



**UPPER VALLEY  
COMBAT VETERANS  
MOTORCYCLE  
ASSOCIATION  
of the UPPER  
VALLEY  
NEW HAMPSHIRE  
CHAPTER 5-5  
CHAPTER BY-LAWS**

DATED 3 April 2017

**C.V.M.A.**

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## Article 1: Organization

### Section 1.1 – Name:

The name of the association is: Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 (CVMA NH 5-5).

### Section 1.2 – Principal Office:

The principle office of the Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 will be located at the following address: P.O. Box 1060 Lebanon, NH 03776, County of Grafton, State of New Hampshire.

### Section 1.3 – Change of Address:

The designation of the county or state of Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 principal office may be changed by amendment of these bylaws. Officers of the chapter Board of Directors (BOD) may change the principle office from one location to another within the named state by noting the changed address and effective date below, such changes shall not require an amendment of these bylaws.

### Section 1.4 – Other Offices:

The association may also have office 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 BOD may, from time to time, designate.

## Article 2: Purpose

### Section 2.1 – IRC Section 501 (c) (19):

Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 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 CVMA NH 5-5 BOD has the authority to change the CVMA NH 5-5 bylaws if any part is found to be in conflict with Federal or NH state tax laws.

### Section 2.2 – Emblem and Logo:

- a. The emblem and logo used by the Combat Veterans Motorcycle Association is the sole property of the National Combat Veterans Motorcycle Association. The CVMA patch and logo cannot be reproduced without the license from the National Combat Veterans Motorcycle Association BOD. The emblem of the Combat Veterans Motorcycle Association is in the shape of a skull encompassed by the following

colors: Red representing the blood that has been shed on the battlefield; Military Gold representing the many ethnic backgrounds in the Armed Forces; 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.

- b. The CVMA NH 5-5 Chapter patch is the sole property of CVMA NH 5-5. The patch and logo cannot be reproduced without consent from the CVMA NH 5-5 BOD.

### Section 2.3 – Objectives:

The Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 is formed for the betterment of communication and camaraderie between other Veteran Organizations, Motorcycle Associations, and or Motorcycle Groups.

- a. To promote interest in various forms of motorcycle activity associated with Veterans.
- b. To create and maintain camaraderie among Combat Veterans from all U.S. Branches of Service and its allies.
- c. To Support Veteran Organizations.
- d. To raise awareness for the plights of POWs, MIAs, and their families, Post-Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI), and other combat related medical conditions.
- e. To conduct functions and activities in a manner befitting the members of the Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 as well as the chapter's Auxiliary and Support Members.
- f. To encourage a better understanding of motorcycle riders as a constructive sport among members of the public, press, and law enforcement agencies.

### Article 3: Membership:

#### Definitions:

The term “Good Standing” shall be defined as any person who has fulfilled the requirements for membership in the Combat Veterans Motorcycle Association, who 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 bylaws.

#### Section 3.1 – Full Member:

- a. Of good character.
- b. Who is a Veteran of a Foreign War, “Combat”.
- c. The ONLY acceptable proof for membership to the Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5, is a copy of one's DD 214 or ERB which must be surrendered to the National BOD for verification.

- d. Annual national dues are set by the National BOD and will be due by June 30<sup>th</sup> each year for all Full Members. Dues for CVMA NH 5-5 members deployed in a war zone will be waived. Dues for all new members joining between January 1<sup>st</sup> and June 30<sup>th</sup> will be considered as paid in full for the balance of the current dues year and the following dues year. Dues for new members joining between July 1<sup>st</sup> and December 31<sup>st</sup> will be for the current dues year only.
- e. Must own and operate a Motorcycle of 500cc or greater.
- f. Should a full member resign they will be given a 5 day grace period to rescind their resignation with no repercussions. After the 5 day grace period the individual will have to reapply for membership as a new member and will require National BOD approval.
- g. Active members in good standing with the CVMA NH 5-5 who become infirm, disabled or otherwise unable to ride motorcycles will be able to keep their patch and be retired as members in good standing with the CVMA. Members must submit medical documentation and a minimum of one year member and/or BOD approval is required.
- h. Life Members, if for health reasons can no longer ride can, at their discretion, remain members in good standing with full voting privileges and keep their patch.
- i. Life Membership requirements: 3 years active in the CVMA. Member must be in good standing for all three years and minimum participation of one sanctioned CVMA event per year is required, one of which must be a National Meeting. Cost for life membership is \$200. If a life member quits for any reason or the member is removed from the CVMA rolls for any reason, no refunds will be made.
- j. If a member wishes to change chapters to or from CVMA NH 5-5, he or she can request in writing for a change of Chapter to the gaining and losing State Representative, or Chapter Commanders (if not leaving the state). Chapter affiliation to any Chapter of his or her choosing may be requested, to include a chapter in another state if that chapter is closer than the existing chapter and the losing and gaining states share a common border.

### Section 3.2 – Auxiliary Members:

- a. Must be of good character.
- b. All Auxiliary Members must be a spouse, widow, or widower of a member who is in good standing.
- c. Must support the efforts of ALL branches of the United States of America's Armed Forces and the Combat Veterans Motorcycle Association.
- d. Auxiliary Members will have no vote in CVMA NH 5-5 business, but are welcome to participate in meeting discussions and serve on committees.
- e. Cannot hold a position on the BOD.

- f. Annual national dues are set by the National BOD and will be due by June 30<sup>th</sup> each year for all Auxiliary Members. Dues for all new members joining between January 1<sup>st</sup> and June 30<sup>th</sup> will be considered as paid in full for the balance of the current dues year and the following dues year. Dues for new members joining between July 1<sup>st</sup> and December 31<sup>st</sup> will be for the current dues year only.
- g. Auxiliary Life Membership requires three years active in the CVMA. Auxiliary member must be in good standing for all three years and minimum participation of one sanctioned CVMA event per year is required, one of which must be a National Auxiliary meeting. The Full member sponsor must already be a Life Member (or concurrently seeking Life Member status). Cost for Auxiliary Life Membership is \$100. If an Auxiliary Life Member quits or is removed for any reason, is no longer qualified as an Auxiliary member (e.g. divorce), or the sponsor member quits or is removed from the CVMA rolls for any reason, no refund will be made.

### Section 3.3 – Support Members:

- a. Must be of good character.
- b. Must own and operate a motorcycle of 500cc or greater.
- c. Maximum number of Support Members will not exceed 10% of the total membership of Full Member in CVMA NH 5-5.
- d. Support Members must be a veteran of the United States Armed Forces.
- e. Support Member will read and abide by all CVMA NH 5-5 bylaws applicable to them as well as the National CVMA bylaws applicable to them.
- f. Support Members are required to submit their application with proof of military service through a full member of CVMA NH 5-5 who has held a membership for not less than one year. Support Members are required to have either ridden a minimum of 3,000 miles with their sponsor; attended three CVMA NH 5-5 events; or be known to their sponsor for a minimum of 6 months. A full member submitting an application for a Support Member should verify they meet the above criteria. Only 1 Support Member can be vouched on per year by an individual CVMA Full Member.
- g. Support Members will have no vote in CVMA NH 5-5 business, but are welcome to participate in meeting discussions and serve on committees.
- h. Cannot hold a position on the BOD.
- i. Annual national dues are set by the National BOD and will be due by June 30<sup>th</sup> each year for all Support Members. Dues for all new members joining between January 1<sup>st</sup> and June 30<sup>th</sup> will be considered as paid in full for the balance of the current dues year and the following dues year. Dues for new members joining between July 1<sup>st</sup> and December 31<sup>st</sup> will be for the current dues year only.
- j. Support Members in good standing can wear a small CVMA Support Patch on the front of their vest or jacket which will be supplied by their sponsor. Support

Members can also wear the 10 Inch support back patch which will be supplied by their sponsor.

#### Section 3.4 – Right to Verify:

By applying for membership with the Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5, you are giving the Combat Veterans Motorcycle Association and its National Board of Directors the right to verify any membership application and DD 214 records.

#### Section 3.5 – Attendance:

Each member should attend at a minimum one CVMA NH 5-5 event a year.

- a. It is the member's responsibility to ensure proper documentation is provided to the NH State Representative for attendance at any event that happens out of state.
- b. It is the member's responsibility to sign the attendance sheet at any NH CVMA sanctioned event.
- c. Any Full Member who is still a member of the Armed Forces who attends the previous year's National, but cannot, because of military deployments to a combat zone, attend the current year National Meeting will be given credit for the National Meeting and will be authorized a rocker for the National Meeting patch that will read: "Deployed 20XX"

#### Section 3.6 – Conduct:

- a. All members must conduct themselves in a manner that is not an embarrassment to themselves, the Chapter, the Combat Veterans Motorcycle Association, or the United States.
- b. In the event of misconduct by any member, under the National Bylaws, the National BOD possesses the right to revoke that member's membership.
- c. Misconduct is defined as failure to abide by the bylaws of the Combat Veterans Motorcycle Association (National as well as CVMA NH 5-5), as well as any organization that the CVMA NH 5-5 supports. Or by bringing dishonor upon the Combat Veterans Motorcycle Association in action, word, or deed.
- d. Always remember WE ARE NOT, NOR DO WE CLAIM TO BE A MOTORCYCLE CLUB! WE DO NOT HAVE COLORS.
- e. We do not prospect and we do have membership fees.

#### Section 3.7 – Members must Possess:

All Members who ride must possess a valid motorcycle driver's license endorsed by their state of residence; a valid motorcycle registration (in their name) for a motorcycle of 500cc or greater; and proof of insurance for that motorcycle.

### Section 3.8 – Back Patch:

All members who wear a Full Member, Auxiliary Member, or Support Member back patch must pay any and all required patch use fees as well as read and sign the CVMA patch agreement.

## Article 4: Membership Dues

### Section 4.1 – Rates:

Membership dues shall be at such rate, schedule or formula as may from time to time be prescribed by the National BOD and approved by the general membership.

### Section 4.2 – Deadlines:

The National BOD shall determine deadlines for payment of renewal membership dues.

### Section 4.3 – Patch Fees:

New Members paying usage fee of the Combat Veterans Motorcycle Association will be done so at cost plus shipping and handling.

### Section 4.4 – Chapter Dues:

- a. Chapter dues of \$5 will be assessed from each Full Member of CVMA NH 5-5 yearly. These dues will be collected at the Annual Chapter Meeting.
- b. If unable to attend the Annual Chapter Meeting, contact must be made with a BOD member (either by phone or email) prior to the meeting to make arrangements for payment of chapter dues.
- c. The chapter dues will be used at the discretion of the BOD for the good of the chapter, with events (i.e. chapter BBQ)
- d. If a member does not pay their chapter dues, the member will be placed into member in bad standing with the CVMA NH 5-5 and will not be able to vote in any chapter business.
- e. If a member continues to be in bad standing with the CVMA NH 5-5 for a period of more than 12 months. The Commander will submit that member's name to the State Representative for further action.

## Article 5: Elections

### Section 5.1 – Eligibility:

- a. All nominees for any office must be active and in good standing in CVMA NH 5-5 with a minimum of one full year CVMA membership.
- b. Retired members cannot hold CVMA officer positions.



- c. All elected and or appointed officers and Board of Directors must remain active members in good standing for the duration of the term while in office.

#### Section 5.2 – Elected Officers

Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 shall at all times have a minimum of three and a maximum of ten elected officers; collectively they shall be known as the Board of Directors.

#### Section 5.3 – Non Liability of Directors:

The Board of Directors shall not be personally liable for the debts, liabilities, or other obligation of the chapter.

#### Section 5.4 – Indemnification by Association of Directors and Officers:

The directors and officers are indemnified to the fullest extent permissible under the laws of the state.

#### Section 5.5 – Qualifications:

The Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 Board Of Directors shall qualify the age or any other specific requirement that may be in force in the State of New Hampshire at any given point of time.

#### Section 5.6 – Authority:

The Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 Board of Directors shall conduct all activities and affairs of this association and also exercise all association powers, subject to the provision of the laws of the State of New Hampshire, the Articles of Incorporation, and these bylaws.

#### Section 5.7 – Compensation:

The Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 Board of Directors shall serve without compensation except for a reasonable advancement or reimbursement of expenses incurred in the performance of their duties with the approval of the Board of Directors.

#### Section 5.8 – Term of Office:

Officers are elected at the annual chapter meeting held in January. The elected member will assume office prior to the next meeting, and hold that office for 24 months or until their successors are duly qualified. Consecutive terms are permitted. There are no limits on how many terms and individual may serve.

## Section 5.9 – Election Cycles:

- a. Candidates for office **MUST** declare their intentions to run for office by the Chapter Meeting three months prior to the annual meeting, unless the election is to fill a vacated position due to a previous election.
- b. The Commander and Secretary Positions elections will be held on odd numbered years.
- c. The Executive Officer, Treasurer, and Sergeant-at-arms Positions elections will be held on even numbered years.
- d. Should any Officer resign or be removed for any reason, the BOD has the authority to replace the officer, and the new officer will be put up for approval by the chapter members. That individual will serve until the next scheduled election for that position.

## Article 6: Officers

### Section 6.1 – Designation of Officers:

- a. The Board of Directors for the Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 will be made up of the following positions: Commander, Executive Officer, Secretary, Treasurer, and Sergeant-at-Arms.
- b. The Board of Directors will decided on the need for other Chapter Staff. These individuals will be appointed to the position and serve at the pleasure of the BOD.

### Section 6.2 – Qualifications:

To serve as an Officer for the Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 the member must be active and in good standing in CVMA NH 5-5 with a minimum of 1 full year CVMA membership.

### Section 6.3 – Multiple Positions:

No member shall hold two elective offices at the same time but may hold one elective and one or more appointive offices. Officers, elected or appointed, may be eligible to hold office in a higher body and lower body and such offices may be held concurrently.

## Article 7: Duties of Officers

### Section 7.1 – Commander:

The Commander is the Chief Executive Officer of the CVMA NH 5-5. All matters concerning the relations between CVMA NH 5-5 and any outside person or organization should be routed to the Commander and the NH State Representative for appropriate action. The commander will preside over all chapter meetings; issue the call for CVMA NH 5-5 and NH State BOD meetings, schedule regular elections, and ensure they are held in accordance with these and National

bylaws. The Commander is responsible for overseeing all committees and in charge of all CVMA NH 5-5 events. The Commander will accept all new membership applications, process them and submit the contact information to the New Member Mentor Coordinator, and pass the application to the State Representative for further processing.

#### Section 7.2 – Executive Officer:

The Executive Officer is responsible for the coordination all committees and supervising plans for all CVMA NH 5-5 events. The Executive Officer shall act as an intermediary between the Commander and the Membership. Additionally the Executive Officer is the second in command to the Commander, and shall assume all responsibilities of the Commander in their absence.

#### Section 7.3 – Secretary:

The Secretary is responsible for making and keeping all CVMA NH 5-5 records, including the membership list, the bylaws, records of all committee appointments, all written reports, copies of all correspondence between CVMA NH 5-5 and any outside person or organization, and shall keep correct minutes of the proceeding of the CVMA NH 5-5 BOD meetings as well as the general membership meetings.

#### Section 7.4 – Treasurer:

- a. The Treasurer shall keep correct and complete books and records of CVMA NH 5-5 financial accounts. The Treasurer keeps all funds of the chapter. The Treasurer may disburse funds to pay for expenses as prescribed in the bylaws. The Treasurer will collect chapter dues and other forms of income owed to the chapter, make payments from the chapter funds when so ordered by the chapter, or National BOD; sign all chapter checks countersigned by the Commander. The Treasurer will make regular reports of the chapter's financial status to the BOD, the general membership, and the National BOD.
- b. The Treasurer will submit an annual financial report to the NH State Representative to be submitted to the National Treasurer. The report is due following the close of the business year and not later than February 15<sup>th</sup>. The report must include an itemized list of any donations made to eligible groups (i.e. Veteran's Homes) and any monies raised from chapter sponsored events and all donations received from sources outside CVMA. Detailed expenses from chapter operations are to be included as well.

#### Section 7.5 – Sergeant-at-Arms:

The Sergeant-at-Arms is responsible for ensuring that the Bylaws and Standing Rules of CVMA NH 5-5 are not violated, and that the orders of the Officers are carried out in an expeditious manner. The Sergeant-at-Arms is responsible for policing and keeping order at all CVMA NH 5-5 events, and responsible for the Safety and Security of the Chapter. The Sergeant-at-Arms

will check members ID cards prior to the start of the meeting as well as maintain order during meeting.

#### Section 7.6 – Board of Directors:

- a. The Board of Directors will oversee all aspects of CVMA NH 5-5.
- b. Through BOD majority vote, in an emergency, amounts of up to \$300 may be dispersed without approval of the general membership. This expenditure must be announced at the next chapter meeting with the justification being presented and voted on by the membership.
  1. If the chapter does not approve of the justification for the spending of funds, there will be an immediate suspension of the BOD’s emergency funding ability until such time the chapter votes to reinstate it.
- c. If it is determined that gross disregard for the by-laws has been committed by the BOD or an individual BOD member, a vote of Censure will be held by the Chapter membership and a request for investigation by the State Rep will be processed.
  1. During an investigation by the State Rep, the individuals under Censure will have no vote in BOD matters.

#### Section 7.7 – Staff Positions

- a. Chaplin: The Chaplin is an appointed position and serves at the pleasure of the BOD. The Chaplin is responsible for conducting the prayer at the beginning and ending of all CVMA NH 5-5 events, as well as ensuring the wellbeing of all members of CVMA NH 5-5.
- b. Public Affairs Officer: The Public Affairs Officer is an appointed position and serves at the pleasure of the BOD. The Public Affairs Officer will maintain a file and have it ready to present at each meeting and all association functions. The Public Affairs Officer will be in charge of all CVMA NH 5-5 publicity, and will assist in updating the Facebook page “Upper Valley CVMA”.
- c. Quartermaster: The Quartermaster is an appointed position and serves at the pleasure of the BOD. The Quartermaster is responsible for handling of all CVMA NH 5-5 property and supplies, ensuring all items are properly stocked for the CVMA NH 5-5 fundraising, and that the store is ready for all events. The Quartermaster is responsible for the purchasing of all products to be used in the store, and will conduct an inventory of all CVMA NH 5-5 property every 6 months. When a member needs to use CVMA NH 5-5 property, the Quartermaster will be responsible for ensuring that member properly signs for all equipment.
- d. Senior Road Captain: The Senior Road Captain is an appointed position and serves at the pleasure of the BOD. The Senior Road Captain is responsible for coordinating all CVMA NH 5-5 runs. They shall follow all guidelines put out in the CVMA NH 5-5 Road Captain Manual.

- e. Road Captain: Road Captains are appointed by the Senior Road Captain and approved by the BOD. They report directly to the Senior Road Captain. They shall follow all guidelines put out in the CVMA NH 5-5 Road Captain Manual.
- f. Webmaster: The Webmaster is an appointed position and serves at the pleasure of the BOD. The Webmaster is responsible for assuming control and continually updating the CVMA NH 5-5 webpage located at [www.cvmauppervalley.com](http://www.cvmauppervalley.com). The Webpage must be updated at a minimum monthly and ensure that all upcoming events are displayed. The Webmaster is also responsible for helping all committees with preparing and presenting all upcoming events (i.e. designing flyers).
- g. New Member Mentor Coordinator: The New Member Mentor Coordinator is an appointed position and serves at the pleasure of the BOD. The New Member Mentor Coordinator is responsible for assigning a Full Member to be the Mentor for each New Member. The New Member Coordinator will ensure the Mentor has all contact information for the New Member and understands their responsibilities.
- h. Outside Program Coordinator: The Outside Program Coordinator is an appointed position and serves at the pleasure of the BOD. The Outside Program Coordinator is responsible for ensuring that the Chapter has knowledge of the programs that are available at the State and National level that can be utilized by any individual that comes to the Chapter for assistance.

#### Section 7.8 – Delegates:

Delegates will be appointed by the Commander, but are subject to the approval of the BOD to represent CVMA NH 5-5 at any convention, meeting, rally, or other assembly that may be deemed necessary. All delegates are authorized to exercise on those powers specifically vested in them by the BOD.

#### Article 8: Meetings

##### Section 8.1 – General Membership Meetings:

General Membership meetings will be held monthly, at a time and place designated by the Commander. The members present at any properly announced meeting shall constitute a quorum. The Agenda for the meeting will be put out in advance by the Secretary and will be distributed via email to the membership.

##### Section 8.2 – Meeting Notifications:

Meeting dates and locations will be posted on the CVMA NH 5-5 website ([www.cvmauppervalley.com](http://www.cvmauppervalley.com)) and notification will be sent to each member via email. BOD meetings will not be posted on the website.

### Section 8.3 – Annual Meeting:

- a. The annual CVMA NH 5-5 meeting will be held in January at a date, time, and location to be put out by the Commander. At annual meetings elections for Officer Positions will be held, annual reports will be given, and the major events for CVMA NH 5-5 in the coming year will be discussed.
- b. Deployed members who are currently serving in the U.S. Armed Forces may submit their votes for Chapter Officers via email by sending it directly to the Secretary. The vote must be submitted prior to the Annual Meeting. The Secretary will tally these votes with the members in attendance.

### Section 8.4 – Special Meetings:

Special meetings may be called by the Commander or a simple majority of the BOD. A petition signed by 5% of voting members may also call a special meeting.

### Section 8.5 – Board of Directors Meetings:

Meetings of the Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 Board of Directors shall be held a minimum of twice per year. The BOD shall determine the date, time and location for the meeting. A BOD quorum shall consist of a majority of the BOD serving office at any given time and shall not be less than one third the number of BOD members. The BOD shall not conduct any business at any meeting at which the required quorum is not present. The BOD meetings are a “closed door” meeting. Due to the sensitive nature of the discussions, it is not permissible for non-BOD members to be present during these meetings. The only motion which the Commander will entertain is a motion to adjourn.

### Section 8.6 – Special Board of Director Meetings:

Special meetings of the BOD may be called by the Commander, Executive Officer, or any two BOD members.

## Article 9: Assets

### Section 9.1 – Distribution of Assets:

Upon the dissolution of the Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (19) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provision of the laws of New Hampshire.

## Section 9.2 – Private Foundation Requirements and Restrictions:

In any taxable year in which Combat Veterans Motorcycle Association, New Hampshire Chapter 5-5 becomes a private foundation as described in Section 509 (a) of the Internal Revenue Code, the CVMA NH 5-5:

- a. Shall distribute its income for said period at such time and manner as not to subject to tax under Section 4942 of the Internal Revenue Code.
- b. Shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code.
- c. Shall not retain any excess business holding as defined in Section 4943 (c) of the Internal Revenue Code
- d. Shall not make any investment in such manner as to subject the association to tax under section 4944 of the Internal Revenue Code.
- e. Shall not make any taxable expenditures as defined in Section 4945 (d) of the Internal Revenue Code.

## Article 10: Amendments

### Section 10.1 – Submission of Bylaw Changes

When any chapter member desires to seek a vote to change the bylaws of CVMA NH 5-5, they must complete the “BYLAW CHANGE PROPOSAL” and submit through the Secretary to the Bylaws Committee. Bylaw change proposal form located in ANNEX A “Bylaws Forms”

### Section 10.2 – Timeline for Amendment Procedure:

- a. September Chapter Meeting:
  1. All proposals must be submitted using the bylaws change proposal form.
  2. Full Members submit their bylaws change proposals to the Secretary for submission to the Bylaw Committee.
- b. October and November: Bylaws Committee.
  1. Bylaw Committee will review each submission for validity and appropriateness.
  2. Bylaw Committee will submit the vetted bylaw change proposals to the Secretary to ensure they are brought to the membership for the November meeting.
  3. During the November meeting all vetted bylaw change proposals will be presented to the membership for discussion.
- c. January Annual CVMA NH 5-5 Meeting
  1. All vetted bylaw change proposals will be presented for vote to the membership
  2. Bylaw change proposals require a two-thirds majority of the membership present to be passed.
  3. All approved bylaws changes will immediately be incorporated into the CVMA NH 5-5 bylaws and submitted to the NBOD for approval.

### Section 10.3 – Final Bylaw Approval

- a. All changes to the bylaws must be approved by the NBOD prior to them taking effect.

### Section 10.3 – Bylaw Committee

Members of the Bylaws Committee consists three Full members appointed by the Commander.

#### Responsibilities:

- b. Receive, review, correct, clarify, and consolidate bylaw change proposals.
- c. Shall arrange proposals in order according to article, section, subsection.
- d. Shall check proposals for conflicts with CVMA principals, language, grammar, alignment with proper by-law article/section/subsection, and redundancy.
- d. When necessary, discuss with the proposal's Point-of-Contact such areas needing clarity intent, consolidation with other proposals, etc.
- e. Provide such comments as the Committee believes useful for the membership. Such comments shall be attached to the proposal as “Bylaws Committee Comments” and can be in support, recommending disapproval or no comment and a reason for the position taken.

### Article 11: Mentorship Program

#### Section 11.1 – Overview

The purpose of the mentorship program is to ensure that all New Members are welcomed into the Chapter and are encouraged to become active members.

#### Section 11.2 – Assigning a Mentor

When an individual submits and application for membership, the Commander will review the application, and once it's decided that the individual meets the requirements for joining, he will pass the contact information to the New Member Mentor Coordinator. The New Member Mentor Coordinator will assign a Full Member that lives in the same general area to be that New Member's Mentor.

#### Section 11.3 – Mentor Responsibilities

- a. The Mentor will make contact with the New Member as soon as possible via email or telephone.
- b. Ensure that the New Member is aware of the next CVMA NH 5-5 event and has directions, times, etc.
- c. Be prepared to answer any questions that the New Member might have.
  1. Protocol (available on website)



2. National and Chapter Bylaws (available on website)
3. Listing of the Chapter members names, positions and phone numbers to give the new member)
4. Showing CVMA National Protocol on MC 101
5. Reputable repair shops
6. Local places to get patches sewn on and general leather repairs
7. How to conduct the basic TCLOCK on a motorcycle

## COMBAT VETERANS MOTORCYCLE ASSOCIATION BYLAW CHANGE PROPOSAL FORM INSTRUCTIONS

When any chapter member desires to seek a CVMA NH 5-5 vote to change the bylaws of this association, they must complete the “BYLAW CHANGE PROPOSAL FORM” and submit through the Secretary to the Bylaws Committee.

The proposal shall include the following:

1. Name and member number of the member proposing the change.
2. The point-of-contact person who will address questions concerning proposal.
3. Email address for the point-of-contact listed in #2.
4. Phone number of the point-of-contact.
5. Check if proposal is to amend or delete an existing portion of current bylaws of the Association, or add a new article/section/subsection to existing bylaws.
6. Specify which Article, Section and Subsection is being amended, deleted, or added.
7. Specify the Article, Section and/or Subsection affected by proposal as currently written according to the latest updated version of the National By-Laws.
8. Print the proposed wording as it is to be considered. All text to be deleted shall be shown by means of strikethrough, e.g. ~~must be 5’6” tall~~. Added text should be shown underlined, e.g. motorcycle make isn’t relevant.
9. Print a clear and simple reason/justification as to why the proposal is needed and should be considered by the national membership for adoption. Use additional sheet(s) if necessary to fully explain.
10. Chapter Secretary will sign off that proposal has been presented, discussed and approved by the Chapter submitting.
11. The Bylaws Committee will communicate with the point-of-contact if clarification is necessary on the change or intent of the change. They may choose to consolidate different proposals, postpone or reject a proposal but they must record their action and in a report to the NBOD and the membership at the following national meeting, indicate how many proposals were considered, consolidated, postponed and/or rejected. If a proposal is rejected or returned to the proponent, an explanation of committee action will accompany the response.
12. The Secretary will document the vote tally, if proposal is approved or fails, and date of vote.