

Combat Veterans Motorcycle Association Chapter 33-1 Bylaws

As Approved On 19 January 2014

PREAMBLE

The Combat Veterans Motorcycle Association Chapter 33-1(CVMA 33-1) is formed and dedicated to support Veterans, Veterans' groups, and Military support charities and is dedicated to the motto, "Veterans helping Veterans." As such, CVMA 33-1is additionally dedicated to the betterment of communication and camaraderie between Motorcycle Associations, Veterans' Organizations, and other Motorcycle Groups and/or Clubs.

ARTICLE 1 NAME

Section 1. The name of this organization shall be: Combat Veterans Motorcycle Association, Chapter 33-1.

Section 2. In accordance with (IAW) the CVMA national bylaws, the principle office of the CVMA will be located at 1019 Highland, Liberty, MO 64068, USA.

Section 3. Within the state of California the principle office of CVMA Chapter 33-1 will be located at 2648 Peet Lane, Escondido, CA 920250, USA. The Chapter board of officers may change the principle office from one location to another, this change will require a change in the bylaws.

Section 4. The CVMA may also have other offices within the state of California as the Chapter board of officers may designate to support additional detachments,

offices or events. These additional addresses need not be designated in the bylaws.

Section 5. IAW the CVMA national bylaws, The CVMA is organized exclusively for charitable, religious, educational and/or scientific purposes as specified in section 501(c)(19) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(19) of the Internal Revenue Code.

ARTICLE 2 OBJECTS

Section 1. The objects and purposes of this Chapter shall be to promote the principles and policies as set forth in the foregoing Preamble and the CVMA national bylaws.

Section 2. This Charter is not organized, nor shall it be operated, for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits, or dividends to the members thereof and is organized solely for non-profit purposes. The property, assets, profits, and net income of this corporation are irrevocably dedicated to charitable purposes and no part of the profits or net income of this charter shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private shareholder or individual.

Section 3. Upon dissolution or winding up of this Chapter, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to the CVMA, or to a non-profit fund, foundation or corporation, which is organized and operated exclusively for charitable veteran purposes, and which has established its tax exempt status under section 23701d of the Revenue and Taxation Code and/or Section 501 (9)(c)(3) or Section 501(c)(19) of the Internal Revenue Code.

ARTICLE 3 MEMBERSHIP

Section 1. All Chapter memberships shall be IAW CVMA national by-laws.

Section 2A. Members who fail to keep dues current will be dropped from the chapter rolls twelve (12) months after expiration of dues.

Section 2B. All members are required to attend at least one (1) meeting per calendar quarter. Additionally, each member is required to participate or ride in a minimum of one (1) sanctioned chapter ride per calendar year. A sanctioned ride is a motorcycle ride that is organized and approved by the majority of members at a scheduled monthly meeting.

Section 2C. The attendance requirements listed in ARTICLE 3 Section 2B are waived for any period of time that is in conflict with the duties associated with active military or reserve military duty. The Commander or Executive Officer may waive, on an individual basis, the attendance requirements of ARTICLE 3 Section 2B, for individuals with employment, medical or family conflict.

Section 2D. Members who fail to comply with ARTICLE 3 Section 2B or 2C will be notified by a Chapter Officer informing them that they have thirty (30) days to either fully comply with ARTICLE 3 or their membership will be terminated and they will be required to return their CVMA back patch and any Chapter property to a Chapter Officer.

Section 3. Full members must possess a valid motorcycle driver's license as well as proof of insurance for their motorcycle.

Section 4. No person expelled from another Chapter shall be admitted to this Chapter without the explicit consent of the expelling Chapter and the CVMA national board.

Section 5. Annual dues will be a total of thirty dollars (\$30), twenty dollars for national, ten dollars for Chapter 33-1. The member shall remit national dues to CVMA national, Chapter dues shall be remitted to the Chapter Secretary by June first of each year.

ARTICLE 4 OFFICERS

Section 1. The "Board of Officers" of this Chapter shall consist of Commander, Executive Officer (XO), Secretary, Treasurer, Public Relations Officer and Sergeant at Arms.

Section 2. The following officers shall also be elected but not serve on "The Board Of Officers": Road Captain.

Section 3. Any officer except the Commander and the XO may fill more than one office. The exception to this rule is that the Commander shall fulfill the duties of the Public Relations Officer if that office remains vacant.

Section 4. All members of "The Board of Officers" shall have only one vote at Chapter Board meetings.

Section 5. Nomination of officers will be held April and May of each year with elections occurring in May. Nominees need not be present at the election meeting.

Section 6 All officers are elected for a term of one year.

Section 7. All officers of this Chapter must be a member of CVMA for 12 months and be in good standing. If there are no candidates eligible for an office, the Chapter can nominate and elect individuals in good standing with less than 12 months previous membership, any officer elected with less than 12 months membership shall be considered “pro-tem” officers until such time that they have accrued their 12 months of membership. In this case, any pro-tem officer will fulfill all duties of said office.

Section 8. Duties of the Board of Officers are as further provided in these Chapter bylaws.

Section 9. All officer resignations should provide a minimum of one month notice prior to vacancy.

Section 10. All vacancies of offices shall be filled at the next regular meeting,

Section 11. In the event that any officer is absent for more than three consecutive meetings without being excused by the Commander, such office shall be declared vacant by a simple vote of the membership. The vacancy so created will be filled by election at the next regularly scheduled meeting of CVMA 33-1. Should the Commander be absent for three or more consecutive meetings, the membership may move to schedule a Commander impeachment vote and Commander election at the next regularly scheduled meeting of CVMA 33-1. The actual ratification of Commander impeachment, as defined in this section, shall require a simple majority of CVMA 33-1 members present.

Section 12. The Chapter may elect to leave the office of Public Relations Officer vacant by a simple majority vote.

ARTICLE 5. DUTIES OF OFFICERS

Section 1. Duties of the Commander: It shall be the duty of the Commander to preside at all meetings of the Chapter and to have the responsibility of/and over the business affairs of the Chapter, and as such, shall be the chief executive of the Chapter. The Commander will serve as Chairman of the Board of Officers, act as

ex-officer member of all Chapter committees, issue the call for all regular and special meetings, schedule regular and special elections and ensure that they are held in accordance with these bylaws. The Commander will be co-signator on the Chapter bank accounts. Additionally, The Commander is jointly responsible for the annual submission of finance reports, see Article 9, Finance.

Section 2. Duties of the Executive Officer (XO): It shall be the duty of the XO to discharge the duties of the Commander in his absence or in the case of his disability, or when called upon by the Commander. Additionally, the XO will chair committees as directed by the Commander.

Section 3. Duties of the Secretary: It shall be the duty of the Secretary to keep the minutes of all meetings, and at the direction of the Commander, handle all correspondence for the Chapter, including the transmittal of membership applications and responses. Upon membership approval, the Secretary shall forward the minutes from the previous Chapter 33-1 meeting, inclusive of the treasury balance information, to the CVMA State Representative. Additionally, the Secretary shall keep the Chapter roster current.

Section 4. Duties of the Treasurer: It shall be the duty of the Treasurer to collect dues and other forms of income due to the Chapter, he will maintain the accounting books, make payments from the Chapter when so ordered by the Chapter or so authorized by these bylaws, sign Chapter checks, and report thereon at regular meetings. The Treasurer will track the dues currency of members and report on those currencies at regular meetings. The Treasurer is authorized to file applications and submit information under his signature to establish and/or maintain the Chapter's incorporation or tax exempt status as directed by the Chapter. Additionally, The Treasurer is jointly responsible for the annual submission of finance reports, see Article 9, Finance.

Section 5. Duties of the Public Relations Officer: It shall be the duty of Public Relations Officer to handle the publicity for the Chapter, including but not limited to newspaper articles, TV and radio information and appearances. Additionally he

will be in charge of the Chapter website, should it exist, and he shall serve as historian by maintaining a file of Chapter photos and activities.

Section 6. Duties of the Sergeant at Arms: It shall be the duty of the Sergeant at Arms to maintain order during Chapter meetings, to verify membership via ID cards prior to meetings, to assemble and disassemble the meeting area as necessary. He will lead the Chapter in any pledges or oaths as requested by the Commander. Should the Chapter be required to present arms at any activity, the responsibility for the order will fall upon him. The Sergeant at Arms shall use the following terms when the Chapter renders the hand salute: “present arms” and “order arms.” Additionally, the Sergeant at Arms has the responsibility of selecting a fellow member to assist him in an annual review of the Chapter treasury once per year or as directed by the Commander. This review shall occur in April and be reported at the regular scheduled meeting in May.

ARTICLE 6 MEETINGS

Section 1. The regular Chapter meeting shall be held on the third Sunday of the month or as scheduled in a previous regular meeting. It shall be the Commander’s responsibility to ensure the Chapter membership is notified of all meetings.

Section 2. The meeting shall be held at a location determined and voted on by the Chapter membership not later than one month prior to the scheduled meeting and may be moved from time to time to support necessary functions and rides.

Section 3. A quorum for conducting business at a Chapter meeting governed by these bylaws shall be a minimum of two elected officers and three additional members.

Section 4. No member shall take part in any meeting or election unless he is in good standing with the Chapter.

Section 5. A member may be represented by a written proxy, no general power of proxy is allowed, any proxy presented must be specific in nature and clear in intent. If a proxy’s nature or intent is challenged, it will not be used unless it affects the vote outcome, if the “challenged” proxy could or would change the outcome,

then the vote shall be “tabled” until the next meeting when a specific proxy could be presented. No member may represent more than three (3) proxies. Any vote involving proxies must be conducted via roll call.

ARTICLE 7 COMMITTEES AND DELEGATIONS

Section 1. All standing committees that support functions of this Chapter shall consist of members who have been approved of by a general vote in a Chapter meeting. Standing committees are considered committees that have a recurring task or responsibility and report their activity at a regular Chapter meeting. (example: fund raising committees)

Section 2. The Commander may, from time to time, appoint a special committee for a particular task. This committee need not be approved by the membership and should serve only as a short term working entity. (example: memorial preparation)

ARTICLE 8 PROCEDURE

This Chapter shall conduct all official meetings under the rules and directions of the CVMA Charter, Constitution or Bylaws, as well as the Chapter 33-1 Bylaws. The decorum and rule of order of any Chapter meeting shall be further guided and maintained by any Chapter standing rules, Robert’s Rules of Order, and lastly, custom and tradition.

ARTICLE 9 FINANCE

Section 1. The membership shall approve the form in which financial records are kept. Any appropriations not budgeted shall be brought to the membership for approval except for an amount up to a fixed maximum, set by a vote of the membership that may be approved by the Commander or Treasurer. The amount set by the members shall be kept on record in Chapter minutes.

Section 2. CVMA 33-1 shall submit IRS Form 990N, and California Franchise Tax Board Form 199N not later than April 15th of each year. Additionally, the information contained in the Form 990N will be reported in the Chapter minutes and forwarded to CVMA national in compliance with national bylaws. CVMA 33-1 shall file a Non-Profit Corporation Statement Of Information (Form Si100) not later than September 30 of each year with the California Secretary Of State,

Business Programs Division. Submission of the Form 990N, 199N and Si100 shall be the joint responsibility of the Commander and Treasurer, see Section 5, Duties of Officers.

Section 3. The Commander, Treasurer and one other Chapter member appointed by the Commander shall conduct a financial audit within 45 days of the April 15th tax form filings. The financial audit shall consist of a minimum of:

- Actual count of cash assets on hand
- Review of the years Financial institution statements
- Review and correlation of Chapter monthly finance reports

The results of this audit shall be reported at the next monthly Chapter meeting.

ARTICLE 10 LIMITATIONS OF LIABILITIES

The Chapter shall not incur, nor cause to be incurred, any liability or obligation whatsoever, which shall subject to liability any other individual, corporation or organization.

ARTICLE 11 INITIATIVE AND RECALL

Section 1. A petition, signed by ten (10) percent of the membership requesting the holding of an election for the purpose of recalling an elected officer may be filed at any time with the Secretary. The Secretary shall deliver said petition at the next membership meeting. The Chapter will schedule a recall election one month later at the general meeting. Notice of the recall election shall be included in the notification of membership meeting.

Section 2. All recall elections shall be conducted by written secret ballot.

Section 3. If the Officer is recalled the Chapter shall elect a successor to fill the un-expired term. The person recalled shall not be eligible as a candidate for election to fill the vacancy.

ARTICLE 12 AMENDMENTS

Section 1. Proposed amendments to these bylaws must be submitted in writing at a Chapter meeting. CVMA 33-1 members with a valid email on the roster, will be notified of the proposed amendment prior to a ratification vote which shall be held

at the next regularly scheduled meeting of CVMA 33-1. The proposed amendment may be adopted by two-thirds (2/3) affirmative vote of those present and voting.

Section 2. These bylaws shall be amended to conform to any change in the CVMA Charter and Bylaws.

CERTIFICATION

We hereby certify that the above bylaws were read at a Chapter meeting and adopted on : 1/19/14 by a two-thirds (2/3) vote of those present and voting.

Signed: _____
Signature of Chapter Commander

Signed: _____
Signature of Chapter Officer