- 3) Support the efforts of ALL branches of the United States of Americas Armed Forces and the CVMA.
- 4) Will have no vote in CVMA business.
- 5) May hold appointed Staff Positions.
- 6) \$10.00 annual dues will be assessed.
- 7) Life Membership: Must meet the National requirement for Life Membership.

## **Section 3 Support Members (SUP):**

- 1) Must be of good character.
- 2) Must own and operate a motorcycle of 500cc or greater.
- 3) SUP must be a veteran of the United States Armed Forces.
- 4) SUP will read and abide by all CVMA By-Laws applicable to them.
- 5) Will have **NO** vote in National CVMA business.
- 6) Will have **FULL** voting rights on Chapter business. **Effective 23 July 2017**
- 7) May hold appointed Staff Positions.
- 8) \$10.00 annual dues will be assessed.
- 9) SUP are required to submit their application with proof of military service through a FM of the CVMA who has held a membership for not less than one year. SUP are required to have either attended three CVMA events or be known by their sponsor for a minimum of 6 months. A FM submitting an application for a SUP should verify they meet the above criteria. Only 1 SUP can be vouched on per year by an individual FM.
- 10) Maximum number of SUP will not exceed 10% of total CVMA State wide membership.

## **Section 4**

By applying for membership with the CVMA, you are giving the CVMA and its Board of Directors the right to verify any membership application and DD 214 records or discharge papers issued by any branch of the US DoD.

## **Section 5**

Each Member should attend a minimum of at least one (1) sanctioned event and also attend three (3) Chapter meetings per year (Jan-Dec) as determined by the CVMA to stay in good standing in the Chapter. Examples of sanctioned events are APRs, a National, Regional or State event.

## **Section 6**

FM and SUP must possess a valid motorcycle endorsed driver's license from their State of Residency as well as proof of insurance for their motorcycle.

## **Section 7**

All Members **MUST** conduct themselves in a manner that is not an embarrassment to themselves, Chapter 39-2, the CVMA, or the United States of America.

- 1) In the event of misconduct of a Member, under the By-Laws of the CVMA and Chapter 39-2, the CBOD possesses the right to place Member(s) in a probationary status or to revoke that Member's membership pending approval from the NBOD. Misconduct is defined as failure to abide by the By-Laws of the CVMA and Chapter 39-2.
- 2) Bringing dishonor upon the CVMA in action, word(s), or deeds. Always remember **WE ARE NOT, NOR DO WE CLAIM TO BE A MOTORCYCLE CLUB! WE DO NOT HAVE COLORS! WE HAVE A VETERAN'S INSIGNIA!**

## **ARTICLE 4: APPLICATION FEES AND DUES**

### **Section 1**

National Membership dues shall be at such rate, schedule or formula as may from time to time be prescribed by the governing body of the association and approved by the General Membership.

### **Section 2**

Chapter membership dues will follow the same deadline as National Membership dues. Failure to pay Chapter dues will result in an entry in the Member's 201 file reflecting **"Member not in good standing for failure to pay Chapter dues"**.

### **Section 3**

New Members acquiring patches of Chapter 39-2 will be done so at user fee equivalent to cost plus shipping and handling.

## **ARTICLE 5: CHAPTER ELECTIONS**

### **Section 1**

All nominees for any office must be active and in good standing in the CVMA for a minimum of one (1) year.

### **Section 2**

All elected Officer and Staff Positions must remain active Members in good standing for the duration of the term while in office.

### **Section 3**

All Officers are to be nominated and elected at a scheduled Chapter 39-2 meetings and will assume office within 30 days of the election and hold that office for the times listed below or until their successors are duly qualified. Consecutive terms are permitted.

- 1) Chapter Commander will serve 24 months and be voted on in October of odd years.
- 2) Chapter Executive Officer will serve 24 months and be voted in October of even years.
- 3) Secretary, Treasurer, Sergeant at Arms, and Public Relations Officer will serve 12 months and be voted in the month of October.

### **Section 4**

Members nominated for office are qualified if he or she is a paid member in good standing with the CVMA and Chapter 39-2 and must be present for nomination acceptance.

### **Section 5**

Should an elected Officer resign or be removed from office, the Plan of Succession will be followed.

- 1) If the Chapter Commander resigns or is removed the Executive Officer will take over the Commander responsibilities for the duration of that term; The Secretary will assume the Executive Officer responsibilities for the duration of that term and fulfill the term as Secretary.
- 2) Should the Executive officer resign or be removed the Secretary will assume the Executive Officer responsibilities for the duration of that term and fulfill the term as Secretary.
- 3) Should the Secretary, Treasurer, Sergeant at Arms or Public Relations Officer resign or be removed there will be a special election called. Those voted to replace the outgoing officer will fulfill the duration of that office.
- 4) Should the situation present itself where the Plan of Succession cannot be fulfilled, the CBOD will hold a special election for a replacement to serve until the next Chapter Election.

### **Section 6**

Members must be present to vote unless approved by Chapter Commander, Executive Officer, Sergeant at Arms, and two (2) FM.

## **ARTICLE 6: COMMAND AND STAFF POSITIONS**

### **Section 1**

Positions within the Chapter have been categorized as either Command or Staff.

### **Section 2**

The following are Command positions, filled by FM only:

- 1) Chapter Commander (CDR)
- 2) Chapter Executive Officer (XO)
- 3) Chapter Secretary (SEC)
- 4) Chapter Treasurer (TRES)
- 5) Chapter Sergeant at Arms (SAA)
- 6) Chapter Public Relations Officer (PRO) \*(may be filled by AUX or SUP member)

\*If the Chapter PRO is filled by AUX or SUP, the position will automatically become a Staff position and will inherit Staff position restrictions described below.

### **Section 3**

The following are Staff positions, with member fill type in parenthesis (ALL = FM, AUX, SUP)

- 1) Chapter Chaplin (ALL)
- 2) Chapter Quartermaster (ALL)
- 3) Chapter Road Captain (ALL)

Staff Positions are important to Chapter 39-2 operations, but are not considered as part of the Chain of Command or CBOD. Staff Positions will not have access to leadership-based categories on the CVMA Forum (National website).



## **ARTICLE 7: DUTIES OF OFFICERS**

### **Section 1**

The *Chapter Commander* shall

- 1) Preside over all meetings of Chapter 39-2.
- 2) Act as ex-officio member of all committees.
- 3) Issue the call for regular and special CBOD meetings.
- 4) Schedule regular elections, and be sure they are held IAW the Chapter By-Laws and Rules.
- 5) Carry out the directives of the CBOD.

This position may be held only by a FM.

### **Section 2**

The *Chapter Executive Officer* shall

- 1) Perform all duties of the CDR in his absence.
- 2) Serve as Chief of Staff to coordinate Officer Duties and Chapter 39-2 business.
- 3) Serve as a member of the CBOD.

This position may be held only by a FM.

### **Section 3**

The *Chapter Secretary* shall

- 1) Keep minutes of special and General Membership meetings, and assume all duties to office.
- 2) Maintain the Chapter By-Laws and the Policies & Procedures.
- 3) Maintain a roster of Chapter 39-2 Members and a record of member participation in Chapter 39-2 and CVMA events.
- 4) Provide Chapter 39-2 Business Conducted Report from meeting to meeting at General Membership meetings as part of the Calendar Agenda.
- 5) Serve as a member of the CBOD.

This position may be held only by a FM.

### **Section 4**

The *Chapter Treasurer* shall

- 1) Collect dues and other forms of income due to the CVMA.
- 2) Maintain the accounting books, make payments from the Chapters 39-2 funds when so ordered by the CDR.
- 3) Sign all Chapter 39-2 checks along with keeping the carbon copy available as requested.
- 4) Make regular reports of Chapter 39-2 financial status to the CBOD.
- 5) Make regular reports of the General Membership, as part of the Calendar Agenda.
- 6) Make regular reports of the NBOD as required.
- 7) Responsible for tax preparation and filing.
- 8) Serve as a member of the CBOD.

This position may be held only by a FM.

## **Section 5**

The *Chapter Sergeant at Arms* shall

- 1) Maintain order during Chapter 39-2 meetings.
- 2) Check members ID cards before each meeting will start.
- 3) Present new members to the CBOD and to the General Membership.
- 4) Keep the roster of current members.
- 5) Maintain a copy of the By-Laws at every formal meeting.
- 6) Responsible for maintaining the Chapter Guidon (flag) and Banner if obtained.
- 7) Serve as the Liaison to other local Motorcycle Clubs and Associations.
- 8) Serve as a member of the CBOD.

This position may be held only by a FM.

## **Section 6**

The *Chapter Public Relations Officer* shall

- 1) Maintain a file of all Chapter 39-2 events and have it ready to present at each meeting and all CVMA functions.
- 2) They shall be in charge of all the CVMA publicity, in conjunction with and approved by the association's CDR.
- 3) Duties include: Historian, Association file, pictures, media contact, website, and ensuring all use of printed and social media confirms to National Guidelines on Logo use.
- 4) Serve as a member of the CBOD. (Unless filled by AUX or SUP member)

This position may be held by All.

## **Section 7**

The CBOD-constitutes the Executive Board of the Chapter

- 1) Responsible for the execution, through its officers of the authorized policies, by majority votes.
- 2) Fills vacancies in any office of the CBOD.
- 3) Submits to Chapter 39-2, meetings and recommendations affecting the policies of Chapter 39-2 which have been previously approved.
- 4) The CBOD is responsible for reporting By-Law infractions, as well as actions taken, to the State Rep for review.

## **ARTICLE 8: DUTIES OF STAFF POSITIONS**

### **Section 1**

The *Chapter Chaplin* shall

- 1) Be responsible for all invocations.
- 2) Coordinate all benevolence.

This position may be held by any member, be appointed by the Commander and have no limit to term.

### **Section 2**

The *Chapter Quartermaster*

- 1) Works with the State Quartermaster in the acquisition of CVMA merchandise from the National Quartermaster for its Members.
- 2) Shall keep correct and complete books and records of account.
- 3) Give financial status to the State Quartermaster, CBOD and the General Memberships.
- 4) The Chapter Quartermaster is under the direction of the CDR.
- 5) Shall make regular reports as part of the Calendar Agenda of orders, received merchandise, items on hand, and items each Member has received as well as any other pertinent Quartermaster business.
- 6) The Chapter Quartermaster position is accountable to the CDR and allows the CDR to fill this position at their discretion.

This position may be held by any member, be appointed by the CDR and have no limit to term.

### **Section 3**

The *Road Captain* is

- 1) Responsible to ensure planning and coordination of route.
- 2) Pre-ride of route.
- 3) Rest and fuel stops.
- 4) Ride safety.
- 5) Pace of ride.
- 6) Conduct ride brief.

This position may be held by any member, be appointed by the CDR and have no limit to term.

## **ARTICLE 9: MEETINGS**

### **Section 1 Quorum**

A quorum of conducting business shall consist of one (1) Officer and those present at any given meeting.

### **Section 2 Special Meetings**

The CDR or two (2) active members can call special membership meetings and special CBOD meetings.

### **Section 3 Rule of Order:**

Meetings will be held in an open forum at the discretion of the CDR and will revert to the Robert's Rule of Order if the SAA deems necessary and appropriate to regain control of the meeting. At such time, Robert's Rule of Order will be applied during meetings to affect parliamentary procedures, unless otherwise amended and provided for in the By-Laws.

### **Section 4 Meeting location:**

Meetings will rotate in such a way that all areas of Chapter 39-2 are utilized.

### **Section 5 Meeting Votes:**

Any item brought to vote other than changes to By-Laws will pass by simple majority.

## **ARTICLE 10: DELEGATIONS**

### **Section 1**

Delegations will be appointed by the CDR, subject to the approval of the CBOD, to represent Chapter 39-2 at any convention, meeting, rally, or other assembly that may be deemed necessary, and all delegations are authorized to exercise only those powers specifically vested in them by the CBOD.

## **ARTICLE 11: EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

### **Section 1 Execution of Instruments, Deposits and Funds**

The CBOD, except as otherwise provided in these By-Laws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have any power or authority to bind the incorporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

### **Section 2 Checks and Notes**

Except as otherwise specifically determined by resolution of the CBOD, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness shall be signed by the TRES or any other Chapter Officer designated by the CBOD of the incorporation.

### **Section 3 Deposits**

All funds of the corporation shall be deposited from time to time to the credit of the incorporation in such banks, trust companies or other depositories as the CBOD may select.

### **Section 4 Gifts**

The CBOD may accept on behalf of the incorporation any contribution, gift, bequest or devise for the non-profit purposes of this incorporation

## **ARTICLE 12: POLICY AND STANDARD OPERATING PROCEDURES**

### **Section 1**

Policy and Standard Operating Procedures (SOP) will be developed by a committee of no more than three (3) and no fewer than two (2) FM with oversight of a Chapter Officer.

### **Section 2**

All Policy and SOP's must be guided by and in compliance with National and Chapter By-Laws.

### **Section 3**

All Policy and SOP's will be presented to the voting Membership for a simple majority vote. Once approved they go into effect immediately.

## **ARTICLE 13: AMENDMENTS**

### **Section 1**

These By-Laws may be altered, or repealed and new By-Laws adopted only at Chapter 39-2 meeting by a two-thirds vote (2/3) of the voting Membership present.

### **Section 2**

Approved and accepted amendments take effect immediately.

### **Section 3**

Any changes to any Article and or Section of the Iowa Chapter 39-2 of the CVMA By-Laws will be discussed and voted on by a quorum.

*Note: If ANY Chapter By-Laws conflicts with the CVMA National By-Laws the National By-Laws will take precedence over the Chapter By-Laws.*