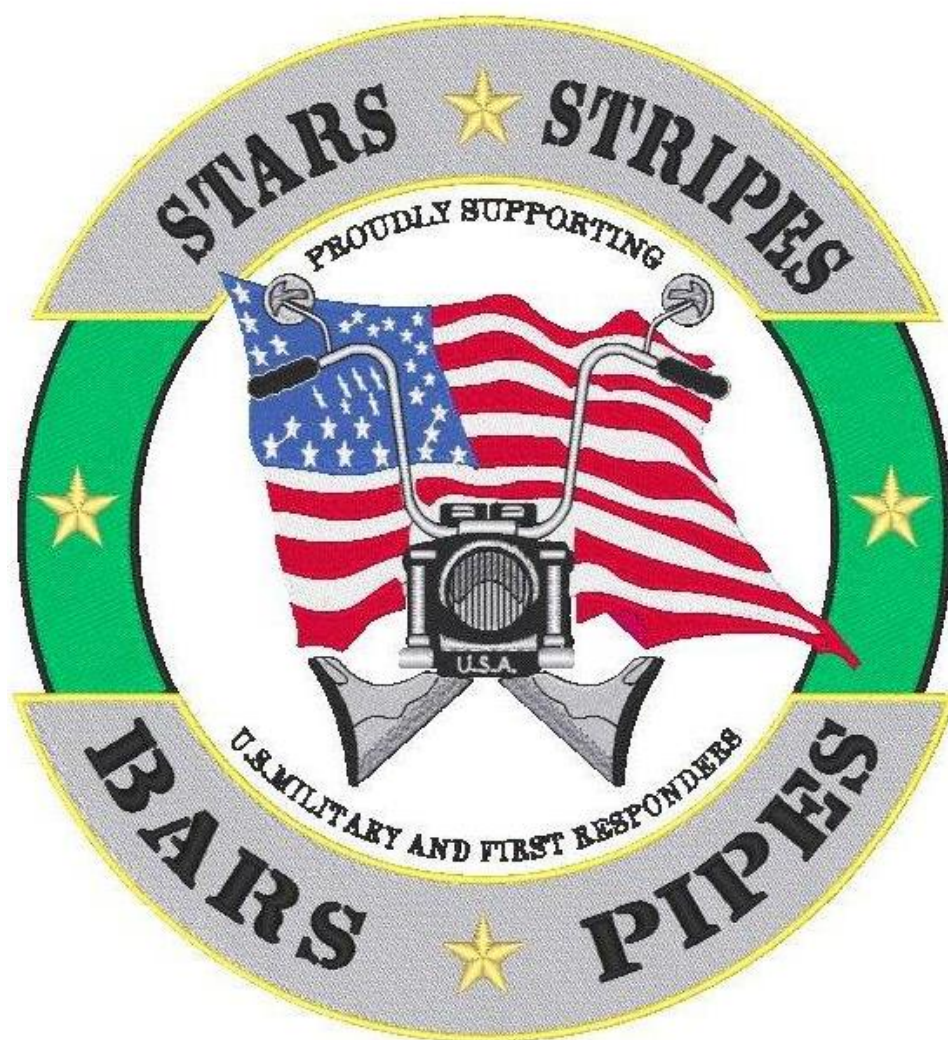


Constitution and By-laws Of Stars and Stripes, Bars and Pipes Organization



RATIFIED and EFFECTIVE August 1, 2016

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PREAMBLE

The Stars and Stripes, Bars and Pipes Organization (Hereinafter referred to as "Organization") is a community of motorcycle riders and dedicated citizens that honor and support members of the United States Military and First Responders, we also honor and support the families of members of the United States Military and First Responders killed, or injured in the line of duty, or in conjunction with the protection of our freedom as citizens of this great Nation.

- The Organization shall be comprised of a Board, and at the discretion of that board, Local Chapters.
- The Organization shall conduct fundraising activities in support of those organizations and entities within our Mission Statement. The assets and income of the organization shall not be distributed to or benefit any member of the organization other than reimbursements and expenses necessary to the operation of the organization.
- The Organization shall conduct rides, rallies and participate in honor missions and other activities in support of our Mission Statement.
- The Organization shall perform other such activities as the Board deems appropriate in support of our Mission Statement.
- The Organization shall provide to its membership a voice in measures and matters brought before their local Chapter. Further, they shall provide a means to address issues and concerns of Chapter members to the Board through the established Chain-of-command.
- The Organization shall establish a youth program to encourage the youth of our Nation realize the importance of good citizenship and the importance of honoring those that protect our freedoms as citizens of the United States.

CONSTITUTION

THE MEMBERS OF THE BOARD OF THE STARS AND STRIPES, BARS AND PIPES ORGANIZATION, INC.,
HEREBY RESOLVE AND AFFIRM THE FOLLOWING:

THE MAJOR FUNCTION OF THE STARS AND STRIPES, BARS AND PIPES ORGANIZATION, INC. AND ITS
SUBORDINATE ENTITIES IS TO CONDUCT FUNDRAISING OPERATIONS AND EVENTS TO BENEFIT THE
FAMILIES OF POLICE OFFICERS, FIREFIGHTERS, EMERGENCY MEDICAL WORKERS AND UNITED
STATES MILITARY MEMBERS KILLED AND WOUNDED IN THE LINE OF DUTY, OR IN DEFENSE OF THE
UNITED STATES OF AMERICA; TO EDUCATE THE PUBLIC ON THE MISSION OF THE STARS AND
STRIPES, BARS AND PIPES ORGANIZATION, INC. AND TO CONDUCT OTHER SUCH FUNDRAISING
OPERATIONS AND EVENTS TO BENEFIT OTHER PUBLIC SERVICE, CIVIC, VETERAN AND MILITARY
ORGANIZATIONS AS THE STARS AND STRIPES, BARS AND PIPES ORGANIZATION, INC. DEEMS
WORTHY.

THE STARS AND STRIPES, BARS AND PIPES ORGANIZATION, INC. IS A FEDERAL TAX EXEMPT
ORGANIZATION AS DETERMINED BY INTERNAL REVENUE SERVICE CODE 501 (c),(3). AND IS
COMPRISED OF A BOARD AND LOCAL CHAPTERS WHO ARE REGISTERED NON-PROFIT CORPORATIONS
IN THEIR STATE OF ORIGIN. MEMBERS DONATE THEIR TIME FREELY AND WITHOUT COMPENSATION,
BECAUSE THEY BELIEVE IN THE MISSION OF THE ORGANIZATION. ALL ENTITIES OF THE
ORGANIZATION ARE REQUIRED TO HOLD MEETINGS IN ACCORDANCE WITH THE PROVISIONS OF
THE ORGANIZATION BY-LAWS. THESE MEETINGS WILL BE HELD IN AN ORDERLY MANNER, BASED ON
ROBERTS RULES OF ORDER. THE CONSTITUTION AND BY-LAWS OF THE STARS AND STRIPES, BARS
AND PIPES ORGANIZATION, INC. WILL NOT BE CHANGED OR ALTERED BY ANY CHAPTER AND ALL
MEMBERS MUST ABIDE BY THEM. CHANGES TO THE CONSTITUTION AND BY-LAWS OF THE
ORGANIZATION MAY ONLY BE MADE BY A QUORUM VOTE OF THE BOARD.

Article I. Identity

Section 1.01 Name

The name of the organization shall be: "THE STARS AND STRIPES, BARS AND PIPES ORGANIZATION, INC. TM"

Hereinafter referred to as "The Organization".

Section 1.02 Location

The Organization

The Organization shall have a Headquarters, hereinafter known as: "The Organization", located at: 2222 MacDade Blvd, Holmes, PA 19043

Local Chapters

When Local Chapters are formed, or in place prior to ratification of these By-Laws, they shall in accordance with ARTICLE II, have a principal office address for their Chapter. The Board Secretary shall maintain the identity and location of each Chapter.

Article II. Purpose

The Organization is organized for charitable purposes, including fundraising and donations to other qualifying 501 (C), (3) organizations within the Mission of the organization and to foster a sense of community, good citizenship, respect and honor through an association that promotes wholesome and enjoyable fun. Additionally, to perform honor missions, form flag line details and funeral escort missions for those the Organization deems worthy of honor within its Mission Statement.

Section 2.01 Vision

We as an Organization will ensure those who protect the freedom we enjoy and the safety and security of the citizens of the United States of America, will be honored, respected and themselves cared for by the members of the Organization.

Section 2.02 Mission

The Organization endeavors to support the members and families of Public Safety, the United States Military and Emergency Medical Workers. We also support the children and spouses of Members Public Safety, United States Military and Emergency Medical Workers killed in the line of duty, or in combat operations. We also support the families and members of Public Safety, The United States Military and Emergency Workers wounded, injured, or disabled in the line of duty, or while in service to our Nation. We also support other charitable organizations the Organization deems worthy.

Section 2.03 Values

The Organization rests on an essential set of core values that define, inform and guide our membership, events and missions. These values reflect the patriotic values of the United States of America and our members. Among these are:

- Family
- Compliance with all Organization By-laws
- Acknowledgement and compliance of our established Chain-of-Command
- Open Communication
- Good Citizenship
- Active Participation
- Accountability
- Respect
- Honor
- Teamwork
- Fun

Section 2.04 Strategy Growth

Growth of the Organization shall occur in a logical and methodical manner. Our growth shall ensure each Chapter and member understands, supports and adheres to our By-Laws, Vision, Mission, Values and Strategy.

Inductions

1) Chapters

Induction of new Chapters shall be conducted in person with representatives of The Board in attendance.

2) Members

Induction of new members shall be conducted in person at the Chapters monthly membership meeting.

- New members should have the opportunity to meet their Chapter and Founding Officers.
- New members should be advised of what is expected of them as members.

- Provided with information on what is in place to support them and their Chapter, fellow Chapters and Founding Chapter.

(c) Values

Each member has knowledge, skills, abilities and experiences that vary from other members. As such each member, regardless of position is valued and has a voice in their local Chapter. This voice is ensured by each member having One (1) vote on any measures brought before their local Chapter at a regular membership meeting. Members are entitled to this basic right. Members also have a voice in the election of their local Chapter leadership. As outlined in Article III., Section 3.12, all " Members are entitled to One (1) vote for each position on the Board of their local Chapter.

(d) Dignity

Each member shall be treated with dignity. Their opinions and concerns shall be respected, regardless of their position. All members shall be treated with respect regardless of their Race, Religion, Ethnic Background, Lifestyle Beliefs, Family Status, or Gender. Any violations of this Sub Section, will not be tolerated and the membership of any member found in violation will be immediately and permanently removed from the Organization with no right of appeal.

ARTICLE III. ORGANIZATION

Section 3.01 National Headquarters and Founding Members Board

The National Headquarters and Founding Members Board, hereinafter known as: "Headquarters" or "Headquarters Board", is the highest organizational element of the Organization. The Headquarters Board shall be responsible for the guidance, direction and operation of the Organization and its Local Chapters and Youth Programs. The Headquarters Board shall set all procedures for the operation of the Organization, Chapters and Youth Programs. Organization members appointed to a position on the Headquarters Board will be elected by a quorum vote of the Headquarters Board and serve in a lifetime appointment, or until such time as the individual member steps down, is retired from office, or becomes deceased.

NOTE: With the exception of the Headquarters President, each member of the Headquarters Board has the power of One (1) vote in all matters and measures brought before the Board. The Headquarters President, shall only have a vote on matters and measures brought before the Headquarters Board when a tie exists on any matter, or measure.

Founding Members Board Positions

1) Headquarters President

The Headquarters President is the Chief Executive Officer (CEO) of the Organization. He/She is responsible for the supervision of the day-to-day operation of the Organization. For the purpose of official operation, the Headquarters President is the presiding officer for all official meetings of the Headquarters Board. He/She shall provide executive guidance, decision making and advice to the Headquarters Board on matters brought before the Headquarters Board and measures the Headquarters President brings before the Headquarters Board. As the presiding officer, the Headquarters President shall only have a vote on matters and measures when there is a tied vote, on any measure. If in the opinion of the Headquarters President, any matter, or measure is not in the best interest of the Organization, he/she has the authority to bring the matter or issue to the Headquarters Board for a vote.

The Headquarters President shall be a riding member.

The Headquarters President shall convene regularly scheduled Headquarters Board meetings, in the absence of the Headquarters President, He/She shall arrange for other members of the Headquarters Board to preside at each meeting in the following order of precedence: Headquarters Vice President, Headquarters Secretary, and or Headquarters Treasurer.

The Headquarters President shall, along with the Headquarters Treasurer, ensure that an independent financial review of the financial records is conducted at least once per calendar year. The Headquarters President shall appoint on an annual basis standing committees within the Organization. The Headquarters President at his/her discretion may appoint other "Blue Ribbon" committees for matters involving the operation of the Organization. "Blue Ribbon" committees serve at the pleasure of the Headquarters President and are in placed to collect information and advise the Founding Members Board on their collective advice on matters effecting the Organization.

The Headquarters President is the Chief Executive Officer of the Organization and is in charge of the Organizations daily operations.

The Headquarters President, in collaboration with the Headquarters Members Board, sets policy and procedure for the Organization, as well as its mission and vision.

2) Headquarters Vice President

The Headquarters Vice President is the Chief Operating Officer (COO) of the Organization. He/She is responsible for the operation of the day-to-day activities of the Organization. In the absence of the Headquarters President, the Headquarters Vice President will be the presiding officer for any official meetings of the Headquarters Members Board. He/She shall assist in providing executive guidance, decision making and advice to the Headquarters Board on matters brought before the Board.

The Headquarters Vice President shall be a riding member.

The Vice President shall fulfill all the duties of the President in the absence of the President. The Vice President shall also:

- be one of the signatories on all Headquarters banking accounts (Section 5.02(c)(1)),
- be a member of the adjudicating committee (Section 6.07(e)),
- be a member of the Judicial Board convened to remove an Headquarters Board member for cause (Section 6.08(c)).

3) Founding Secretary

The Headquarters Secretary is the Chief Administrative Officer (CAO) of the Organization. He/She shall ensure the administrative compliance of all subordinate entities of the Organization, at the Regional, State and Local Chapter level. The Founding Secretary as a member of the Headquarters Board shall be the sole keeper of all official records of the Organization. He/She shall be entrusted with the responsibility of maintaining all official records and correspondence of the Organization. He/She will also be responsible for development of all official correspondence and administrative compliance of all subordinate entities of the Organization.

The Headquarters Secretary is not required to be a riding member.

The Headquarters Secretary is responsible for recording all votes, taking minutes of all meetings, and maintaining all records. The Headquarters Secretary shall conduct all copyright and trademark research and filings as required.

At each Headquarters meeting, the Headquarters Secretary shall read the previous meetings minutes. Once accepted by the members in attendance, the meeting minutes shall be delivered to the Headquarters Information Technology Officer for publication in the "Members Only" section of the Organization website.

The Headquarters Secretary shall maintain copies of the meetings minutes for the life of the Organization.

The Headquarters Secretary's records shall include an up-to-date Membership List, Chapter By-Laws, Rules of Order, Standing Rules, Policies and Procedures, records of all committee appointments, written reports, and correspondence between the Headquarters or Chapter and any outside person or organization.

At the direction of the Headquarters President, the Headquarters Secretary notifies members of special meetings.

At the direction of the Senior Road Captain, the Headquarters Secretary will coordinate with appropriate agencies of impending events, and then shall notify the Headquarters Senior Road Captain as to the status of agency coordination.

The Headquarters Secretary shall notify any absent member of any appointments or elections.

The Headquarters Secretary shall send out all meeting announcements, distribute copies of the meeting minutes and meeting agendas to each Headquarters Members Board member and assure that corporate records are maintained.

3) Headquarters Treasurer

The Headquarters Treasurer is the Chief Financial Officer (CFO) of the Organization. He/She shall ensure the financial compliance of all subordinate entities of the Organization, at the Local Chapter level. The Headquarters Treasurer as a member of the Headquarters Members Board shall be the sole keeper of all financial records of the Organization. He/She shall be entrusted with the responsibility of maintaining all financial records of the Organization. He/She will also be responsible ensuring compliance of all financial matters of all subordinate entities of the Organization and Chapter.

The Headquarters Treasurer is not required to be a riding member.

The Found Headquarters Treasurer shall coordinate with the Headquarters Members Board to establish financial accounts.

The Headquarters Treasurer shall make a report at each meeting, which will be voted for acceptance by the membership and shall be subject to audit. Said report to detail all disbursements, intakes and account balances.

The Headquarters Treasurer shall, along with the President, ensure that an independent financial review of the financial records is conducted at least once per calendar year.

The Headquarters Treasurer shall have custody of all funds and securities; keep a full and accurate account of all receipts and disbursements; and disburse funds as directed by the Executive Board.

The Headquarters Treasurer shall require a voucher (receipt) prior to making any disbursement and shall reject any request for disbursement for any voucher older than 90 days except in the case of expenses incurred in November and December which must be filed for payment no later than January 30th of the following calendar year.

The Headquarters Treasurer shall also collate and prepare a quarterly financial report for the Headquarters President's signature as detailed below:

- First quarter (Jan, Feb and Mar) no later than 15 April
- Second quarter (Apr, May and Jun) no later than 15 July
- Third quarter (Jul, Aug and Sep) no later than 15 October
- Fourth quarter (Oct, Nov and Dec) no later than 15 January

4) Headquarters Senior Sergeant-at-Arms and Headquarters Sergeant-at-Arms

The Headquarters Senior Sergeant-at-Arms and Sergeant-at-Arms is responsible for the keeping of order and discipline at all official meetings, events and gatherings. He/She shall call all official meetings, events and gatherings to order and ensure those present are authorized for attendance. He/She shall be responsible for oversight of all subordinate Sergeant-at-Arms at Chapter levels. He/She shall have oversight in the issuance and accountability of all Organization property through the Headquarters Quartermaster.

The Headquarters Senior Sergeant-At-Arms and Sergeant-at-Arms shall be a riding member.

The Headquarters Sergeant-At-Arms shall be responsible for the issuance of Organization and Chapter patches. Each patch shall be uniquely numbered and that each Chapter Sergeant-At-Arms maintains records of each distribution.

The Headquarters Sergeant-At-Arms, or his duly appointed designee and authorized patch vendors, shall be the sole source for membership patches. The Headquarters Senior Sergeant-At-Arms and Sergeant-at-Arms shall be responsible for the recovery of all Organization and Chapter property if a member resigns or is terminated. He/She may designate a State, or Senior Chapter Sergeant-at Arms to assist in the recovery of any Organization property.

The Headquarters Senior Sergeant-At-Arms and Sergeant-at-Arms shall be responsible for ensuring that the By-Laws and Standing Rules, as well as and Good Order and Discipline, are maintained at all meetings and events. In exigent circumstances, the Senior Sergeant-At-Arms may conscript members on his own authority, to aid in keeping order.

The Headquarters Senior Sergeant-At-Arms and Sergeant-at-Arms shall carry out the orders of the President and Founding Members Board in an expeditious manner.

5) Headquarters Senior Road Captain and Headquarters Road Captain

They shall form policies and procedures for ride planning and execution of Organization ride events. They shall have oversight of all subordinate Road Captains at the Regional, State and Chapter levels. They shall ensure timely deliverance of all Ride Reports and associated reports from all entities of the Organization.

The Headquarters Senior Road Captain and Road Captain shall be a riding member.

The Headquarters Senior Road Captain and Headquarters Road Captain are the members who assume ultimate positional authority over the group during a ride from start to finish to include the planning, pre-ride briefing, execution, post ride de-brief and documentation. The Senior Road Captain rides in the position of Drag so that s/he can maintain visual control of the group during the ride.

The Headquarters Senior Road Captain shall supply the Headquarters Secretary with any information required to notify outside agencies of impending rides.

The Headquarters Senior Road Captain shall control the group in a manner consistent with the objectives and guidelines as set forth in The Headquarters Ride Guide and at all times shall execute his/her best judgment in situations not specifically covered within the guide.

The Headquarters Senior Road Captain is responsible for the supervision of all Road Officers including Road Captains and Ride Safety Officers.

The Headquarters Senior Road Captain is responsible to ensure that the Ride Guide is maintained and adhered to; that the Safety Training Program is in place; and that members are knowledgeable with regard to both Ride Guide and Ride Safety.

The Headquarters Senior Road Captain will provide the Headquarters Secretary with all information necessary to coordinate events with appropriate external organizations.

6) Headquarters Senior Ride Safety Officer and Headquarters Ride Safety Officer

The Headquarters Senior Ride Safety Officer and Ride Safety Officer shall be responsible for the research and development of safe riding educational programs for the Organization. They shall at rides events and missions, ensure that all participants (Members and Guests) have a "Road Worthy" motorcycle, or trike. They shall assist the Headquarters Senior Road Captain with any duties and tasks needed to be performed.

The Headquarters Senior Ride Safety Officer and Headquarters Ride Safety Officer are required to be a riding member.

8) Headquarters Trustee

The Headquarters Trustee shall perform any such duties as the Headquarters President, Headquarters Vice President, or the Headquarters Sergeant-at-Arms may direct. The Headquarters Trustee provides support and assistance to each Headquarters Executive Board position.

The Headquarters Trustee is required to be a riding member.

9) Headquarters Quartermaster

The Headquarters Quartermaster is responsible for the coordination of the procurement, and distribution of all Organization and Chapter property at the direction of the Founding Sergeant-At-Arms. Headquarters Quartermaster shall ensure each Chapter remains in compliance with Organization property, merchandise and apparel guidelines.

The Headquarters Quartermaster is required to be a riding member.

10) Founding Information Technology Trustee

The Headquarters Information Technology Trustee shall be responsible for the day-to-day maintenance of the Organization's web presence. He/she works closely with the Secretary in the publication of appropriate chapter documentation in an online format for access and use by the membership. He/she maintains online rosters and rolls of activities and contact data. As the de-facto communications Officer, the Headquarters Information Technology Trustee maintains the pulse of the membership. The Headquarters Information Technology Trustee shall be responsible for approving the use of all information and communication technologies within the Organization. He/she shall enforce Organization policies and guidelines with respect to all communications, publications and postings.

The Headquarters Information Technology Trustee is not required to be a riding member.

11) Headquarters Historian

It is the duty of the Headquarters Historian to keep a record or history of the organization's activities and achievements during the year. This person should take pictures at projects, socials, and special events.

12) Headquarters Public Relations Coordinator

The prime responsibility of the Headquarters Public Relations Coordinator (PRC) is to publicize the activities of the organization. There are several areas which should be targeted in publicizing the organization:

1. The club membership.
2. Fundraising
3. Note members' accomplishments
4. Special honors bestowed upon members
5. Calendar of events
6. Birthdays
7. Organize Junior member events with Juniors President

The Headquarters Public Relations Coordinator is not required to be a riding member.

13) Headquarters Chaplain

The Headquarters Chaplain shall be appointed by the Headquarters Board and be a voting member of the Headquarters Board. The Headquarters Chaplain is responsible for the spiritual well-being of the Organization. The Headquarters Chaplain shall be available for council to all members of the Organization for situations involving, personal, or spiritual matters only, matters involving the operation of the Organization should be directed through the Chain-of-Command.

The Headquarters Chaplain is not required to be a riding member.

B. Term of service;

- 1) Service of Headquarters Board members is a lifetime appointment
- 2) Headquarters Board Members may step down/resign upon their own decision
- 3) A Headquarters Board Member may be removed from the Headquarters Executive Board for violations of Article II, Section 2.03
- 4) A Headquarters Board Member may be retired from office by a quorum vote of the Headquarters Executive Board, if the Headquarters Executive Board Member is unable to make clear and thoughtful decisions, due to physical, mental, or emotional limitations
- 5) Any Headquarters Executive Board member that steps down after Five (5) years of continuous service will be granted "Ex Officio" status.
- 6) A sitting Headquarters Executive Board Member that becomes deceased, will be automatically transferred to the "Eternal Chapter" and a replacement elected by a quorum vote of the Headquarters Executive Board.

Section 3.02 Founders

Through These By-laws, the Organization installs and acknowledges these members as the Founders of the organization and as such are granted Founder Status. Their status as Founders is in no way intended or inferred to establish current, or continued voluntary membership in the Stars and Stripes, Bars and Pipes Organization, rather it is to acknowledge their service, loyalty and dedication in the formation of the Organization. Once they have served for a period of Five (5) years and no longer serve in their respective Founding position, they shall be eligible for and considered qualified to sit in any elected, or appointed position at the Founding or Chapter level.

President:	Chuck Fitzgerald "Fitz"
Vice President:	Herman Getty "Rigger"
Secretary:	Dawn Walker "Red Rose"
Treasure:	Debbie Darley "Ms. Tex"
Senior IT:	Liz Saylor "Dragonfly"
Sr. Quartermaster:	Wayne Hogeland "Hoge"
Sr. Safety Officer:	John Brady "Bam"
Sr. Road Captain:	Nick Digregorio "Bullet"
1st Sergeant of Arms:	Brad Ehly "Spyder"
2nd Sergeant of Arms:	John Fetrow "Buster"
Trustee:	Michael Saylor "Popeye"
Event Coordinator:	Walt Blythe "Capt. Bly"
Historian:	Kerry Darley "Tex"
Public Relations Coordinator:	Dorothy Fitzgerald "Pscho Wife"
Juniors President:	Tori DiGregorio "Lil Dig"

(a) Founding President

The Founding President is Chuck Fitzgerald "Fitz". The term of the Founding President is a life– long term. The Founding President as the presiding officer of the Founding Executive Board and governs the day-to-day operations of the Organization. The Founding President may only vote on any measure placed before the Board when there is a "Tie". The Founding President at his discretion may nominate a member to be considered for the position of Founding President to govern the day-to-day operations of the Organization. When a Founding President is appointed, the Founding President shall retain a permanent voting position on the Founding Executive Board and may also hold any other elected, or appointed position at the Founding or Chapter level. The Appointment of a Founding President shall be made from current members of the Founding Executive Board.

(b) Chain of Command

Positions contained herein are listed in order of precedence, from the highest to lowest level in order of succession.

FOUNDING CHAIN of COMMAND

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) Information Technology Trustee
- 6) Event Coordinator
- 7) Senior Sergeant-at-Arms
- 8) Senior Road Captain
- 9) Senior Ride Safety Officer
- 10) Sergeant-at-Arms
- 11) Road Captain
- 12) Ride Safety Officer
- 13) Trustee
- 14) Sr. Quartermaster
- 15) Public Relations
- 16) Chaplain
- 17) Historian

Section 3.05 Chapters

The Headquarters Board shall authorize, and Charter local membership organizations known as Chapters. Chapters are considered a governing organization of their own but must follow the Headquarters Chapter's By-Laws as their own.

(a) Formation

Those interested in forming a Chapter of the Organization must make a formal request of the Headquarters Board by contacting the Headquarters President or Headquarters Vice President. The request will be brought to the Headquarters Board for approval.

Based on approval from the Headquarters Board, a new Chapter must have a full Board with in the first year of establishment.

- (1.) Chapter President
- (2.) Chapter Vice President
- (3.) Secretary
- (4.) Treasurer
- (5.) Senior Sergeant-at-Arms
- (6.) Senior Road Captain
- (7.) Senior Ride Safety Officer
- (8.) Trustee
- (9.) Technology and Infrastructure Trustee
- (10.) Quartermaster
- (11.) Chaplain
- (12.) Public Relations
- (13.) Historian

(b) Welcome Packet

Once a Chapter has been approved the Headquarters IT will supply the Chapter with the necessary documentation.

(c) Chapter Board Position Terms of Office

- a. Chapter leadership elections shall be held Bi-Annually and shall be staggered such that a majority of leadership not the full Board is in any one election.
- b. The following positions serve a three (3) year term:
 - i. President
 - ii. Secretary
 - iii. Senior Sergeant-At-Arms
 - iv. Treasurer
 - v. Senior Ride Safety Officer
 - vi. Technology and Infrastructure Trustee
 - vii. Public Relations
- c. The following positions serve a two (2) year term:
 - i. Vice President
 - ii. Senior Road Captain
 - iii. Trustee
 - iv. Quartermaster
 - v. Event Coordinator
 - vi. Chaplin
 - vii. Historian

(d) Riding positions within a Chapter Board

- a. President
- b. Vice President
- c. Senior Sergeant-At-Arms
- d. Senior Ride Safety Officer
- e. Senior Road Captain

(e) The Chapter Board is responsible for:

- a. The general supervision and daily operation of the affairs of the Chapter
- b. Ensuring compliance to the By-Laws of the Organization
- c. Oversight with regard to all federal, state and municipal non-profit laws and tax exemption compliance

(f) Duties

- a. All Board members shall perform their duties as specified in the By-Laws and in the best interest of the Organization.
- (g) Chapter Position Definitions:
 - a. Chapter President

The Chapter President is the Chief Executive Officer (CEO) of the Chapter. He/She is responsible for the supervision of the day-to-day operation of the Chapter. For the purpose of official operation, the President is the presiding officer for all official meetings of the Chapter Board. He/She shall provide executive guidance, decision making and advice to the Chapter Board on matters brought before the Chapter Board and measures the Chapter President brings before the Chapter Board. As the presiding officer, the Chapter President shall only have a vote on matters and measures when there is a tied vote, on any measure. If in the opinion of the Chapter President, any matter, or measure is not in the best interest of the Chapter and Organization, he/she has the authority to bring the matter or issue to the Chapter Board for a vote.

The Chapter President shall be a riding member.

The Chapter President shall convene regularly scheduled Chapter Board meetings, in the absence of the Chapter President, He/She shall arrange for other members of the Chapter Board to preside at each meeting in the following order of precedence: Chapter Vice President, Chapter Secretary, and or Chapter Treasurer.

The Chapter President shall, along with the Chapter Treasurer, ensure that an independent financial review of the financial records is conducted at least once per calendar year. The Chapter President shall appoint on an annual basis standing committees within the Chapter/Organization. The Chapter President at his/her discretion may appoint other "Blue Ribbon" committees for matters involving the operation of the Chapter/Organization. "Blue Ribbon" committees serve at the pleasure of the Chapter President and are in placed to collect information and advise the Headquarters Board on their collective advice on matters effecting the Chapter/Organization.

The Chapter President is the Chief Executive Officer of the Chapter and is in charge of the Chapter daily operations.

The Chapter President, in collaboration with the Chapter Board, sets policy and procedure for the Chapter/Organization, as well as its mission and vision.

2) Chapter Vice President

The **Headquarters** Vice President is the Chief Operating Officer (COO) of the Chapter. He/She is responsible for the operation of the day-to-day activities of the Chapter. In the absence of the Chapter President, the Chapter Vice President will be the presiding officer for any official meetings of the Chapter Members Board. He/She shall assist in providing executive guidance, decision making and advice to the Chapter Board on matters brought before the Board.

The Chapter Vice President shall be a riding member.

The Chapter Vice President shall fulfill all the duties of the Chapter President in the absence of the Chapter President. The Chapter Vice President shall also:

- be one of the signatories on all Chapter banking accounts (Section 5.02(c)(1)),
- be a member of the adjudicating committee (Section 6.07(e)),
- be a member of the Judicial Board convened to remove an Chapter Board member for cause (Section 6.08(c)).

3) Chapter Secretary

The Chapter Secretary is the Chief Administrative Officer (CAO) of the Chapter. He/She shall ensure the administrative compliance of all subordinate entities of the Chapter and Local Chapter level. The Chapter Secretary as a member of the Chapter Board shall be the sole keeper of all official records of the Chapter. He/She shall be entrusted with the responsibility of maintaining all official records and correspondence of the Chapter. He/She will also be responsible for development of all official correspondence and administrative compliance of all subordinate entities of the Chapter.

The Chapter Secretary is not required to be a riding member.

The Chapter Secretary is responsible for recording all votes, taking minutes of all meetings, and maintaining all records. The Chapter Secretary shall conduct all copyright and trademark research and filings as required.

At each Chapter meeting, the Chapter Secretary shall read the previous meetings minutes. Once accepted by the members in attendance, the meeting minutes shall be delivered to the Headquarters Information Technology Officer for publication in the "Members Only" section of the Chapter website.

The Chapter Secretary shall maintain copies of the meetings minutes for the life of the Chapter.

The Chapter Secretary's records shall include an up-to-date Membership List, Chapter By-Laws, Rules of Order, Standing Rules, Policies and Procedures, records of all committee appointments, written reports, and correspondence between the Headquarters or Chapter and any outside person or organization.

At the direction of the Chapter President, the Chapter Secretary notifies members of special meetings.

At the direction of the Chapter Senior Road Captain, the Chapter Secretary will coordinate with appropriate agencies of impending events, and then shall notify the Chapter Senior Road Captain as to the status of agency coordination.

The Chapter Secretary shall notify any absent member of any appointments or elections.

The Chapter Secretary shall send out all meeting announcements, distribute copies of the meeting minutes and meeting agendas to each Chapter Members Board member and assure that corporate records are maintained.

3) Chapter Treasurer

The Chapter Treasurer is the Chief Financial Officer (CFO) of the Chapter. He/She shall ensure the financial compliance of all subordinate entities of the Chapter, at the Local Chapter level. The

Chapter Treasurer as a member of the Chapter Members Board shall be the sole keeper of all financial records of the Chapter. He/She shall be entrusted with the responsibility of maintaining all financial records of the Chapter. He/She will also be responsible ensuring compliance of all financial matters of all subordinate entities of the Organization and Chapter.

The Chapter Treasurer is not required to be a riding member.

The Chapter Treasurer shall coordinate with the Chapter Members Board to establish financial accounts.

The Chapter Treasurer shall make a report at each meeting, which will be voted for acceptance by the membership and shall be subject to audit. Said report to detail all disbursements, intakes and account balances.

The Chapter Treasurer shall, along with the Chapter President, ensure that an independent financial review of the financial records is conducted at least once per calendar year.

The Chapter Treasurer shall have custody of all funds and securities; keep a full and accurate account of all receipts and disbursements; and disburse funds as directed by the Executive Board.

The Chapter Treasurer shall require a voucher (receipt) prior to making any disbursement and shall reject any request for disbursement for any voucher older than 90 days except in the case of expenses incurred in November and December which must be filed for payment no later than January 30th of the following calendar year.

The Chapter Treasurer shall also collate and prepare a quarterly financial report for the Chapter President's signature as detailed below:

- First quarter (Jan, Feb and Mar) no later than 15 April
- Second quarter (Apr, May and Jun) no later than 15 July
- Third quarter (Jul, Aug and Sep) no later than 15 October
- Fourth quarter (Oct, Nov and Dec) no later than 15 January

4) Chapter Senior Sergeant-at-Arms and Chapter Sergeant-at-Arms

The Chapter Senior Sergeant-at-Arms and Chapter Sergeant-at-Arms is responsible for the keeping of order and discipline at all official meetings, events and gatherings. He/She shall call all official meetings, events and gatherings to order and ensure those present are authorized for attendance. He/She shall be responsible for oversight of all subordinate Sergeant-at-Arms at Chapter levels. He/She shall have oversight in the issuance and accountability of all Chapter property through the Chapter Quartermaster.

The Chapter Senior Sergeant-At-Arms and Chapter Sergeant-at-Arms shall be a riding member.

The Chapter Sergeant-At-Arms shall be responsible for the issuance of Organization and Chapter patches. Each patch shall be uniquely numbered and that each Chapter Sergeant-At-Arms maintains records of each distribution.

The Chapter Sergeant-At-Arms, or his duly appointed designee and authorized patch vendors, shall be the sole source for membership patches. The Chapter Senior Sergeant-At-Arms and Sergeant-at-Arms shall be responsible for the recovery of all Organization and Chapter property if a member resigns or is terminated. He/She may designate a Senior Chapter Sergeant-at Arms to assist in the recovery of any Organization property.

The Chapter Senior Sergeant-At-Arms and Chapter Sergeant-at-Arms shall be responsible for ensuring that the By-Laws and Standing Rules, as well as and Good Order and Discipline, are maintained at all meetings and events. In exigent circumstances, the Senior Sergeant-At-Arms may conscript members on his own authority, to aid in keeping order.

The Chapter Senior Sergeant-At-Arms and Chapter Sergeant-at-Arms shall carry out the orders of the Chapter President and Board in an expeditious manner.

6) Chapter Senior Road Captain and Chapter Road Captain

They shall form policies and procedures for ride planning and execution of Organization ride events. They shall have oversight of all subordinate Road Captains at the Chapter levels. They shall ensure timely deliverance of all Ride Reports and associated reports from all entities of the Organization.

The Chapter Senior Road Captain and Chapter Road Captain shall be a riding member.

The Chapter Senior Road Captain and Chapter Road Captain are the members who assume ultimate positional authority over the group during a ride from start to finish to include the planning, pre-ride briefing, execution, post ride de-brief and documentation. The Senior Road Captain rides in the position of Drag so that s/he can maintain visual control of the group during the ride.

The Chapter Senior Road Captain shall supply the Chapter Secretary with any information required to notify outside agencies of impending rides.

The Chapter Senior Road Captain shall control the group in a manner consistent with the objectives and guidelines as set forth in The Chapter Ride Guide and at all times shall execute his/her best judgment in situations not specifically covered within the guide.

The Chapter Senior Road Captain is responsible for the supervision of all Road Officers including Road Captains and Ride Safety Officers.

The Chapter Senior Road Captain is responsible to ensure that the Ride Guide is maintained and adhered to; that the Safety Training Program is in place; and that members are knowledgeable with regard to both Ride Guide and Ride Safety.

The Chapter Senior Road Captain will provide the Chapter Secretary with all information necessary to coordinate events with appropriate external organizations.

7) Chapter Senior Ride Safety Officer and Chapter Ride Safety Officer

The Chapter Senior Ride Safety Officer and Ride Safety Officer shall be responsible for the research and development of safe riding educational programs for the Organization. They shall

at rides events and missions, ensure that all participants (Members and Guests) have a "Road Worthy" motorcycle, or trike. They shall assist the Chapter Senior Road Captain with any duties and tasks needed to be performed.

The Chapter Senior Ride Safety Officer and Chapter Ride Safety Officer are required to be a riding member.

14) Chapter Trustee

The Chapter Trustee shall perform any such duties as the Chapter President, Chapter Vice President, or the Chapter Sergeant-at-Arms may direct. The Chapter Trustee provides support and assistance to each Chapter Executive Board position.

The Chapter Trustee is required to be a riding member.

15) Chapter Quartermaster

The Chapter Quartermaster is responsible for the coordination of the procurement, and distribution of all Organization and Chapter property at the direction of the Chapter Sergeant-At-Arms. Chapter Quartermaster shall ensure each Chapter remains in compliance with Organization property, merchandise and apparel guidelines.

The Chapter Quartermaster is required to be a riding member.

16) Chapter Information Technology Trustee

The Chapter Information Technology Trustee shall be responsible for the day-to-day maintenance of the Organization's web presence. He/she works closely with the Secretary in the publication of appropriate chapter documentation in an online format for access and use by the membership. He/she maintains online rosters and rolls of activities and contact data. As the de-facto communications Officer, the Chapter Information Technology Trustee maintains the pulse of the membership. The Chapter Information Technology Trustee shall be responsible for approving the use of all information and communication technologies within the Organization. He/she shall enforce Organization policies and guidelines with respect to all communications, publications and postings.

The Chapter Information Technology Trustee is not required to be a riding member.

17) Chapter Historian

It is the duty of the Chapter Historian to keep a record or history of the organization's activities and achievements during the year. This person should take pictures at projects, socials, and special events.

18) Chapter Public Relations Coordinator

The prime responsibility of the Chapter Public Relations Coordinator (PRC) is to publicize the activities of the organization. There are several areas which should be targeted in publicizing the organization:

8. The club membership.

9. Fundraising
10. Note members' accomplishments
11. Special honors bestowed upon members
12. Calendar of events
13. Birthdays
14. Organize Junior member events with Juniors President

The Chapter Public Relations Coordinator is not required to be a riding member.

19) Chapter Chaplain

The Chapter Chaplain shall be appointed by the Chapter Board and be a voting member of the Chapter Board. The Chapter Chaplain is responsible for the spiritual well-being of the Organization. The Chapter Chaplain shall be available for council to all members of the Organization for situations involving, personal, or spiritual matters only, matters involving the operation of the Organization should be directed through the Chain-of-Command.

The Chapter Chaplain is not required to be a riding member.

B. Chapter Proceeds

- b. All proceeds raised by Chapter functions are the property of the Chapter and are to be used according by the Chapter Boards discretion via majority vote.
- (h) Compensation
 - a. All Board members shall serve without compensation. Expenses deemed necessary will be reimbursed by the Treasurer.
- (i) Resignation
 - a. Resignation of any Officer position is requested to be in written signed letter and filed with the Secretary

Section 3.06 Members

A Member is any duly accepted person who meets the requirements as set forth below. Membership in multiple chapters shall not be allowed.

Section 3.07 Membership Requirements

Membership in The Organization is open to anyone with an interest in carrying out and pledging service to the purpose and mission of The Organization and who meets all of the requirements as set forth below and verified through an application submitted to the Chapter, and through the Headquarters Board.

Age

Applicants must be at least 18 years of age.

Citizenship

Applicants must be legal US Citizens, as defined by the Social Security Act of 1938, or identified as a permanent legal resident of the United States.

Organization Membership

A member must maintain their Organization membership, in order to maintain Member-in-Good-Standing status with a Chapter. This includes attendance at no less than 3 meetings and 3 events, as well as payment of all required membership dues and fees to their Chapter.

Public Service Data

Upon making application to join the Organization, any applicant claiming military or public service shall provide proof of said service as indicated below.

Military Applicants

Any applicant who is a U.S. Military Veteran shall provide proof of his/her military service status, such as a military ID card or DD-214 (notice of separation).

Public Service Applicant

Any applicant who is a Public Service Employee, or Retiree, or Volunteer shall provide proof of his/her service status, such as active duty or retired Identification Card.

Section 3.08 Member in Good Standing

In order to maintain "Member in Good Standing" Status, each member must:

- Attend no less than 3 events and 3 meetings per year, as defined in Article III; Section 3.12 and must pay all dues and fees required by their Chapter; and as further defined below.
- Members in Good Standing, who are in the Military, are exempt from payment of dues and fees while on a TAD/TDY/Deployment assignment, or Permanent Change of Station (PCS) Orders, which precludes attendance at meetings and events.
- If the spouse of a Military member travels with said member, and that spouse is a member in Good Standing, that spouse shall also be exempt as well.
- Adhere to the Loyalty clause as identified Article VI; Section 6.06;(d).
- Adhere to the Organization By-laws, Policies, Procedures and Directives.
- All Fully Patched riding members must provide for inspection to their Chapter Sergeant-at-Arms, a Valid State Vehicle Operators Permit showing a Motorcycle, or Trike endorsement, or Motorcycle, or Trike Class operators permit and proof of insurance.

(a) Fees and Dues

The Chapters have Dues and Fees each member is expected to pay as follows:

(b) Registration Fee

A one-time non-refundable fee, used to aid in the expense of membership patches. This fee is to be collected by the Chapter Treasurer at the time the membership application is accepted.

(c) Dues

Annual Dues shall be paid by each member to their Chapter. The following applicants/members are exempt from this fee:

- Honorary Member
- Medal of Honor Recipients
- A member in Good Standing of Gold Star Mothers
- Former Prisoner of War
- "Grandfathered Members" under original agreement.

Headquarters Membership Dues

Headquarters membership dues shall be collected by the Headquarters Treasurer and received by the Headquarters Treasurer not later than January First of each year. The dues shall be prorated to a monthly charge for the dues year paid, and may be adjusted upon a majority vote of the Headquarters Board.

Chapter Dues

Chapter dues are set by the Headquarters chapter and are to be collected by the Chapter Treasurer in a manner determined by the Chapter. Dues are paid to the Headquarters Chapter.

NOTE: No other funds are collected from Chapters throughout the year. All monies made by the Chapter, except dues, are the property of the Chapter.

Section 3.09 Membership Types

(a) Founding Member

All founding members are the original members who helped start this organization from day one of inception.

(b) Full Member

Full Member status is available to anyone meeting general membership requirements. This includes Spouses, Domestic Partners, automobile owners and motorcycle owners. Motorcycle owning members must meet the following requirement: having access to a registered 600cc (or greater) motorcycle; with proof a valid motorcycle license and appropriate insurance. Each year in the month of January Full members must provide proof to the Chapter Sergeant-at Arms, of a valid operator's permit with a valid Motorcycle, or Trike (Three wheel) endorsement, or class.

(c) Junior Member

Persons who are under the age of 18, and who are dependent children, or grandchildren, or legal wards, of members in Good Standing may apply to be a Junior Member.

No membership dues shall be collected for Junior Members nor shall any Organization colors be presented to Junior Members. Nothing in this statement shall preclude a Chapter from procuring and issuing at their own cost, a single back patch that includes the Chapter Patch with "Junior Member" included in the single patch and no additional rockers shall be permitted.

The Chapter will acquire the required patches for Junior Members. Junior Members (guardians) are responsible for commissioning a tailor to place required patches on their vests.

A Junior Member who wishes to continue membership status after the age of 18, must meet all membership requirements. Must show a clear and verifiable track record of mission fulfillment and dedicated service. They must also make application to the Chapter of their choice and are responsible for acquiring any required member patches for full member status.

Section 3.10 Rights

Each member in Good Standing shall have the following rights:

(a) Fair Treatment and Dignity

Each member shall be treated fairly and with dignity.

(b) Vote

Each Full Member in Good Standing shall have one vote in all local Chapter matters. No Chapter may use absentee, or proxy votes for its voting, or election process.

(c) Burial

Any member in Good Standing, who passes away, may be buried or cremated with one set of their patches. A member of the family must approve the member being laid to rest with their patches.

Additional patch sets of the deceased shall be returned to the Organization.

(d) Transfer

A transfer occurs when a member leaves one Chapter and joins another.

When members in Good Standing must leave their Chapter for any reason, they shall submit a letter to their current Chapter Secretary explaining the situation.

The Chapter Secretary shall then forward the request to the Secretary of the Chapter nearest the transferring member's new location.

(1) To accept a position with the Founding Executive Board

A membership transfer to the Founding shall be automatically executed upon receipt of the members' acceptance of a position on the Founding Executive Board. The Founding Secretary shall then coordinate the transfer from the Chapter.

(e) Discontinuance of Membership

Any member may discontinue their Organization membership by submitting a letter of resignation to their Chapter Secretary. After the letter is received the Chapter Sergeant-at-Arms will collect all Organization property to include all required patches. Once all property has been recovered, the Chapter Secretary will serve the former member with a letter accepting and documenting their resignation.

Article IV. Meetings & Events

Section 4.01 Format of Meetings

Meetings shall be held in accordance with the most recent edition of Robert's Rules of Order.

Section 4.02 Coordination

Neighboring Chapters shall coordinate all events, as outlined in Article IV (with the exception of Meetings), in order to minimize scheduling conflicts while maximizing cross-chapter event support.

Chapters are encouraged to support all Founding events to the fullest extent possible. With the exception of the a Chapter representatives assigned to any Founding event, nothing in this section shall be construed as a requirement for the entirety of the Organization to attend any Founding event, or to restrict Chapters from coordinating their own local event in support of the Founding event.

Section 4.03 Notice of Meetings

(a) Annual Events

Notice of any annual event shall be delivered to the members of the Organization not less than three (30) days prior to the event.

(b) Regular Meeting

Notice of any regular meeting shall be delivered to the members not less than ten (10) days prior to the meeting.

(c) Special Meeting

Notice of any special meeting shall be delivered to the members not less than twenty-four (24) hours prior to the meeting.

Section 4.04 Headquarters Events

The Headquarters President shall be, until, he delegates the responsibility, the presiding Officer over all Headquarters events.

Notice

Notice of the Headquarters Event shall be delivered to the members of the Organization in accordance with Section 4.03(a) above.

(a) Headquarters Events

Purpose

The purpose of any Headquarters Event is to come together and showcase the ideas, beliefs and direction of the organization, and to support the mission of the Organization.

Planning

The presiding Events Coordinator may convene a Headquarters Events Committee to organize and execute the any Founding event.

Calling

The presiding Events Coordinator, shall set the time, place, and date of all Headquarters Events.

Attendance

- 1) Attendance at any Headquarters event is open to all members of the Organization and the general public at large. No event is mandatory.

Section 4.05 Headquarters Board Meetings**(a) Purpose**

Headquarters Board Meetings shall be held for the Headquarters and the Chapters. The purpose of the Headquarters Board Meeting is to discuss and approve all procedures, events, expenditures and any other business pertinent to the operation of the Organization, or Chapter.

(b) Calling

All Headquarters Board Meetings shall be called by the Headquarters President, and Chapter Executive Board Meetings shall be called by the Chapter President or by a quorum of the Chapter Executive Board, who shall also set the date, time and place.

There shall be no less than four (4) Headquarters Board Meetings per year for the Headquarters and each Chapter.

(c) Notice

Notice of the Headquarters Board Meeting shall be given to the Headquarters Board by the Headquarters or Chapter President no less than one (1) week in advance of the Headquarters Board Meeting.

(d) Attendance

Headquarters Board Meetings are closed to the public and to all members, unless an individual has been requested to appear before the Headquarters Board by the Headquarters or Chapter President.

Members of the Headquarters Board may attend any meeting held by any entity, or level of the Organization.

Members of the Headquarters Board may meet via teleconference for any Headquarters Board meeting.

(e) Quorum

For conducting matters of business, a quorum of the Headquarters Board must be present.

(f) Confidentiality

Confidentiality of all matters conducted at Headquarters Board meetings shall be observed.

Section 4.06 Regular Meetings

(a) Chapter Meetings

Each Chapter is required to hold at least Four (4) Regular Chapter Meetings a year.

(b) Purpose

The purpose of any Chapter Meeting shall be to deliver reports of the Officers, transaction of regular and committee business, approve expenditures and hold elections and to present awards and recognitions.

(c) Calling

The Chapter President shall call all Chapter meetings. The Chapter Executive Board shall set the meeting place and time.

(d) Notice

Notice shall be delivered to the members of the Chapter in accordance with Section 4.03(a) above.

(e) Attendance

Attendance at any Chapter Meeting is open to all members in good standing of the Organization and invited guests.

(f) Quorum

For conducting matters of business, a quorum of the Chapter Board must be present. With regards to the general membership, any matter requiring a vote shall be taken on a quorum of those members present in person.

Section 4.07 Special Chapter Meetings

(a) Calling

The Chapter President, or one-third of the Chapter Board, may call a Special Chapter Meeting.

(b) Notice

Notice of Special Chapter Meetings shall be given in accordance with Section 4.03(c) above.

(c) Attendance

Attendance at a Special Meeting shall be limited to members of the Chapter in which the meeting is convened.

1) Quorum

For conducting matters of business, a quorum of the Chapter Board must be present. With regards to the general membership, any matter requiring a vote shall be taken on a quorum of those members present in person.

Section 4.08 Rides

(a) Scheduling

Each Chapter shall address the scheduling of rides in their local area.

(b) Notice

Each Chapter shall address the notification of rides in their local area.

(c) Coordination

The Headquarters makes available the use of resources, including web-based technologies, for the purposes of announcement and coordination.

(d) Attendance

Attendance records shall be maintained in accordance with the Headquarters Ride Guide.

Attendance at a Ride shall constitute participation in one event as required to maintain member in-good-standing status.

In order to be considered an official event of the Organization, the Ride must be duly scheduled and notice given in accordance with Chapter By-Laws.

Article V. Records

Section 5.01 Chapter By-Laws

(a) No Chapter shall be permitted to have, or draft their own/separate set of By-laws.

Section 5.02 Financial Records

The fiscal year of the Organization and each Chapter shall be from 1 January to 31 December of each calendar year.

(a) Maintenance

The Organization and each Chapter shall keep detailed financial records of all funds and shall be tasked with the following reporting responsibilities:

- State and Federal: The Organization and each Chapter shall file appropriate financial records to the Headquarters Treasurer or revenue authority where it is organized and the IRS no later than the statutory filing date.
- Copies: The Headquarters Secretary shall maintain copies of both state and federal financial records for the Organization and each Chapter for at least seven (7) years after filing.

Each Chapter shall file copies of both state and federal financial records with the Headquarters Secretary no later than 30 April of each year.

- Quarterly: Each Chapter shall file quarterly financial reports to the Headquarters Secretary. The Headquarters Secretary shall maintain quarterly financial reports for at least three (3) years for the Organization and each Chapter.
- Yearly: Each Chapter shall file completed yearly financial reports to the Headquarters Secretary. The Headquarters Secretary shall maintain annual financial reports for at least seven (7) years for the Organization and each Chapter.

(b) Independent Financial Review

The President and Treasurer of the Organization and each Chapter shall ensure that an independent Financial Review of the Organization's and Chapter's financial records is conducted at least once per calendar year and whenever a new Treasurer is seated.

The Organization or a Chapter may conduct an independent financial review as often as they feel is necessary to ensure the integrity of its financial records.

The Annual independent financial review of the Organization and each Chapter shall be completed no later than 30 January of each year. Each Chapter Secretary shall send the completed financial review to the Headquarters Secretary for further issuance to The Headquarters Treasurer. The Headquarters may audit the records of any Chapter within their jurisdiction at any time.

(c) Disbursements

1) Dual Signatures

All checks shall have two signatures, one of which being either the Treasurer, President or Vice President.

2) Same Family/Household Exclusion

No check shall be countersigned by members of the same family or household.

3) Reimbursements

All reimbursement requests must be made to the Secretary within 90 days of the expense, with the exception that expenses incurred during November or December must be filed for reimbursement no later than 30 January of the following calendar year.

Section 5.03 Membership

Each Chapter shall report to the Headquarters Secretary a roster of all Officers, including their name, title, phone number(s), and mailing address in a timely manner.

Section 5.04 Meetings

Meeting minutes shall be made by the Secretary and shall be maintained and available to the membership for the life of the Chapter.

Article VI. Judicial

Section 6.01 Formal Charges

(a) Definition

For the purpose of fair treatment and non-biased judicial procedure, a formal judicial process and procedure is hereby established. Any allegation, charge, complaint, grievance or request for removal, suspension or termination brought by one member against another via the Headquarters, or Chapter leadership shall be known as a "Formal Charge."

(b) Filing Charges

Any member may file a charge upon any other member. Charges shall be documented and submitted in writing by the member bringing the charge and must contain the conduct that violates Articles and Sections of the Organization By-Laws. All charges must be submitted to the Chapter Secretary of the charging member.

Upon receipt of a duly documented charge, a request for investigation shall be made to the Sergeant-at-Arms of the charging member's Chapter. The complaining member's Sergeant-at-Arms shall review the complaint and determine if an investigation is warranted. Should the Sergeant-at-Arms determine an investigation is necessary, he/she will initiate an investigation in accordance with Section 6.02 below.

In order for a charge to be duly documented, the charge must:

- Be made in writing and contain sufficient details of the infraction.
- Be signed by the member bringing the charge.

Section 6.02 Conducting an Investigation

Only a Sergeant-at-Arms at the Founding and Chapter level are authorized to conduct an investigation. All investigations shall be conducted at the lowest chain-of-command level possible. Sergeant-at-Arms at the Headquarters Level shall assist when needed in the coordination of any investigation.

Section 6.03 Notice of Violations

As soon as practicable, the Sergeant-at-Arms conducting the investigation shall make the following notifications in the order and sequence specified:

(a) Chapter President

(b) Chapter Vice President

(c) Headquarters Sergeant-at-Arms

(d) The Member accused (Delivered through a Prescription of Charges)

Section 6.05 Review of Charges

After receiving a completed investigation and statement of the accused (If provided), the Sergeant-at-Arms shall review the documents and determine if Formal Charges are warranted. If formal charges are not warranted, the accused shall be returned immediately to "Member in Good Standing status. If however, the Sergeant-at-Arms finds Formal Charges are warranted, the Sergeant-at-Arms may suspend the membership of the accused member, pending the outcome of the disciplinary process. The Sergeant-at-Arms shall also convene a Review Committee. The review committee shall consist of the accused members Chapter Vice President, Chapter Treasurer and Chapter Secretary.

Section 6.06 Violations

A member or Chapter found to be in violation of any Article, or Section of the Organization By-Laws, or Conduct Violations as defined below, shall be subject to adjudication by an Adjudicating Committee. Chapters found to be in violation of any Article, or Section of these By-Laws will be subject to Chapter Discipline, that could range from Chapter Suspension to revocation. Violations of Conduct are actions unbecoming of a member to any other member or that undermine the Organization's Purpose, Mission, or reputation as defined in Article II above. Specific violations of Conduct include, but are not limited to, the following:

(a) Stolen Valor

Members may not wear any article which violates either the intent of the Stolen Valor Act (PL 109-437) or in which the wearing of said would be in violation of the issuing unit or organization's code, constitution and/or by-laws.

(b) Patch Re-issue

Any patch, which is sent to a Chapter for a specific member, is intended for the use of that member only and no other. Under no circumstance shall any patch be re-issued or transferred to another member unless so directed by the Headquarters Sergeant-At-Arms.

(c) Other Organizations

No member shall be authorized to wear any article making reference to, or in support of, any Motorcycle Club (MC), outlaw organization, or 1% organization, other than groups supported by the organization.

(d) Loyalty

Any member who is not loyal to the Organization in word, deed or action shall be in violation of Conduct.

(e) Trust

A violation of trust involves inappropriate use of the power of the office, or misuse of funds.

(f) Willful Destruction

Any willful destruction, altering, or defacing of Organization property is strictly prohibited and shall result in disciplinary action as determined by the Headquarters Executive Board.

(g) Harmful Information

Any member in receipt of information, which could result in harm or have a detrimental effect on the Organization, shall immediately report said information to their Chapter Sergeant-At-Arms. Failure to report said information shall be a violation of Conduct.

(h) Disclosure of Information

Any member shall have committed a violation of Conduct if said member:

- 1) Inappropriately discloses either personal or confidential information of another member.
- 2) Inappropriately discloses details of an ongoing investigation of the Headquarters Members Board.
- 3) Inappropriately discloses the details of any closed meeting.

(i) Absence

Any Headquarters Board Member who cannot attend a meeting of the Headquarters Members Board shall contact the Secretary prior to the meeting convening. The member shall state their period of absence, if said absence shall extend beyond the immediately pending meeting.

(j) Dues / Fees in Arrears

Any member in arrears of membership Dues and/or fees shall have their membership suspended. Said member shall have 60 days to remit membership Dues and / or Fees and have their membership reinstated. On the 61st day of arrears, the membership shall be terminated, and the member shall return to the Sergeant-At-Arms, all Organization property.

Nothing in this section shall apply to Military members, who are members in Good Standing, (and their spouses who are members in Good Standing, if the spouse is on travel with the member), if said member is in a TAD/TDY or Deployed status, when dues come due.

(k) Failure to Report Financials

Any Officer or Chapter failing to file the necessary reports as detailed in Article V above shall be subject to the disciplinary action as set forth in Section 6.04(g)(i) below.

Section 6.07 Investigations

(a) Initiation

Upon notification of a violation of Conduct or charge by a member, the Sergeant-At-Arms in the Organization or the Chapter where the charge was filed shall initiate an investigation.

(b) Investigation

The Sergeant-At-Arms shall execute an investigation to include the gathering of evidence, interviewing of witnesses and a collection of facts.

(c) Report of Findings

Upon completion of the investigation, the Sergeant-At-Arms shall file a report with the Headquarters Sergeant-At-Arms along with a recommendation with regard to the merit of the complaint.

After receiving a completed investigation (Report of Findings) and statement of the accused (If provided), the Sergeant-At-Arms shall review the documents and determine if Formal Charges are warranted. If formal charges are not warranted, the accused shall be returned immediately to "Member in Good Standing status. If however, the Sergeant-At-Arms finds Formal Charges are warranted, the Sergeant-At-Arms may suspend the membership of the accused member, pending the outcome of the disciplinary process. The Sergeant-At-Arms shall also convene a Review Committee. The review committee shall consist of the accused members Chapter Vice President, Chapter Treasurer and Chapter Secretary.

(d) Review Committee

Upon receipt of the report, the Sergeant-At-Arms shall convene a Review Committee. The Review Committee shall conduct a deliberate review of the facts and then shall determine and recommend to the Sergeant-At-Arms the appropriate action to take.

The Review Committee shall be comprised of the following Chapter Officers:

- Vice President
- Treasurer
- Secretary

Upon completion of an investigation, should the brought charges be substantiated, the member or Chapter shall have met the requirements "for cause" (or "just cause") for the purposes of taking the Disciplinary Actions as defined in Section 6.08 below.

(e) Exceptions

The exception to this process shall be if an Officer or director usually involved with the process is involved within the complaint, or if there is any type of relationship with the accused. If this is the case, that Officer shall be removed from the process and another appointed by the Chapter President.

The Sergeant-At-Arms will determine if it is in the best interest of the Organization for the Officer in question to take a leave of absence during the process of the complaint.

Section 6.08 Disciplinary Actions

(a) Revocation of Good Standing Status

A member shall have their Good Standing status revoked for just cause in the following instances:

1) Attendance

Any member failing to attend a minimum of three (3) events, as defined in Article IV above shall be subject to disciplinary action.

2) Public Intoxication

The Sergeant-At-Arms shall deal, on a case-by-case basis, with any member who appears to be intoxicated while at any event.

3) Loss of Patches

Any member, who loses their patches, shall be fined by the Chapter, a sufficient amount to replace the lost set. If the patches are later recovered, the Founding may – at its own discretion – direct the monies to be forgiven or returned.

4) Transfer of Patches

Any member who transfers a patch or patch set shall be personally and financially liable for An Officer shall be removed for cause and upon a two-thirds vote of all members of the Headquarters Board the transaction.

5) Resignation

Any Officer that resigns from his/her position because they are being brought up on charges shall not be eligible for office until fully cleared of any charges.

Any Officer who resigns from the Organization due to pending charges may not rejoin the Organization.

6) For Cause

(b) Headquarters Member Positions

Headquarters Member positions are lifetime positions. However, the Headquarters President may terminate any appointment for cause unless the member in question has served in the position in question for more than one (1) year.

If the member has held the position for more than one (1) year, concurrence of the Headquarters Board shall be required prior to terminating the position.

(c) Chapter Board Members

A Judicial Board shall be convened by the Headquarters President consisting of the Headquarters Vice President and four (4) delegates selected from existing chapters, none of whom shall be from the Chapter requesting the removal of the Board member.

(d) Other Positions

Eligibility for Office

Any Officer removed from his/her office for cause, shall not be eligible to hold any other office in any Organization Chapter.

(e) Suspension of Membership

An Chapter Board, upon just cause, may suspend membership of one of their members for a period of time determined by the Chapter Board.

A member who has had their membership suspended shall not be eligible to hold any elected or appointed office in any Chapter for a period of one (1) year from the conclusion of the period of suspension.

A Headquarters Board may also, upon just cause, impose additional requirements or restrictions in conjunction with said suspension including, but not limited to, the confiscation of the individual's patches for the duration of the suspension if – such action is in the interests of the Organization.

(f) Termination of Membership

The Headquarters Board may terminate the membership of one or more of their members for just cause. A member in a terminated status may not apply for membership in any other Chapter of the Organization.

(g) Chapter Violations

1) Authorization of Territorial Back Patch

Any Chapter of the Organization found to be guilty of authorizing member(s) to wear any type of territorial patch on the back of the jacket or vest shall be subject to disciplinary action.

Any Chapter Treasurer, having been duly investigated and determined to have failed to meet the requirements set forth for financial reporting, shall result in formal disciplinary action.

Section 6.09 Right to Appeal

(a) Appeals Board

Upon request, any member who has been assessed a disciplinary action may request an appeals board be held and the action be reviewed, provided the action is not removal, or termination from the Organization. In such cases no appeal will be heard. However, Article VI, Section 6.09, sub-section (c) shall apply. The member shall submit in writing such a request, to the Secretary of the members Chapter within Fifteen (15) Calendar days from the date of notification by the Adjudicating Committee. The Secretary shall notify the Chapter President of a request for appeal. The Chapter President shall request the Headquarters to convene an Appeals board consisting of the Presidents from three Chapters within a reasonable distance and who were not involved in the original case.

The method, date, time and review shall be at the discretion of the Appeals Board Members.

(b) Reinstatement of Officer Eligibility

Any Officer, who has been removed from his/her office, may submit to the Appeals Board, request for re-instatement of eligibility to hold office. If the Appeals Board finds favorably, said member shall have their eligibility reinstated.

(c) Removal of Termination Status

Any member removed for disciplinary reasons, may submit to the Appeals Board, a request for removal of Terminated Status after Two (2) years. If the Appeals Board finds favorably, the Terminated Status shall be removed and the members' status changed to allow membership in a Chapter of the Organization. However, any member previously terminated, that has been reinstated cannot hold any elected, or appointed position in the Organization.

Section 6.10 Chapter Discipline

The Headquarters Executive Board has the right to revoke, suspend or to place on probation, the Charter of any Chapter if it is revealed upon just cause or through an investigation by the Founding Executive Board that the Chapter's business and/or its members are not conducting business or themselves in an orderly or lawful manner.

If the Chapter is terminated for any reason, all existing records of all meetings shall be turned over to the Headquarters Secretary.

(a) Turnover of Finances

Any Chapter closed, or in the process of being closed by the Founding Executive Board, shall turn over all monies and access to all accounts to the Headquarters Treasurer or designated Trustee. Additionally the designated Chapter Treasurer shall assist in the turnover of all financial records and funds until such time as the turnover is complete.

(b) Turnover of Assets

Any Chapter closed, or in the process of being closed by the Headquarters Board, shall turn over all assets and Organization property (including that property identified in Section 7.01 below) to the Headquarters Sergeant-At-Arms.

(c) Asset Liquidation

The Headquarters shall liquidate all Assets of the closed Chapter, and any resulting funds shall be turned over to the Headquarters Treasurer.

(d) Payment of Debt

The Headquarters Treasurer shall hold the funds until all checks have cleared, and all debts and legal fees (including those incurred by the Headquarters as a result of this action) have been paid.

(e) Financial Liquidation

The sum any remaining funds from the closed Chapter shall be apportioned to a charity designated at the direction of the Headquarters Board.

Article VII. Merchandise

Section 7.01 Property

Organization property includes all items to be recovered from a member or Chapter upon their release, resignation or removal from the Organization.

(a) Patches

The following issued patches shall be considered Organization Property:

- Stars and Stripes, Bars and Pipes "center patch"
- Stars and Stripes, Bars and Pipes Officer and Position patches
- Vietnam War remembrance patch
- POW/MIA patch
- Charter Member patch
- Chapter Designation Patch
- Issued US Flag patch
- Issued Military Service or Organizational patches

Individually procured or purchased patches, regardless if acquired or purchased from the Organization or other vendor(s) shall not be considered Organization Property for the purposes herein.

(b) Placement

Placement of Organization, Headquarters and Chapter patches and pins shall be in accordance with the placement guide.

There shall be no article displayed above the Organization "center patch".

(c) Logo

Each Chapter shall have a unique logo without infringing on any other Chapter, organization, or copyright.

Chapter logos shall be utilized on all stationary.

Chapter logos may be utilized on custom items, which the Chapter may sell at fundraising events or procures for local use.

It shall be the responsibility of the Chapter to perform its own copyright search on their proposed logo to ensure compliance with the law.

The Logo shall be in good taste, and shall not be discriminatory against any race, color, creed or sex.

(d) Recovery of Property

Without exception, anyone who resigns from the Organization or whose membership is terminated, for any reason, shall return all Organization property to the Chapter Sergeant-At-Arms within fifteen (15) calendar days from the date of resignation or termination.

If any Organization property is not returned, the former member shall pay all expenses (including legal) incurred for the recovery of Organization property.

Nothing in this section shall be deemed to supersede a member in Good Standing's right to burial with a single set of patches as set forth in Section 3.14 above.

Section 7.02 Sales

Each Chapter which has clothing made that would refer to, indicate, or imply that it is being sold as an Organization product, must also include the Organization logo design. In the case of shirts and coats, the Organization logo along with the Chapter logo shall be placed either on the left front, or on the full back of any item.

(a) Items for sale, or use by Members

- 1) Any apparel item produced for use by Organization members must bear the approved Founding Logo.
- 2) Any item produced for sale, or use by members must never be sold, or given to nonmembers.

(b) Items for sale, or use by the General Public

- 1) Must also bear the Support Logo, or display "In Support of" over the Founding Logo.

(c) Event Items

The Organization and Chapters may produce items for specific events. These items include, but are not limited to, Shirts, Jackets, Pins, Hats, Bandanas and flags. Is at the discretion of each Chapter Board and the financial support of such items are the responsibility of the Chapter initiating the production of such items.

- 1) May contain a unique design for the specific function.
- 2) Whenever the Organization Logo is used for this purpose, it must bear in bold lettering "Supporting", or "In Support of" over the Organization Logo.

(d) Presentation Items

Any item produced for presentation to members, or the general public must bear the Organization Logo and the appropriate Chapter Logo.

Section 7.03 Promotional Items

Before committing any Chapter resources, time, or personnel, promotional items must be approved by the Headquarters Board.

Article VIII. Fundraising and Donations

Section 8.01 Source

The Organization may accept contributions from its own membership, the general public, other nonprofit organizations, businesses, corporations, proprietorships and any governmental organization.

With the exception of monies raised under Section 8.03 below, all monies raised by any Chapter for any purpose other than those identified above shall remain within the Chapter for said purposes.

Section 8.02 Recipients

Each Chapter may decide which organization(s) receive charitable donations from its own funds, subject to the following criteria:

- The recipient must be a qualified 501(C) (3) organization.
- The recipient must fall within the confines of the definition of the mission and purpose of the Organization as set forth in Article II above.
- To be in compliance with the rules of 501 (c)3 upon dissolution of our organization our remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational and/or scientific purposes.

Section 8.03 Fundraisers

The Organization will develop, plan and execute three (3) categories of fundraising events. They are as follows:

(a) Headquarters Fundraisers

All Chapters will assist the Headquarters in the planning, development and execution of all Headquarters fundraising efforts. This assistance shall include the following:

1) Manpower

When requested, Chapters shall provide manpower to assist the Headquarters with its fundraising efforts.

2) Advertising

Chapters shall assist the Headquarters by providing information to local media outlets, civic and charitable organizations, public safety and military entities and any other organizations with interest in our fundraising efforts.

3) Development

When requested, Chapters will provide developmental assistance to the Headquarters in its fundraising efforts.

4) Logistics

When requested and whenever possible, Chapters will provide logistical assistance to the Headquarters in its:

(b) Chapter Fundraisers

Chapters may hold fundraisers to assist in the financial support of the Chapter. Any proceeds from any "Chapter Fundraiser" will remain with the Chapter, so long as those proceeds are used specifically for the financial support of the Chapter.

(c) External Fundraisers

An "External Fundraiser" is any fundraising effort or donation made to any entity outside the Organization, or outside of any Chapter. In accordance with Organization guidelines, Federal, State and municipal laws, any External Fundraising effort or donation made by the Organization, or any Chapter, must be made to a registered 501(C)(3) organization. Chapters holding any External Fundraiser must work in cooperation with the Headquarters Board to produce and execute such donations. Due to the rules and regulations governing the operation of 501 (C), (3) Tax Exempt organizations, all funds raised for this purpose must be funneled through the Founding. The Headquarters is the only authorized parent organization of the Organization and as such is the entity that holds the 501 (C), (3) determination. Therefore, any other entity of the Organization must be a registered Non-profit organization in their State.

Article IX. Amendments

Section 9.01 Process

These By-Laws may be amended as necessary, by a quorum vote of the Headquarters Board.

Proposed Amendments will be submitted to the standing By-Laws Committee through the Headquarters Secretary, who will forward all proposed amendments to all Headquarters Board members for review and consideration.