



## [BYLAWS AND STANDARD OPERATING PRODEDURES (B/SOP)]

### BLACKTOP SAINTS RC

This organization shall be known as the Blacktop Saints, "RC" Riding Club. Also known as "BSRC". The BSRC organization does not claim any territory.

This Charter shall be situated in South West Michigan/Northern Indiana and is an active club registered with the "American Motorcyclist Association", AMA (License on file: 2948123): BLACKTOP SAINTS, RC.

**This document supersedes any previously approved By-Laws.**

#### ARTICLE I: Purpose of Organization

##### About the Blacktop Saints

The Blacktop Saints, RC is an AMA Chartered Riding Club. **WE DO NOT, AND WILL NEVER CLAIM TERRITORY.** The colors that represent the club are Black and Green. We actively participate in fundraisers and charities for the support of people in need. We primarily support local community charities e.g. Food banks, Backpack Buddies, Toy Runs, Burn Rides etc. We also support many National charities e.g. American Cancer Association, MDA, Veteran Charities etc.

Being a Blacktop Saint is about friendship, motorcycle riding, respect, honor and community pride/service. The BSRC does not claim any territory nor do any Charters wear a territory rocker. We are a neutral club and recognize the right of all other clubs to coexist in mutual respect. We will not involve ourselves either individually, or as a group, in any aspect of other Riding Clubs/Motorcycle Clubs policies, politics or business...no exceptions.

#### ARTICLE II: Objectives of Organization

**Section 1.** The objectives of this organization shall be as follows:

- a) To stimulate productive relationships among likeminded individuals with a focus on friendship and riding the highways and byways as an organized motorcycle riding club (RC).
- b) To seek to promote greater enjoyment of life, motorcycling among its members and a positive frame of mind.
- c) To promote worthwhile curricular and extracurricular activities related to our chosen charities as well as the betterment of our community and surrounding area.
- d) To advance and diffuse knowledge and interest in safe motorcycling and the need for positive community involvement.



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- e) To organize and conduct rides, club meetings and social gatherings related to club motorcycling.

**Section 2.** It is a professed goal of this club to promote understanding of the positive aspects of a motorcycle riding club (RC). To help change the negative perception of motorcycle RC's through our public behavior within this RC. This will ensure our community experiences a positive interaction with our RC through demonstrated good behavior, high moral standards and active support of the community through charitable events/donations. ALL Members are prohibited from participating in known illegal activities while representing the Blacktop Saints RC through dress, action or deed.

### ARTICLE III: Blacktop Saints Structure

A charter will consist of a minimum of 5 like-minded individuals that petition to become part of the Blacktop Saints organization. They will contact the closest BSRC Charter to their location. That groups President; Vice-President will guide these individuals throughout the process to become a "new" charter within the Blacktop Saints organization. Additionally, multiple members of an established Charter may decide to 'split' to form their own individual "new" Charter. Same process will apply.

The Founding "Original" Charter will be the primary leadership, guidance for future Charters. As new charters come on the original charter will become the executive board for the Blacktop Saints RC. Decisions impacting the BSRC as a whole will include input and representation from all charters.

### ARTICLE IV: Charter

**Section 1.** There are no limitations on the amount of charters that may exist. The BSRC understands that different personalities and concepts exist among individuals. That different age groups or bike types may naturally choose to participate in the club together. Due to this association, individuals may want to associate with different members in the club. The club doesn't feel the need to force participation by geographical location. We prefer that members who enjoy each other's company develop their own personal charters to expand and enjoy the concepts and expectations of the club. It is understood that all charters will fall under the Blacktop Saints Riding Club. Each charter will have a vote at the executive level.

The hope is that individual charters will be made up of individuals who have a close friendship that believe in the overall mission of the BSRC.

**Section 2.** The following requirements must exist prior to any group becoming an independent charter:



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- a) Charter must have a minimum of five active members.
- b) AMA membership by officers is required.
- c) AMA memberships is recommended for all members.
- d) Charter must have a minimum of a President, Secretary and Treasurer. Once the charter has 10 members they will be expected to maintain a full board.
- e) Charter must have a delegate to attend all executive meetings.
- f) Charters must present application for charter to the executive board for a membership vote. (2<sup>nd</sup> Charter will present application to the "Original" Chapter.)
- g) Charter must create a charter name to be worn on their vest.
- h) Charter is responsible to uphold, abide by current BSRC published bylaws.
- i) Charters may not enter into agreements without presenting these items to the Executive Council for a vote. *The purpose of these expectations is twofold: to ensure that the club maintains a positive perception in the community. This is done by not commit to legal obligations that might be considered negative. The second is to ensure that the club is maintain the legal expectations of the 501(c)3 Non Profit status.* The charter will inform BSRC executive about participation in all rides and activities.

#### ARTICLE V: Membership

Individuals who are interested in joining the Blacktop Saints RC should be able to believe and abide by the following values:

- a) Must own a highway capable motorcycle(750 cc or above) of any make or brand. (With the exception of Advisory/Honorary Members).
- b) We are not, and will not, support or participate in the '1% Motorcycle Club' lifestyle.
- c) We believe in supporting our community through our actions, behavior and charitable deeds.
- d) We believe in polite, silent respect to all others, regardless of their views, lifestyles etc.
- e) We understand that members have responsibilities that must, and often will take priority over some club activities (i.e. employment, family).
- f) BSRC does not mandate membership meetings or club activity attendance.
- g) We are open to all races, religions, and economic groups.
- h) The Blacktop Saints, RC does not allow women to be members at present.
- i) Any member who terminates his membership in the Blacktop Saints, RC, for any reason, shall discontinue the wearing of the club patches, identifying materials immediately...no exceptions.
- j) Individuals looking to join must be willing to meet with the BSRC membership a minimum of three times prior to being eligible for a membership vote.



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#### Membership Types:

**Section 1. Active:** Primary qualifications of candidates for active membership; include motorcycle ownership (highway capable) of no specific brand and a manifested interest in safe motorcycling, and a promise to consistently contribute to the club through participation in sanctioned events, meetings and social gatherings. Election to active membership shall be from among the members of the Blacktop Saints, RC voted at any scheduled or called special meeting of the club. All active members are able to attend meetings and vote on club business.

**Section 2. Applicant:** An individual who is actively pursuing full Charter membership in the BSRC.

- a) To obtain BSRC membership an 'applicant' must complete a BSRC membership application.
- b) Applicant must pass a background check.
- c) A minimum of two BSRC members will contact and interview any new members.
- d) Applicants will be presented by a member in good standing during a scheduled Charter meeting. Once the motion has been 'seconded', a vote will be called.
- e) If  $\frac{3}{4}$  or more of membership votes "Yay", full membership to applicant is granted. Patch fees and membership fees will be required prior to next scheduled Charter meeting.
- f) If applicant does not receive enough votes for membership their application will be placed on the following months agenda for review/action.
- g) If applicant receives  $\frac{3}{4}$ , or more, "Nay" votes, membership application is dismissed/rejected for a minimum of 6 months. Rejected applicant cannot attend Charter meetings, but may attend BSRC sponsored events if they desire.
- h) Applicant must purchase patch set.
- i) Applicant must pay and maintain due fees.
- j) A member can not be nominated for a minimum 30 days after they submit their background check. The purpose is to provide membership the opportunity to meet with the potential member and form an appropriate opinion prior to voting on the member.

**Section 3. Honorary:** A member who has been identified as providing a commitment to the club, community, or country, that the club has recognized with and "Honorary Membership." This member will not have a vote, nor be required to pay annual dues. Instead a patch that states "Honorary" will be worn directly above the "Charter" name.

If an Honorary member wishes to become an active member, they will need to submit a request to that BSRC charter. The charter will then vote on the membership request.



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**Section 4. Advisor:** A member may petition the club to become and advisor. If accepted, a patch that states “Advisor” is worn above the “Charter” name. This member can still attend all functions and meetings and has an active vote. The member must a fully patched member in good standing to petition for an advisor. The Advisor position allows the member not to presently own a motorcycle. The advisor will be responsible to pay annual dues. Each “Charter” may have one Advisor.

**Section 5. Retired:** A member may petition the club to retire. If accepted, a patch that states “Retired” is worn above the “Charter” name. This member will no longer have a vote in Charter meetings. He will only be able to wear his vest with other members or at club sanctioned events.

**Section 6. Leave of Absence:** A member can choose to become inactive and take a leave of absence. The BSRC does not require a reason if a member takes an LOA. Members on a LOA status will not be allowed to wear club patches and can’t vote on club matter. The member will need to submit a request to return to active status. The charter will vote to allow the member to return to full active status. The member will have to ensure that dues are addressed before returning to active status.

### **Miscellaneous Membership Items:**

**Section 1.** Any member of the Blacktop Saints, RC, may be elected to an officer position.

- a) If the President resigns or retires or is absent the Vice President will assume the duties of the President until such a time that a vote can be called. A vote must be called within six months of the vacancy. The Vice President will be expected to run both President and Vice President Positions until the vacancy is filled. Charter membership will select replacement President by majority vote. This same process will be completed for any other Officer position that is vacated prior to the expiration of the standard term. The following positions will fill the following vacancies:
  - i. President = Vice President
  - ii. Secretary = Treasurer
  - iii. Corporal = Sgt. of Arms
  - iv. Road Captain = (Next Officer in-Line)

**Section 2.** Conduct violations of a Blacktop Saints, RC member will be investigated by the Charter Vice President, and a report will be presented to the Charter Officers during the next scheduled or specially scheduled RC meeting for action/resolution. If the Vice President is the subject of the conduct violation complaint, the Charter Sgt. of Arms will investigate and a report will be presented to the Charter Officers during the next scheduled RC meeting for action/resolution. (Corporals may be utilized to assist with conducting interviews and collecting information).



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**Section 3.** The privileges of membership of any member may be suspended upon a (75%) vote, or revoked by the unanimous (100%) vote of the entire Charter, in regards to the code of conduct.

**Section 4.** Substantiated conduct violations and any disciplinary actions recommended by the Board will be carried out by the Sergeant-at Arms in private with the offending club member.

**Section 5.** Appeal process. Members may appeal the disciplinary actions of the local charter to the Executive Council. The board will review all investigative information and allow for testimony of involved individuals. All determinations by the Executive Council will be final and binding.

### **ARTICLE VI: Officer's & Committee**

**Section 1.** Officers of the Charter shall be those identified by a Standard constitution, to wit: a President, Vice-President, Secretary, CFO/Treasurer, Sergeant At Arms, Ops Tech/Historian, Road Captain, Road Lieutenant and Corporal. Other officer positions can be created at the discretion of the individual Charter after consultation with the Executive Board.

#### **Senator**

The Senator of each state will be appointed by the Executive Council and act to organize the State they reside prior to a charter existing in that area. The Senator is responsible for club behavior in their State. They will provide leadership and act as the President to the Charter until it can have a vote to determine its own President.

- a) They will maintain the role as Senator until the state has more than one Charter. Upon the development of the second Charter, the position will be put up for a vote.
- b) The Senator will responsible to attend the executive council meeting. The Senator will possess one vote for the State.
- c) The Senator will not be a member of any State charter but will hold membership with the Executive Council Charter.
- d) The Senator is expected to attend State Charter meetings and stay knowledgeable about their State's charter activities.
- e) Prior another charter coming on in a State, a charter can petition the Executive Council to change their Senator. It is up to the Executive Council to decide if the Senator will change.
- f) The Senator can wear the charter patch of the first charter in that State but will discontinue wearing a local charter patch once a second charter begins in that State.



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**Section 2.** All officers shall be elected by majority vote of RC membership during the spring meeting (on or before May 15<sup>th</sup>) of each election cycle. The President/~~Governor~~ will preside over the elections. Potential officers will nominate themselves. Nominees may make brief speeches before the votes are cast. Votes will be cast by voice statement. Officers shall serve a term of two years starting May 15<sup>th</sup> and ending two years later on May 14<sup>th</sup>. Individuals voted into vacated positions will complete the term of the previous position only.

**Section 3.** The duties of the executive President/charter President shall be as follows:

- a) To lead all meetings of the club utilizing parliamentary procedures (Robert's Rules).
- b) To call special meetings of the club.
- c) To appoint committees and committee chairmen as needed.
- d) To see to it that the club follows the general policy direction as set forth in Article II.
- e) To name the time and location of the meetings.
- f) Charter presidents attend the annual executive council meeting or appoint an officer to attend in their absence.

**Section 4.** The duties of the executive Vice President/charter Vice-President shall be as follows:

- a) Assist the President in any way possible and fulfill the duties of the President in the President's absence.
- b) To investigate, report on any club member conduct violations.
- c) To be responsible for new membership and interested individuals.
- d) Review social media and club email and connect with potential new members on social media and face to face. Assign members to connect with potential new members.
- e) Maintain contact with new members for the first six months to ensure they maintain
- f) To be responsible for public relations for the club/charter.
- g) To be responsible for arranging speakers, programs, and entertainment for meetings of the club.

**Section 5.** The Secretary shall handle all correspondence of the (Charter), including the following:

Executive Council Secretary

- a) Responsible to maintain all club paperwork (i.e. Articles of Incorporation, Trademarks, Copyrights, insurance, etc.). Club Bylaws
- b) Distributes constitution and bylaws to all local Charters.
- c) Responsible to update constitution with all revisions and new amendments.

Executive Council Secretary/Charter Secretary

- a) Notification of members of the time and place of meetings.



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- b) Responsible for correspondences and administrative duties of RC.
- c) Maintains a list of committee chairs and members.
- d) Maintains a roster of all local Charters, current membership that includes full names, date of birth, home address, phone, and email.
- e) Maintain; assist President with minutes during all official club meetings.

**Section 6.** The Chief Financial Officer shall handle all finances of the Charter, including the following:

- a) Establish and maintain a checking account for the club.
- b) Prepare clubs budget and present to Membership.
- c) File all appropriate IRS and State forms prior to established deadlines.
- d) Receive and process all invoices. Ensure prompt payment.
- e) Responsible to address and maintain all bills
- f) Deposit club funds.
- g) Ensure that all payments are approved by RC Officer Group.
- h) Maintain all financial records.
- i) Collect and handle all dues, fees, donation, which pertains to this Charter and Region One of the Blacktop Saints, RC.

**Section 7.** The charter Treasurer shall handle all request for the individual charters

- a) Collect and handle all dues, fees, and donations for local Charities and ensure that they are deposited in the clubs main account.
- b) Address the members of their charter to ensure that dues are current.

**Section 8.** The Road Captain Shall Signal Riders of Intended Lane Changes, Stops, Road Conditions, Formation Changes, Maintain Control, Integrity of the group, and map the route. To plan all Charter rides, to enforce all rules of group riding, and to select an Assistant Road Captain/Corporal if necessary.

**Section 9.** The Sergeant at Arms shall call all meetings to order, and shall maintain order during the meetings, so that the business of the meeting can be accomplished in an orderly and timely manner. He is responsible to ensure disciplinary actions pertaining to Charter member conduct violations are completed.

- a) Connect with all new members on a weekly basis for the first 60 days.
- b) Educate new members of the rules and expectations of the club.





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- c) Conduct and interview with all potential new members and present interview to membership prior to the vote.
- d) Membership will be expected to contact the Sgt of Arms regarding any issues or concerns by the members due to behavior in public or on social media.

**Section 10.** The Corporal will act as a 'second' to the Sgt at Arms, assisting with membership meeting timeliness, adherence to Robert's Rules of Order. Will act as a recruiter for new member's, answer their questions, provide RC documentation/pamphlets, then send individuals contact information to VP for further action. Also assist orientation of new members to the Charter.

**Section 11.** The advisor will be a point of contact to any member of the club for advice or history of the club. Members may approach advisor with any club issues for advice or an neutral opinion.

**Section 12.** Vacancies occurring on committees or in any elected office shall be filled by nomination by self or other club member, if the nominee accepts, then majority vote by membership of Charter.

**Section 13.** Each charter will establish its own officer council. A charter will have a minimum of five members. The charter will establish at a minimum of President, Vice President, Sgt. of Arms, Road Captain and Treasurer.

**Section 14.** Upon expanding beyond a single charter, the Blacktop Saints Riding Club will establish an executive committee that will consist of a minimum: President, Vice President, and Chief Financial Officer. The Executive council will be considered a charter. Members who served on the Council will no longer be members of a state charter.

- a) Each charter in the Blacktop Saints will have a minimum (1) voting representative on the executive council. This individual will maintain their membership in the charter they represent.
- b) The officers of the Executive Charter, and the voting representatives of each State charters, will make up the executive council.
- e) A member will only hold a one position as either a local charter officer/member or serve as a national executive charter officer/member. The executive officer of the local charter can't represent a local charter and the executive officer at the same time due to the conflict of interest. Executive council charter members (including Senators) serve the Blacktop Saints Riding Club as a whole, where the local charter officers serve in the best interest of their charter.
- d) Each charter will attempt to hold meetings monthly. Charters will not go more than sixty days without the meeting.
- e) Executive Council will meet no less than two times a year. Meetings will be no longer than six months apart.



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**Section 14.** Each charter can choose to have a Field Liaison Officer/Field Training Officer (FTO) who will be responsible to reach out to various clubs in the area. This is not an elected position. The charter council will appoint an appropriate member to this position. They are responsible to know the local climate. They are allowed to make contact with other clubs as a representative. They are afforded the right to make contact with other clubs while wearing club patches without permission of executive council. They will also be responsible to educate the local charter about the expectations of the bylaws and club.

**Section 15.** The Executive Council has the right to appoint a National Field Liaison Officer/Field Training Officer(FTO). This position will be responsible to maintain contact with all charters, senators, presidents, and potential new charters to ensure that the spirit of the BSRC is being maintained in action and deed.

**Section 16.** A merchandising officer will be responsible to address all merchandising orders and request. They will be authorized to develop a contract with a merchandising company. They will work to create and develop merchandising.

- a) Responsible to order patches, pins, stickers, clothing, and other items with the approval of the Executive Council.
- b) Responsible to maintain Club Patches and merchandise.
- c) Will be provided with a shipping account to send patches and name patches as needed.
- d) Responsible to create images, designs, for use on club merchandise.

**Section 17.** A Web Master will be responsible to address the club's social media platform.

- a) Responsible for maintaining editing the club's social footprint.
- b) Responsible for censoring and removing negative content.
- c) Forwarding problematic social media behavior to the Sgt. Of Arms or Vice President depending on the concern.
- d) Responsible for updating content.

**Section 18.** Miscellaneous officer positions. The local charter has the right to create additional officer positions, but will need to create a position description that will be attached as an addendum to the SOP. Positions are not ornamental and must serve a purpose for the club. Created officer positions must be provided to the executive board for review.



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#### ARTICLE VII: Punitive Measures/Discipline Actions (Member Specific)

**Section 1.** The President and the Vice-President or Charter President or Vice-President can only be removed by an impeachment process.

- a) A formal complaint will be submitted in writing to the council.
- b) The formal charges will be presented to the membership.
- c) The concurrence of a  $\frac{3}{4}$  vote of the membership is obligated for the impeachment process to begin.
- d) The council is obligated to assign an impartial member or members to formally investigate the complaint.
- e) The findings of the complaint will be presented to the membership.
- f) Witnesses may be called during the impeachment process.
- g) Individuals formally charged may call their own witnesses or speak on their own behalf.
- h) After all evidence is presented and witnesses are heard, a call for a vote will be made.
- i) It takes  $\frac{3}{4}$  of the membership vote to formalize the impeachment. If  $\frac{3}{4}$  vote is not reached the process will be discontinued.
- j) Penalty phase. Upon a  $\frac{3}{4}$  vote the impeachment process will move into the penalty phase. The membership will vote by  $\frac{3}{4}$  for one of the following:
  1. Censure- This is a formal reprimand.
  2. Removal from office. This will result from the member losing their position as President or Vice President. The removal from an officer position does not result in loss of club membership. A separate vote must be called in order to remove/suspend an individual's club membership. The member will not be allowed to vote during the process.

**Section 2.** Any officer of the club may be removed from office by the concurrence of  $\frac{3}{4}$  of the entire active membership of the Charter. The removal from an officer position does not result in loss of membership. A separate vote must be called in order to remove/suspend an individual's club membership for serious/validated conduct violations.

**Section 3.** Actions that may illicit dismissal from the Blacktop Saints RC;

Being convicted of assault/robbery with a weapon, drug distribution/selling, burglary, sex crime, rape, murder. Stealing from the RC or one of its members. Wearing of club colors/patches at events, parties sponsored/ran by any 1% MC organization, without express permission of Executive Council. (e.g. If it is a verified charitable event and the membership votes to attend). Initiating a public disturbance, fighting while wearing club vest/patches (not acts of self-defense, or protecting innocent non-members).



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**Section 4.** Any and all potential violations will be reported to the Vice-President or Vice Governor. He will initiate a full investigation, collect statements, and prepare a written report. The VP or VG will present the report to the Charter/executive Officers during a Special Meeting. Planned disciplinary actions for minor infractions will be completed at this time and handed down to the Charter leadership for implementation. But after discussion it is felt that the individual's membership should be terminated, a full membership vote will be called for at the next available meeting time. A  $\frac{3}{4}$  vote is needed to terminate the individual's membership.

a) Members arrested for certain felonious criminal activities (see section 3) while wearing club patches will be immediately suspended from the club. If convicted of charges the member is automatically expelled from the club, no investigation Executive VP required, no membership vote required.

b) Members involved in criminal activities that negatively reflect on the club (drugs crimes, sex crimes, assaults, etc.) will be investigated by VP or designees. A determination can be made by the VP to suspend membership (depending on the seriousness of the allegations) pending the outcome of the investigation.

**Section 5.** During meetings, the President can't impose a punitive measure or discipline actions. These must be presented to the assembled members. The membership then must have a  $\frac{3}{4}$  vote for the action. The offending member may be present during the allegations meeting, but may not be present for the disciplinary vote.

- a) A motion that the member must apologize.
- b) A motion to censure the member.
- c) A motion to suspend the individual's membership rights for a designated period of time.
- d) A motion to terminate membership.

### **ARTICLE VII: Punitive Measures/Discipline Actions (Charter Specific)**

**Section 1.** A charter can only be removed through formal dismissal process or if the Charter falls below five members.

**Section 2.** A charter can be removed by the following process:

- a) A formal complaint will be submitted in writing to the executive council.
- b) The formal charges will be presented to the charter.



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- c) The Executive council is obligated to assign an impartial member or members to formally investigate the complaint.
- d) The findings of the complaint will be presented to the executive council.
- e) The concurrence of a  $\frac{3}{4}$  vote of the Executive is obligated for the disciplinary action process to begin.
- f) Witnesses may be called during the dismissal process in front of the Executive Council.
- g) Charters formally charged may call their own witnesses or speak on their own behalf.
- h) After all evidence is presented and witnesses are heard, a call for a vote will be made.
- i) Charters that are the focus of this process will not be allowed to vote.
- j) It takes  $\frac{3}{4}$  of the executive council vote to formalize the disciplinary action. If  $\frac{3}{4}$  vote is not reached the process will be discontinued.
- k) Penalty phase. Upon a  $\frac{3}{4}$  vote the disciplinary process will move into the penalty phase. The executive council will vote by  $\frac{3}{4}$  for one or more of the following:
  - 1. Censure- This is a formal reprimand.
  - 2. Suspension of the Charter for a period of time.
  - 3. Charter will receive a fine.
  - 4. Removal of the charter. This will result from the removal of the charter.

#### **Section 2.** Actions that may illicit disciplinary action of a Charter from the Blacktop Saints RC;

- a) A charter fails to follow the bylaws and standard operating procedures.
- b) The charter is not representing the BSRC in a positive light.
- c) The Charters conduct is unbecoming of the BSRC.

#### **Section 3.** Members from disbanded charters will become attached to the Charter that originally sponsored the disbanded Charter.

### ARTICLE VIII: Funds, Donations, Fees and Dues

**Section 1.** For final initiation into the Charter, a one-time patch fee, and pro-rated dues. (Blacktop Saints Patch Set plus AMA patch actual cost, plus shipping, shall be paid in order to receive the Blacktop Saints, RC patch set, AMA patch, Charter name, nick name, front breast patch.) The amount is set at \$120.

**Section 2.** Annual dues shall be approved by the active members present at the first business meeting each year and are due no later than May 15<sup>th</sup>. Annual dues have been set at \$120 per year.



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*New members that pay patch fees and dues in full, will be provided a \$20 discount. \$220 total.*

**Section 3.** No other dues or fees will be assessed or collected by the officers of this club, except by a new majority resolution as voted by the membership; such fees shall be payable to the CFO/Treasurer.

**Section 4.** All club dues and patch fees will run through the Executive bank account for accounting purposes.

**Section 5.** Club patch fees will be utilized for the purchase of patches and overall club needs. Patch fees are \$120 per set. This will include the following: Back-Top Rocker, Lower Rocker, BSRC Backpatch, Front- Saints Patch, Name Patch, Charter Patch, Officer patch (if indicated) AMA patch.

**Section 6.** Each charter will submit a capital request for money. Its purpose will be to track club finances for 501(c)3 tax purposes.

- A) A minimum of three executive members will need to sign off on an approval for charter capital request to receive their funds.
- B) Funds will be deposited into the charter bank account by the CFO after approved.
- C) Efforts will be made to ensure that each charter receives a fair distribution of club funds.

### **Section 7.**

- a) Each charter will maintain a local checking account utilizing FED ID number for the club.
- b) Each charter will register with their State Attorney General as a Non-Profit.
- c) Each charter will maintain personal charter donations and monies in that local charter account.
- d) All monies received into accounts will need to be accounted. The CFO and designees will review and balance all charter accounts prior to all executive meetings.

### **Section 8.**

- D) The main function of the club dues is to maintain the cost for the operating the club expense. Extra funds will be made available to the charters for club issues and charitable events. Efforts will be made to ensure that each charter receives a fair distribution of club funds.

### **Section 9.**

Due to the BSRC being a 501(c)3 Non-Profit organization, members or their families can't be directly benefit or profit from the club. It is for this reason club funds can't be directed to club members or their families in the form of donations or other means.



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#### ARTICLE IX: BSRC Patch Locations for Black Leather Riding Vest, use of club logo's.

**Section 1.** The club logo, RC circle and rockers are worn on the back of the vest, no other patches are permitted. The only patches allowed above the pockets, or nipple lines, on the front of the vest, are as follows:

- a) Right side:
  - Directly above pocket- Charter patch (i.e. Original)
  - Directly above Charter Patch (Saints) or (Retired / Honorary)
  - Third patch above all patches- American flag (No design required)
  
- b) Left side:
  - Directly above pocket- Name patch.
  - Second patch above pocket (directly above first)- Officer position title
  - Third patch above pocket (1-2 inches above second patch)- American Flag (optional)
  
- c) Bottom left side of vest- Offset 2-3 inches left of the center opening on the hem of the bottom of the vest. AMA patch will be worn by all RC members, regardless of individual AMA membership.
  
- d) Left side of the vest below pocket. Members who are on the executive board and serve as a charter officer position will wear their executive council patches in place of the local charter patch.

**Section 2. Non-Club patches/pins:** Members may wear personal patches/pins below the nipple line or pockets of the vest. The following rules apply to patches, pins or other adornments.

- a) No affiliation or items that support other clubs.
- b) No items that represent 1% MC organizations attitudes.
- c) No profanity.
- d) No items that is derogatory to any race, religion, culture, creed, or sexual orientation.
- e) No items that would cause the club to be perceived in a negative light.
- f) Example: If you would not wear patch/badge to Church or when you're around your Grandparents/children...it's not appropriate!



## [BYLAWS AND STANDARD OPERATING PRODEDURES (B/SOP)]

### **BLACKTOP SAINTS RC**

**Section 3.** The patches and rockers can go on a vest only. Exception: an officer may add it to a full black leather jacket. An ex-officer may continue to wear the patches on the full leather jacket to show that they were a “former” officer.

**Section 4.** Use of Club Identities:

- a) The use of club identities such as patches, decals, membership cards, apparel, and special registrations is limited to members in good standing, but cannot be used in any form for personal profit.
- b) The top front patch identified as “Charter Name” shall be worn by an Active Member. A Charter member that transfers his membership to another Blacktop Saints RC Charter will change his Charter name patch.
- c) Club logos should be worn to all official BSRC Meetings and events.
- d) Club logos shall be worn on all BSRC rides and in such a fashion that they are always visible, without sacrificing the safety of the motorcycle rider when in motion.
- e) Club logos cannot be changed or defaced. Such an act will constitute grounds for immediate expulsion from any BSRC Charter

### **ARTICLE X: Meetings**

**Section 1.** Business meetings of this organization shall be held as necessary during the period of January through December, and will be held at designated locations at a time and date determined by the President to be most convenient and expedient.

**Section 2.** Attendance of all active members is strongly recommended at all specialty meetings and club sponsored functions. Notice of time and date of meetings shall be made by the officers of the club at least 1-2 weeks prior to the date of the meeting. You should inquire at the BSRC website, calendar, for the monthly meeting location and time. You may also be sent an email, text or Facebook notification, but ultimately it is your responsibility to check the website for the meeting times and dates.

**Section 3.** Special meetings may be called at any time when deemed necessary by the President of the Charter.

**Section 4.** The procedure at all meetings, Charter, and committee, shall be governed by accepted Parliamentary rules of order, and members shall observe proper decorum during the sessions of the Charter, and its various committees.





## [BYLAWS AND STANDARD OPERATING PRODEDURES (B/SOP)]

### BLACKTOP SAINTS RC

**Section 5.** Executive Council will meet a minimum of two times a year.

#### ARTICLE XI: Constitution and Amendments

**Section 1.** The club shall have the power to amend these By-laws every 2 years without violating the word and spirit of the original constitution, as may be deemed necessary.

**Section 2.** Local Charter amendments shall be adopted by the favorable concurrence of  $\frac{3}{4}$  of the active members present and voting, provide that such amendment or amendments shall have been read in full to the club. These amendments or addendums cannot violate the principle or spirit of the original constitution.

**Section 3.** A Charter may adopt amendments and/or addendums to this set of By-laws as seen fit by the President so that said By-laws shall apply to each charter's specific conditions. Charters may not adopt addendums that change the standard core By-laws set by the Executive Council.

**Section 4.** All local charter amendments and/or addendums must be reviewed by Executive Council for approval. The Executive Council has the right to veto any local charter amendments and/or addendums that they don't feel meet the basic principles or spirit of the Blacktop Saints Riding Club organization.

#### ARTICLE XII: Charters

**Section 1.** The "original" Blacktop Saints Riding Club charter started in Southwest Michigan and Northwest Indiana. The club was created with the input of all the members and the purpose to maintain strong friendships and provide opportunities that were not traditional in other Motorcycle Clubs. Other clubs did not provide flexibility that our members desired.

The biggest goal of the members of the Blacktop Saints is enjoyment of our time together and riding motorcycles. We have stayed away from involving ourselves in other club politics and have remained separate from other club issues.

**Section 2.** "Active" members can create a new charter at any time. The charter will need to meet the expectations of the bylaws. See Article 2: Section 6:

**Section 3.** Charter's will have the authority to do the following:

- a) Provide a voting member to the executive council.



**[BYLAWS AND STANDARD OPERATING PRODEDURES (B/SOP)]**

**BLACKTOP SAINTS RC**

**Section 4.** The Blacktop Saints Riding Club executive council has the right to terminate a charter for the following:

- a) Failure to comply with the BSRC Bylaws.
- b) Behaviors that creates a negative impression of the BSRC.

**ARTICLE XIII: Special Circumstances By-Law protocols**

**Section 1.** The following items can never be changed UNLESS there is a 100% BSRC membership (all Charters) vote in favor, anything less than 100% is invalid:

- a) Article I, II and III
- b) Article V, paragraph 1, a through h and j.
- c) Article VI, Section 2.
- d) Article VII, Section 1, plus Section 4 , a and b only.
- e) Article IX Section 2
- f) Article XIII

**Section 2.** The following item can be modified and/or removed at any point, i.e. exempt from 2 year limitation on amendment process. This can only occur if there is a ¾ vote in favor by complete BSRC membership. Article V, paragraph 1, item i.

**Charter Specific Amendments:**

**Members Name:** \_\_\_\_\_

**Members Signature:** \_\_\_\_\_

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Vice-President**



**[BYLAWS AND STANDARD OPERATING PRODEDURES (B/SOP)]**

**BLACKTOP SAINTS RC**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Sergeant at Arms

Date Signed: \_\_\_\_\_