

**CAPITAL CITY**  
**MOTORCYCLE CLUB**

**CONSTITUTION AND BYLAWS**

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By the Constitution Editing Committee:  
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## **ARTICLE I: NAME AND OBJECT**

### **Section 1. Name:**

This organization shall be known as "Capital City Motorcycle Club, Inc." (Hereafter referred to as CCMC) with headquarters at 2414 13th Street, Sacramento, California, 95818, USA.

### **Section 2. Object:**

The object of this organization is to foster improved fellowship and harmonious social benevolence among motorcyclists and between motorcyclists and the general public; to encourage responsible motorcyclists to unite and reap the mutual benefits derived from the sport of motorcycling; to encourage motorcycle activities in the regions of Sacramento, California.

**END OF ARTICLE I**

## **ARTICLE II MEMBERS**

### **Section 1. Membership:**

The membership of this organization shall include all persons who are elected to membership in accordance with this Constitution and Bylaws.

### **Section 2. Member Classifications:**

Members shall be classified as Life Members, Senior Members, Members, and Cub Members.

- a. Life Members are those members who (1) have completed twenty years of membership: or (2) have completed ten years of membership and attained the age of eighty years: or (3) under special circumstances Life Membership may be awarded to a member by the vote of the club members at large.
  1. Membership shall be continuous except when a member is on approved leave of absence in accordance with Article II, Members, Section 4, Application for Membership. Longevity for life membership shall be the same as provided for seniority.
  2. Any member may nominate a member for life membership. Said nomination, including special circumstances, shall be type written and shall be delivered to the President to be read at the next business meeting. A copy of the nomination shall then be posted

on the bulletin board and voting by the club members shall be scheduled for the following business meeting.

- b. Senior Members are those members who have been duly elected to membership and who are among the top thirty (30) members when the membership roll is ranked by seniority (Life Members excluded). Should two or more members be entitled to the thirtieth (30<sup>th</sup>) position, lots will be drawn to determine which of them will fill it. The remaining members will wait their turns as herein provided. Cub members may not be senior members.
- c. Members shall be defined as those members who have been duly elected to membership as provided herein, in Article II, Members, Section 1, Membership, and are not Cub members.
- d. Cub Members are those members who are under the age of eighteen (18) years and who have been accepted for such status by the President. In order to apply for Cub membership, the applicant must be related to or in the legal care of a club member. Cub members will be accepted on the merits of his/her member relative or guardian. Time spent, as a Cub member is not included when calculating the seniority status of a member. Cub members may not vote or hold office. Cub members may compete for club trophies among other Cub members. First, second, and third place trophies for Attendance, Activities, and Rides will be totaled at the end of the year and awarded to the Cub members at the Awards Banquet. Cub members can be counted for roll call if there are not enough adult members. However, no voting can take place when Cubs are included to make a membership of ten.
- e. After reaching the age of eighteen (18), a Cub member may be voted on by the membership to determine if full member status will be granted. Ride and meeting requirements may be waived at the President's discretion. If the President feels that further participation and observation is required the Cub member will be notified, a future date will be set and placed on the calendar for vote, not to exceed three (3) months. During the observation period Cub membership is no longer in effect and the former Cub member is considered an applicant for club membership.

Balloting on Cub members, and the results, will follow the guidelines set forth in Article II, Members, Section 5, Balloting on Members.

### **Section 3. Member In Good Standing Defined:**

Qualifications that must be met to be considered, and remain, a "Member in Good Standing" is:

- a. Be a citizen of the United States of America or have a Green/Alien card
- b. Be of sound mind and body with good moral character
- c. Be actively connected with motorcycling
- d. Maintain membership dues paid to the current month or more
- e. Maintain membership in the American Motorcycle Association (AMA)

- f. Maintain a valid M1 California driver's license endorsement (Riders only)
- g. Maintain the legally required vehicle insurance and registration (Riders only)

#### **Section 4. Application for Membership:**

- a. Application for membership shall be accepted from male and female applicants.
- b. A signed application form must be submitted along with the applicant's signed waiver and agreement to abide by club attire (as required by CCMC Road Riding Rules including Club Dress). The applicant will have up to one (1) year from the date of a signed application to complete the riding and meeting requirements before he/she can be voted upon to become a Member.
- c. The applicant must be sponsored and recommended by two members of this organization who are in good standing. The sponsors will sign the applicant's membership application card, and will be responsible for monitoring the applicant throughout the application period.
- d. It is required that applicants attend six (6) official rides, with three (3) members, on motorcycles, present, and four (4) business meetings before he/she can be voted on. The ride and meeting requirements can be completed sooner than one (1) year but the applicant will not be voted on sooner than nine (9) months from the date of the signed application. If the applicant fails to meet all the application requirements within the one (1) year, then, the applicant must start the application process again in order to become a member.
- e. An applicant may have input during a club meeting but will not be eligible to display club colors, nor have any other privileges of a member.
- f. At the end of the nine (9) months, but not later than one (1) year after the application period (Section 4.d.) the applicant will be voted on for full membership according to Section 5, Balloting on Applications.
- g. Upon being voted in, as a new Member, by the membership, he/she must join the American Motorcyclist Association (AMA) within (60) days after being voted into the club as a member and may purchase the club colors, at that time.
- h. Upon acceptance as a Member, a new member must submit an eleven dollar (\$11) initiation fee, two dollars (\$2) for a new Cub member, and one month's dues of eight dollars (\$8) by the next business meeting attended or within two regular meetings, whichever occurs first. At this time, a new Cub can acquire and display CCMC club-sanctioned colors as required for full membership.
- i. A former member who left the club in good standing may be reinstated after submitting an application for membership. The application will be read at the meeting when submitted and the vote will be the following week. Seniority will start at the time of being

reinstated; no initiation fee will be required. The reinstated member must belong to AMA for regular membership.

## **Section 5. Balloting on Applications:**

All applications for membership shall be processed in accordance with the following procedures:

- a. After the membership requirements are met, the President or Secretary will notify the applicant to remain absent from the next meeting. The application will be read for the second and final time before the membership just prior to voting.
- b. Immediately following the final reading, the President shall call for an open discussion of the applicant's qualifications pertinent to gaining membership, whereupon both the sponsoring members shall state why they have recommended the applicant for membership.
- c. After both sponsoring members have spoken, the President shall conduct an open forum at which time opinions shall be aired by any members present who wish to do so.
- d. When the foregoing steps have been taken, the President shall direct the Sergeant-at-Arms to prepare the official ballot box and bring it before the President and Secretary for their inspection.
- e. After the President and Secretary's inspection, the Sergeant-at-Arms shall place the ballot box in the center of the hall, and the Secretary, with the verification of the Treasurer, shall call upon each member, in good standing, to step forward and vote.
- f. After the last member has cast a vote, the Sergeant-at-Arms shall take the sealed ballot box to the President, who, with the assistance of the Secretary, shall determine the results. The ballot shall then be put back on the podium. The President shall invite members to inspect the ballot box. The results will be determined as follows: An adequate supply of marbles and black cubes shall be contained in the ballot box. The marbles shall designate the "favorable" votes. A black cube shall designate the "unfavorable" votes. There must be more unfavorable votes than 25% of the votes placed, in order to reject the application and the applicant. If the vote is unfavorable, the ballots will be counted to ensure they do not exceed the number of voting members. After the balloting is over, the Sergeant-at-Arms shall destroy the results.
- g. Should the balloting on any application be unfavorable, it shall be the duty of the two sponsoring members who signed the applicant's application to inform the applicant of the rejection.
- h. Any applicant who has been rejected in accordance with this procedure shall be barred from resubmitting an application for at least six (6) months.

- i. Any applicant who has been accepted shall be notified by one of the sponsors and shall be asked to be present either for the remainder of the current meeting or at the next regular meeting for introduction to the club under the proper order of business. At that time the applicant shall receive, from the Treasurer, a membership card, a copy of the Constitution and Bylaws, the CCMC Rules of the Road, CCMC Road Rider Rules, and all other such documents and materials that are deemed necessary.

## **Section 6. Expulsion or Other Disciplinary Action:**

Any member may be expelled from this organization, or other suitable disciplinary action taken, for conduct unbecoming to this organization and its Constitution and Bylaws, and/or principles.

### Possible Actions:

- a. Written sanction: Acknowledgement that specifically charged behavior was considered to be conduct unbecoming a member and the charged behavior must cease and not reoccur.
- b. Verbal sanction: Open forum statement by the club members at large, presented by the President on behalf of the club.
- c. Financial Penalty: A fine imposed upon the offending member for conduct unbecoming a member. The fine will be levied in accordance with the Penalty Wheel.
- d. Suspension: Suspension of membership will disallow the offending member from attending any club function (meeting, run, activity) and from wearing the club colors for the amount of time recommended by the Board of Directors and affirmed by the club membership.
- e. Expulsion: Removal from club membership.

Expulsion from CCMC will not be a matter of motion from the floor. A motion from a member to expulse another member shall not be entertained by the President. All matters of this nature will be referred to the Board of Directors.

Charges against another member must be received in writing and signed by one or more members in good standing. The matter shall then be referred to the Board of Directors who shall conduct a hearing on the charges.

Only the President, Vice President, Board members and parties involved will be allowed to attend the hearing.

If the one being charged or the one bringing charges is the President, Vice President or a member of the Board then he/she will not be allowed to attend the Board/Jury deliberations or have a vote on the outcome.

The Board shall provide a copy of all evidence to affected member(s) and allow a minimum of one week, but no longer than two weeks, to provide a written response to charges.

The Board may suspend member(s) until a recommendation is made. The Board will then submit a report recommending that the member(s) be either expelled from the organization or suitably disciplined, or the charges be dropped. At the next regular business meeting all complaints and responses shall be read with the Board's recommendation. There shall be a reasonable period of time allowed for discussion by the membership on the matter. The members shall then take a secret ballot to decide whether or not to sustain the recommendations of the Board of Directors. It shall require a two-thirds (2/3) majority of the membership present to veto the recommendations of the Board of Directors. Any member shall be fined accordingly as a means of punishment and/or restitution for misconduct during the business meeting, for misuse or abuse of club property, furniture or fixtures.

Grievances or accusations of misconduct will be handled as directed in this section. To ensure fairness to both the persons bringing charges and those the charges are against, open discussion regarding a pending accusation must be discouraged. The affected parties will be allowed to address the Board of Directors in writing and, if the situation warrants, in person. Open-forum discussion, of pending accusations, will only be allowed after the Board of Directors has submitted their findings and recommendations to the membership.

## **Section 7. Resignation:**

Resignations shall be by written notice only. Verbal resignation will not be recognized, in which case a member will be dropped from membership only when dues are in arrears (see Article IV, Dues and Leave of Absence, Section 2, Nonpayment of Dues), unless verbal resignation is accompanied by conduct unbecoming a member (see Article II, Members, Section 6, Expulsion or Other Disciplinary Action).

- a. The member will submit a written notice of intent to resign from CCMC.
- b. Upon receipt of a written resignation request, said request shall be read at the next business meeting.
- c. At the second business meeting, if the request to resign has not been rescinded by the submitting member, said request shall be read a second time.
  1. If there are no objections from the members present or no written objection signed by a member in good standing, the resignation will be accepted.
  2. If there are one or more objections, without cause, said resignation request will be held over and read at the third regular business meeting provided the request to resign has not been rescinded. Following the third reading the resignation request will be accepted.
- d. When resignation has been accepted, the President will act upon the resignation request, and direct the Secretary and Treasurer to drop the resigning member from the

rolls of this organization, and refund to the resigning member any dues that have been paid in advance. Dues will not be refunded for the month in which the resignation request was received.

- e. At any time before a resignation request is acted upon, the resignation request may be rescinded by the member. The notice to rescind a resignation request shall be in writing, and shall be signed and dated by the member.
- f. Once the resignation is accepted and acted upon, the resigning member will forfeit all seniority in this organization and will not be eligible to join this organization again for a period of six (6) months, after which time said ex-member may submit an application for membership, as provided under Article II, Members, Section 4, Application for Membership.
- g. Any member who holds an office in the club shall, upon written notice of resignation, forfeit said office immediately, and even if said member shall rescind said resignation, said member shall not resume the office that said member held. The members shall, at the next regular business meeting, have nominations of members to fill the vacated offices, and then at the following regular business meeting, hold a special election for the vacated offices.

## **END OF ARTICLE II**

## **ARTICLE III: MEETINGS**

### **Section 1. Meetings:**

Regular business meetings of this organization shall be held on the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Friday evening of each month. Voting on amendments to the Constitution and Bylaws or changes to any written rule or regulation shall be limited to the first regular business meeting of any month, except for nomination and election of officers.

**Note:** Roberts Rules of Order shall govern the Parliamentary Proceedings unless otherwise provided.

Activity meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month; unless there is a need for an additional business meeting at the discretion of the President. There may be no more than two activity meetings per month.

All regularly scheduled club meetings (Business or Activity) will be held at 8:00 p.m. in the CCMC Clubhouse at 2414 13th Street, Sacramento, CA 95818.

Visitors may attend as many meetings as they desire, as long as the visitor shows interest in becoming a member of CCMC. The visitor may not have any input or comment during a Business Meeting.

## **Section 2. Quorums:**

A quorum for any regular business meeting of this organization shall consist of ten (10) members in good standing.

## **Section 3. Order of business for Activity Meetings:**

- a. Call the meeting to order
- b. Pledge to the Flag
- c. Roll call
- d. Introduction of guests
- e. Read minutes of last meeting
- e. Call for discussion and/or acceptance of previous meeting's minutes
- f. Communications
- g. Road Captain's Report
- h. Adjournment of the Meeting

## **Section 4. Order of Business for Regular Business Meetings:**

- a. Call the meeting to order
- b. Pledge to the Flag
- c. Roll call
- d. Introduction of guests
- e. Read minutes of last meeting
- e. Call for discussion and/or acceptance of previous meeting's minutes
- f. Announcements
- g. Communications
- h. Applications for membership
- i. Balloting--Sponsors/General discussion/Sergeant-at-Arms/call the Roll/Sponsors will notify, Yes or No
- j. Board of Director's report
- k. Referee's report
- l. Road Captain's report
- m. Report of the Treasurer and Member Status (Member Status 1<sup>st</sup> Business Meeting of the month)
- n. Bills before the Club
- o. Public Relations report
- p. Social Secretary's report
- q. Club Legislator's report
- r. **BREAK TIME (Optional)**
- s. Standing Committee (House Committee, etc.)
- t. Special Committee (Run Committee, Painting, Clean-up, etc.)
- u. Unfinished Business
- v. New Business

- w. Swap/Trade/Sell Or Give Away
- x. Surefire and Good of the Club
- z. Adjournment of the Meeting

### **Section 5. Motions:**

All motions pertaining to operating procedures or expenditures in excess of one hundred fifty dollars (\$150) shall only be made at a regular business meeting. Such motions vote must be held over to next regular business meeting. Excluded are emergency expenditures that are necessary to protect CCMC's assets or property, normal bills for taxes, utilities or insurance premiums that reoccur on a regular basis.

### **END OF ARTICLE III**

## **ARTICLE IV: DUES AND LEAVE OF ABSENCE (LOA)**

### **Section 1. Dues:**

Dues shall be defined as the particular sum of money paid into the CCMC treasury by each member (except those who have been relieved of paying such fees by holding one of the exempted offices, or by the type of membership held) which entitles the member to the privileges granted as member-in-good-standing.

- a. The club dues shall be eight dollars (\$8) per month for Senior Members and Members, and one dollar per month for Cub Members, payable monthly in advance. All Life Members shall not pay dues of any kind to this organization.
- b. Any dues paying member who falls in arrears for sixty (60) days shall be notified by the Treasurer and will be given thirty (30) days from date of notification, to correct the default or forfeit his or her membership.

### **Section 2. Nonpayment of Dues:**

Should any member be dropped from the rolls for nonpayment of dues and later desire to rejoin the organization, application for membership shall be made in the proper manner and the application shall be accompanied with the amount equal to the indebtedness due at the time the member was dropped.

### **Section 3. Exempt Officers:**

The President, Secretary, Treasurer, Risk Management Officer, and Assistant Referee shall be relieved of paying dues during their terms in office.

#### **Section 4. Leave of Absence (LOA):**

A member may apply for a leave of absence as long as the member's dues are current: and the member is in good standing with CCMC. The member must have completed one (1) year of membership with CCMC to become eligible for LOA. The member must present a letter to the Board of Directors for approval. The LOA will be for a six (6) months period and allow one additional renewal. The member will not be required to pay any dues for the withdrawal period. The member will not accrue seniority during the LOA, and will be placed on the "inactive" board. After six (6) months, the member must submit a letter of intent to: (1) return to CCMC as a member; or (2) request an extension of the LOA status; or (3) drop membership from CCMC.

- a. Should a former member desire to return to active CCMC membership from LOA status, that person shall take the seniority position immediately after the member who has more longevity than his/her own. Longevity shall not include any time spent on the LOA.
- b. Members leaving for military duty on a LOA shall have ninety (90) days upon returning from active duty to commence paying regular club dues and shall receive longevity credit for active military service. No renewal card is required for the length of active duty.

#### **END OF ARTICLE IV**

### **ARTICLE V: OFFICERS**

#### **Section 1. Elective and Appointive Officers:**

The officers of this organization shall be defined as Elective Officers and Appointive Officers.

- a. Elective Offices: CCMC elected officers are: President, Vice President, Secretary, Treasurer, Vice Treasurer, Risk Management Officer, Assistant Referee, Sergeant-at-Arms, and six (6) members to serve as the Board of Directors.
- b. Appointive Offices: The President, during his first regular business meeting, shall appoint for a term of one year a Public Relations Officer, a Social Secretary, a House Committee Chair and a Club Legislator. The President may appoint one member to serve as Road Captain and one to serve as House Committee for the following month. Members previously appointed maybe retained for additional months, at the President's discretion. At the President's discretion, probationary members can hold these appointive offices.

#### **Section 2. Duties of Elective Officers:**

- a. President: It shall be the duty of the President to:

1. Preside at all regular business and activity meetings of this organization;
  2. Preside over the Board of Directors meetings (however, the President shall have no vote unless they are equally divided/tied);
  3. Appoint all committees in accordance with this Constitution and Bylaws;
  4. Have general supervision of this organization;
  5. Appoint a successor to any vacancy occurring in the offices, except for the resignation of elected officers (Article II, Members, Section 7, Resignations, "g");
  6. Perform such other duties required for the best interest of this organization.
- b. Vice President: It shall be the duty of the Vice President to:
1. Assist the President in his/her duties and to officiate for the President in his/her absence;
  2. Act in the capacity of Secretary at the Board of Directors meetings (however, the Vice President shall have no vote);
  3. Act as Chair of the annual awards banquet.
- c. Secretary: It shall be the duty of the Secretary to:
1. Keep the minutes of each and every meeting of this organization;
  2. Keep a correct and up-to-date mailing list of all members and general correspondence;
  3. Notify any member not in good standing with the AMA that membership in CCMC will be forfeited if corrective action is not taken within thirty (30) days;
  4. Attend to all correspondence, except for that of the Treasurer;
  5. Notify absent members of their appointments to committees, etc;
  6. Deliver to the successor (new Secretary) at the end of the term of office all books, papers, reports, and other materials pertinent to that office in a well organized condition;
  7. Call the roll at each and every meeting, and keep an accurate record of attendance of each member;
  8. Perform such other duties required in the best interest of the office of secretary and of this organization;

- d. Treasurer: The Treasurer position will normally be filled by the previous Vice Treasurer. If the Treasurer position becomes vacant, for any reason, an appropriate election shall be held to fill the vacancy. If necessary, with Board of Directors approval, a previous Treasurer may serve as temporary Treasurer until the vacancy is filled.

It shall be the duty of the Treasurer to:

1. Collect dues from the members;
2. Issue membership cards;
3. Receive all money due this organization;
4. Issue all receipts, show all dates when money is received and from whom, when money is disbursed, and to whom, in a form approved by the Board of Directors;
5. Present for examination at such times required by this organization to the President or the Board of Directors all books, papers, vouchers, and other data necessary for the auditing of these accounts;
6. Report at each regular meeting the amount of cash on hand and checking and savings account: balances at the beginning of the current meeting, and the amount of dues collected at the current meeting;
7. Deposit all money in the banking accounts of this organization, each week, or whenever the funds in the Treasurer's possession amount to one hundred dollars (\$100) or more;
8. Transfer all money in excess of one thousand dollars (\$1,000) from the checking account to the savings account;
9. Notify members when they are delinquent in their dues;
10. Keep treasurer's records up-to-date so that when called upon, can announce whether or not any particular member is eligible to vote;
11. Pay all regular and special bills after they have been approved by the club members at-large during a regular business meeting;
12. Obtain approval of the Board of Directors as well as the club members at-large prior to paying any bills for any event in which the combined expenditures for the entire event exceed three hundred dollars (\$300);
13. Perform any other such duties required for the best interest of this organization.

**NOTE:** Due to the time factor involved, payment for flowers for the funeral of any member in good standing, up to a maximum of eighty dollars (\$80), can be made without prior approval of the club members at-large. No club funds will be expended for non-members.

e. Vice Treasurer: It shall be the duty of the Vice Treasurer to:

1. Assist the Treasurer;
2. Stand in for the Treasurer if he/she is unavailable;
3. Prepare to become the Treasurer during the subsequent term.

The Vice Treasurer shall have the same qualifications as the Treasurer. The Vice Treasurer will become the Treasurer in the following term, subject to a "no confidence" vote of a majority of votes placed by voting members, in the following term, or removal for cause, in the same manner as any other elected officer.

f. Risk Management Officer (RMO): it shall be the duty of the RMO to have:

1. Control of all competitive events of this organization;
2. Register online to take the Risk Management course every other year;
3. Attend and officially represent this organization at all AMA District 36 meetings;
4. Give an oral report of AMA District 36 meetings to this organization at its next regular business meeting;
5. Prepare all reports, applications, and correspondence from this organization to AMA National and AMA District 36;
6. Maintain file copies of all reports, applications, and correspondence between this organization, AMA National, and AMA District 36;
7. Obtain documents, forms, and equipment from District 36 officials as needed to conduct the business of this organization.

g. Assistant Referee: It shall be the duty of the Assistant Referee to:

1. Register online to take the Risk Management course every other year
2. Attend and officially represent this organization at all AMA District 36 meetings;
3. Assist the RMO in the performance of his/her duties when necessary.

h. Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to:

1. Guard well the outer entrance of the Club;

2. Prohibit any unauthorized person from entry;
  3. Assist the President in maintaining order;
  4. Have charge of the ballot box and to prepare the same for the balloting of new members;
  5. See that no applicant is present at the meeting when said applicant's application is being voted on;
  6. Present prospective and newly elected members to the President for introduction to the membership.
- i. Board of Directors: Board of Directors meetings shall be restricted to elected Board Members, the Board Chair and the Board Secretary.
1. It shall be the duty of the Board of Directors to have complete control of the funds, investments, securities, and properties of this organization whether real, personal, or community, that are not otherwise provided for by this Constitution and Bylaws;
  2. Two board members shall be authorized to make savings account withdrawals when necessary for the functional operation of this organization;
  3. Execute all legal papers on behalf of this organization;
  4. Conduct a review of the Treasurer's books/files by February 15<sup>th</sup> and July 30<sup>th</sup> and file a report to this organization;
  5. During the first meeting of the year, establish a budget for CCMC AMA Sanctioned events and all other events with club expenditures exceeding five hundred dollars (\$500);
  6. Meet with appointed special committee chair (s) for budget recommendations. Present the budgets to the general membership at the next business meeting. A vote by the club membership to adopt or amend the Board's budget, on the second business meeting following the Board Meeting. Any amendment to the Board's budget will require two thirds (2/3) of the member's present vote to approve. Any and all additional expenditures for the event exceeding a total of two hundred dollars (\$200) or more will require Board approval and approval of the Club as above, Special Committee Chair (s) are to be available upon request at any Board meeting to provide a progress report;
  7. Hold one regular meeting every quarter on a date and time to be scheduled at the discretion of the Board of Directors (this requirement shall not preclude additional Board meetings as needed or necessary to perform its duties as required by the Constitution and Bylaws); after which they shall bring before the membership any matters of importance;

8. Keep the minutes of their meetings (minutes are to be read to club membership on the second regular club meeting after the Board Meeting) and to file a copy of said minutes with the Secretary at the next regular business meeting;
9. Perform all other such duties required of them by the Constitution and Bylaws in the best interest of this organization;
10. Have control of the organization and its officers; ensure that four members are present before calling a quorum.

### **Section 3. Duties of Appointive Offices:**

- a. House Committee: It shall be the duty of the House Committee to:
  1. Maintain the clubhouse interior and exterior and the surrounding grounds in good condition;
  2. Report any areas needing repair or replacement to the membership.
- b. Public Relations Officer: It shall be the duty of the Public Relations Officer to:
  1. Compile and file all letters, printed literature, and newspaper articles that correspond to the activities of the organization and its members;
  2. Have publicity printed that is favorable to the club, i.e., major events or club functions; maintain literature, documents, club trophies and a library, in general, of the club;
  3. Take pictures or encourage members to take pictures of club functions and make copies available for download from the Club website: encourage members to take part in community affairs and charities.
- c. Road Captain: If appointed, will work with members who call rides to ensure that all road rules are known and followed, to ensure that ride details are documented and placed on the CCMC calendar, and to assist, if requested, the ride Road Captain with conducting the ride.
- d. Legislative Officer: It shall be the duty of the Legislative Officer to:
  1. Follow the progress of legislation of interest to motorcyclists;
  2. Obtain copies of legislation, reports, etc;
  3. Report on the status of pending bills, times set for hearing, and provide the names of committee chairpersons and committee members and voting results when possible;

4. Report on changes in the laws and ordinances affecting motorcyclists.
- e. Social Secretary: It shall be the duty of the Social Secretary to:
1. Maintain the membership points once a month;
  2. The Club Secretary will submit the attendance points; the member shall submit activity points in writing, and the Road Captain shall submit the road riding points.
  3. All members' points shall be totaled and conspicuously posted on the point's board.

#### **Section 4. Qualifications of Officers:**

The Treasurer and Vice Treasurer must be a Senior Member and must have been a member in good standing for at least two (2) years prior to the time of elections. If no Senior Member is willing to accept nomination then a member in good standing for five (5) years prior to the time of elections may be nominated. All other officers must be members in good standing prior to the time of their election, except for the positions on the Board of Directors which are limited strictly to members who have been in good standing for two (2) years or more.

#### **Section 5. Nominations:**

The nomination of all officers shall begin at the first meeting in November of each year. The balloting will be held during the third meeting in November. A minimum of two candidates shall be nominated for each office except for the positions on the Board of Directors for which a minimum of five (5) candidates shall be nominated.

Members must be present at the time of nomination or submit in writing, in advance, or tell two members of their willingness to be nominated to be eligible as a candidate.

#### **Section 6. Balloting Procedures:**

- a. Voter Qualification: 1) Must be a member in good standing and 2) must have attended a minimum of six (6) business meetings in the current year to be eligible to cast a vote for officers.
- b. Balloting Process: The balloting shall be on plain white paper with only the name of one candidate for each elective office and the names of three candidates for the Board of Directors. These ballots shall be folded and placed into a container by each member and shall thereafter remain in the exclusive charge of the Sergeant-at-Arms. The counting of the votes shall not be performed until all ballots are submitted and accounted for and shall be counted only in the immediate audible and visual range of the voting membership present on the prescribed election date.

- c. The candidate for each elective office receiving the highest number of votes shall assume that office except for positions on the Board of Directors in which case the three candidates receiving the highest number of votes shall assume the three vacated positions on the Board.
- d. Any member who has been nominated for two or more offices, except as provided for in Section 8, below, and wins the election to two or more offices shall reserve the right to choose whichever office that person desires to hold, and thereby relinquishes the other said office to the next nominee receiving the next highest number of votes. Any member who has been in good standing for two (2) years or more, other than the President, Vice President or Treasurer, may serve on the Board of Directors and in one other elected office simultaneously.

### **Section 7. Installation of New Officers:**

The newly elected officers and the duly appointed officers shall assume their offices the first meeting in January and shall be honored during the annual CCMC banquet in January.

### **Section 8. Duration of Terms in Office:**

Officers shall remain in office for one (1) year, except for the members of the Board of Directors who will remain in office for two (2) years. There is no limit on the number of terms a member may serve in an office provided that he/she has been properly elected or appointed and is in good standing.

The Board of Directors shall be divided into two classes. One-half of the offices shall be vacated at the expiration of the first year. The other one-half of the offices shall be vacated at the end of the second year, so that one-half of the positions may be filled at the end of each year thereafter.

### **Section 9. Powers of the President:**

In the event of a vacancy in any of the appointive offices, the President, with due consideration to the procedures outlined in this Constitution and Bylaws, shall have the power to appoint any member in good standing and with the necessary qualifications to fulfill the vacancy for the remainder of the unexpired term.

### **Section 10. Elective Officer Vacancies:**

In the event of a vacancy in any of the elective offices, the members shall, at the next regular business meeting, have nominations of members to fill the vacated office and, at the following regular business meeting, hold a special election for the vacant office. Members must be present at the time of nomination or submit in writing, in advance, or tell two members of their willingness to be nominated to be eligible as a candidate.

## **Section 11. Dereliction of Duty:**

Definition: Dereliction-of-Duty generally refers to a failure to conform to rules of one's job, which will vary by tasks involved. It is a failure or refusal to perform assigned duties in a satisfactory manner. Dereliction-of-duty may refer to a failure by an organization member to abide by the standing rules of its constitution or bylaws or perform the duties of the position appointed to.

Filing a Complaint of Dereliction-of Duty: Members may file a complaint, in writing, with the CCMC Board of Directors, against any elected or appointed officer for Dereliction-of-Duty. The complaint must contain specific charges that indicate how the officer has been willfully negligent in conducting their defined duties.

Only the President, Vice President, Board members and parties involved will be allowed to attend the hearing.

If the one being charged or the one bringing charges is the President, Vice President or a member of the Board then he/she will not be allowed to attend the Board/Jury deliberations or have a vote on the outcome.

The Board shall provide a copy of all evidence to affected member(s) and allow a minimum of one week, but no longer than two weeks, to provide a written response to charges.

At the next regular business meeting all complaints and responses shall be read with the Board's recommendation. There shall be a reasonable period of time allowed for discussion by the membership on the matter. The members shall then take a secret ballot to decide whether or not to sustain the recommendations of the Board of Directors. It shall require a two-thirds (2/3) majority of the membership present to veto the recommendations of the Board of Directors.

Upon a finding of actual dereliction-of-duty, on the part of the elected or appointed officer, by the CCMC membership the offending officer will immediately be relieved of office and the President will move to fill the newly vacated position as defined within Article V: Membership: Section 10, Officers.

**END OF ARTICLE V**

## **ARTICLE VI: DISBANDMENT**

### **Section 1. Dividing of Property--Real, Personal, and Community:**

In the event of disbandment, all properties of this organization, except the treasury, shall be divided into equal shares--one share for each of the Senior Members who have been a

member in good standing of this organization for at least two years, plus one share each for Life Members. In the event of disbandment, each Senior Member, each Life Member, and each Member shall be entitled to one share each of the treasury. In the event of disbandment, Cub Members shall not receive any benefits from the real, personal, and community properties of this organization.

**END OF ARTICLE VI**

**ARTICLE VII: PROVISIONS FOR AMENDMENTS**

**Section 1. Amendments, Substitutions, and Changes:**

All amendments, substitutions, and changes to this Constitution and Bylaws must be proposed in typewritten form and presented to the President for approval and at which time the President must call a special meeting of the Board of Directors. A vote of two-thirds (2/3) majority of the Board is required for recommendation of amendments, substitutions or changes to the Constitution and Bylaws. A copy of this proposal shall be posted on the bulletin board for one week after which a majority vote of the membership at a regular business meeting is required before final adoption.

**END OF ARTICLE VII**

**RULES OF THE ROAD**

1. Riders shall check gas, oil, tires and chains before leaving on a Club Run.
2. The Road Captain will ride in front on all formations and the Assistant Road Captain will ride as rearguard/sweep.
3. The Assistant Road Captain or the appointed rearguard/sweep will assist any rider who drops out of formation for mechanical problems or other similar reasons, and will take the name of any rider who wishes to drop out permanently and give it to the Road Captain.
4. At no time will any club member or guest of the club be abandoned on the highway due to unforeseen mechanical trouble or accident. The Road Captain or Assistant Road Captain or appointed rearguard/sweep shall stop or return the entire formation to the scene of the handicapped rider when necessary.
5. The Road Captain shall have the authority to call a run off due to an accident or unforeseen circumstances at any point along the run.

6. In the event the Road Captain drops out of formation, the rider second in formation will immediately take over.
7. If an undue delay occurs before the Road Captain returns to the formation, the Assistant Road Captain shall proceed to the head of the column into the Road Captain's position. The last rider will then take over the rearguard/sweep position.
8. Speed shall not be above the legal or safe limit. The Road Captain, will when necessary, decrease the speed as road and traffic conditions warrant.
9. In the event of an accident or emergency any rider who believes the Road Captain has not observed such emergency, may break out of formation when safe to do so, precede ahead of the Road Captain and stop the formation by using the proper hand signal.
10. Upon returning to the formation after having dropped out, a rider will take up a position at the rear of the formation. Do not under any circumstances run down a formation from the rear and try to crowd into the position you held previously.
11. Club formation will be staggered at all times unless the Road Captain calls by signal for a single file. Each rider will maintain an interval of AT LEAST TWO SECONDS from the machine directly in front of him/her.
12. All signals will be executed with the LEFT arm or turn signal in accordance with the State Vehicle Code. The signal for single file will be left hand extended overhead.
13. Consideration will be given to all traffic hazards that will be created by large groups of riders on the highway.
14. Accordingly, if more than six (6) riders participate, the Road Captain may form additional groups of riders. The first rider in each group shall be the group Road Captain and shall maintain an interval of at least TWO BLOCKS between groups.

## **ROAD RIDING RULES**

### **Section I. Objectives of Road Rules:**

1. These Road Riding Rules are established to further the objectives of CCMC as stated in the Constitution and Bylaws to stimulate the sport of motorcycling, to further social activities and to win the respect of the public by safe conduct upon the highway and elsewhere, and maintain a neat appearance at all times.
2. A motorcycle or rider dressed or modified in such a manner as to show or reflect bad public image while riding on a club run or club event or while wearing the club colors will be banned from such event, or the rider will modify his/her machine to conform to a positive public image. The Road Captain will have the final say.

## **Section II. Rules Governing the Runs:**

1. Any member of the Club, at a regular meeting, may call a club run. The member who officially “calls” the run will be the run Road Captain and will be responsible for ensuring the run follows the Rules of the Road.
2. All Club runs will be announced by the Road Captain at a regular meeting prior to the run. All overnight runs and those occurring on other than a Sunday must be announced one week or two meetings before the event. Between April 1 and October 31, a Tuesday night dinner run called at a meeting on the preceding Friday meeting shall be valid for accumulation of rider/passenger points and for new member qualification.
3. A vest with Club colors may be worn by members, but it shall not be mandatory for Club membership. A dress uniform, style stipulated by members, may be worn when dress-judging events are called for.
4. Prior to the runs, the Road Captain will advise the riders of the destination and of the stops in route.
5. Immediately upon arriving at the destination, the time and place for departure will be discussed and announced. Any member wishing to deviate from the scheduled time and place of departure will be awarded the riding points for that run, if the Road Captain or Assistant Road Captain is notified IN PERSON.
6. All members completing a club run to the destination shall be awarded three (3) points. A maximum of three (3) points per day, for three (3) days will be awarded for rides of more than one-day duration.

## **Section III. Inspections Governing the Runs:**

1. The Road Captain shall submit to the President a written report of any rider or motorcycle whose appearance does not, in his/her opinion, conform to the standards of the Club. The President shall determine the seriousness of the charges and may impose a fine or may refer the charges to the Board of Directors for recommendation for final action under the authority of Article II, Membership, Section 6, Expulsion or Other Disciplinary Action.

## **Section IV. Club Dress:**

1. The official Club uniform is a pair of black pants, topped with an orange shirt. The shirt shall be either short or long sleeve, with buttons or snaps down the front, and a collar. The approved Club colors are to be attached to the back, the AMA and District 36 patches are to be attached to the upper sleeves.

- a. The approved Club colors are the embroidered logo, the large patch with the logo, or the three-piece patch adopted in 1998.
  - b. The AMA patch (if worn) shall be on the left sleeve and the District 36 patch shall be on the right sleeve; or may be attached to the leather vest.
2. Optional dress shall include a vest with club colors over a shirt. Orange or black shirt color is recommended but not mandatory. An orange or black shirt with Club colors may also be worn. Orange stripes on black pants may be worn. The small Club hat patch shall not substitute for the larger Club colors, except for Cub members.
  3. A dress uniform style, as stipulated by members, may be worn when dress judging events are held.

## **ATTENDANCE CONTEST**

### **PURPOSE:**

To create more interest and appreciation in regular Club meetings and other sponsored activities.

### **AWARDS:**

Two trophies: First and Second place, to be inscribed with the names of the members each year who accumulate the best attendance records at all regular meetings. In case of a tie, duplicate trophies will be awarded.

### **POINTS:**

A member in attendance will receive one (1) point for each attendance at a regular business meeting. One (1) additional point shall be awarded a member who wears a Club shirt or optional dress to a regular business meeting. One (1) additional point shall be awarded a member who rides a motorcycle to a regular business meeting. A member in attendance at an activity meeting will receive three (3) points. Attendance on a motorcycle does not apply to other club sponsored activities, as far as this contest is concerned.

### **RULES GOVERNING THE CONTEST:**

To receive attendance contest points for regular Club meetings, a member must;

1. Be present when the roll call of members is taken.

2. Be a member in good standing (dues are current).

## **ACTIVITY CONTEST**

### **PURPOSE:**

To encourage participation in club sponsored special committees and to encourage members to suggest committees that will benefit the club and or promote favorable public image towards the sport of motorcycling.

### **DEFINITION OF A COMMITTEE:**

A group of Club members or an individual member, either volunteering or delegated by the President, who have the responsibility of either accomplishing practical labor on the Club's real property or establishing procedures or activities, based on research and investigation of facts pertaining to the subject, and presenting said procedures or suggested activities to the members at large for their adoption and or accomplishment, members of said group or individuals are directly responsible to the President for satisfactory expeditious accomplishment of their assigned responsibility.

### **AWARDS:**

Two trophies: First and Second place, are to be awarded and inscribed with the name of the members each year who accumulate the greatest number of contest points in accordance with contest rules. In case of a tie, duplicate trophies will be awarded.

### **POINTS:**

One point shall be awarded for each one hour of work.

### **RULES GOVERNING THE CONTEST:**

1. All members in good standing on the Treasurer's books are eligible for committee membership.
2. Committee members shall normally be taken from volunteers but the President may appoint a Chair of a committee at his/her discretion, due to a certain member's qualifications for specific committees.
3. Each member of the committee or individual appointed at a regular business meeting will be awarded appropriate points.

4. It shall be the responsibility of the committee chair to report directly to the President at a regular business meeting. It shall then be the responsibility of the President to decide if the committee should continue or be disbanded and a new committee formed.

## **ROAD RIDING CONTEST**

### **PURPOSE:**

To encourage members, either rider or passenger, to participate in Club sponsored rides, while under the guidance of the Club Road Captain. To encourage obedience to club and civil laws governing highway travel. To promote interest and good will of the general public towards the sport of motorcycling by appearing as a neat and orderly motorcycle group on the highways.

### **DEFINITIONS OF THE ROAD RIDE:**

A motorcycle ride of three (3) or more members in good standing to some specific destination called by the Road Captain in which club members participate.

### **AWARDS:**

A minimum of three suitable trophies: First, Second and Third place to be awarded and become permanent possession of the club members who accumulate the greatest number of points each year in accordance with the following rules:

1. An average number of members will be computed at the end of the riding year by dividing the total number of members attending rides for the year by the total number of rides.
2. Trophies will be awarded on a basis of one (1) trophy for every five (5) members. An additional trophy will be awarded for each increment of five (5) members over the minimum of fifteen (15) members.
3. In case of a tie, duplicate trophies will be awarded. However the number of trophies, as determined by the formula will not be increased by ties, unless there is a duplicate trophy to be awarded for the final place.

### **POINTS:**

1. Points will be awarded on the basis of three (3) points per ride; except that a maximum of nine (9) points shall be awarded for rides of three (3) days or more.
2. Riding points will be posted on the Club membership board, without undo delay, by the Social Secretary. The Road Captain shall furnish a copy of the Road Captain's report,

containing the names of the participants and the number of points awarded, to the Social Secretary and Club Secretary without undo delay.

### **RULES GOVERNING THE CONTEST:**

1. All Club members except for Cub members shall be eligible to participate in this contest, be they rider or passenger.
2. To receive contest points a rider must:
  - a. Be present at the designated assembly point and at the designated time at the beginning of the ride and complete the ride to the destination.
  - b. Fully comply with the club rules governing road rides while participating in the road ride.

### **MOST VALUABLE MEMBER AWARD**

#### **PURPOSE:**

To stimulate personal involvement in the betterment of the Club.

#### **AWARDS:**

A perpetual trophy to be inscribed with the name and year.

#### **RULES GOVERNING THE AWARD:**

1. Any member in good standing with the Club.
2. The member receiving simple majority of votes, as counted by the President only, shall be the winner. The winners name shall remain a secret until installation night and the trophy awarded.

**END OF DOCUMENT**