

Combat Veterans Motorcycle Association® (CVMA®) National Bylaws

SUMMARY of AMENDMENTS and CHANGES

Combat Veterans Motorcycle Association By-Laws Revision O
18Aug2019

Article 1: Administratively Amended
Article 2: Administratively Amended
Article 3: Administratively Amended
Article 3, Section 1.c.9: Administratively Amended
Article 4: Administratively Amended
Article 6: Administratively Amended
Article 6, Section 4: Administratively Amended
Article 6, Section 5: Administratively Amended
Article 6, Section 8.h.: Administratively Amended
Article 6, Section 9.b.3.c.: Administratively Amended
Article 6, Section 11.b.: Administratively Amended
Article 7: Administratively Amended
Article 7, Section 4.b.: Administratively Amended
Article 7, Section 4.g.: Administratively Amended
Article 8: Administratively Amended
Article 9: Administratively Amended
Article 9, Section 3.b.1.b.: Administratively Amended
Article 9, Section 3.c.1.: Administratively Amended
Article 10: Administratively Amended
Article 10, Section 5: Administratively Amended
Article 10, Section 7” Administratively Amended
Annex A: Amended to change National rotation
Annex B, Section 7: Administratively Amended

Combat Veterans Motorcycle Association By-Laws Revision Q
29Sep2020

Article 3, Section 1.a.4: Amended IAW membership vote

Combat Veterans Motorcycle Association By-Laws Revision R
26Jun2021

Replaced with new bylaws rewrite IAW membership approval
3.01(a)(vi) Removal of reference to non CVMA organization’s bylaws
3.02(a)(iv) Added licensure, insurance and registration requirements for FM
3.02(b)(v) Added licensure, insurance and registration requirements for SM
7.03(b) Filling vacancy for SSAA (moved to 7.03(c))
7.03(b) Added State Secretary
18.02 Updated BLCP voting

Appendix B Revised
Appendix C, revised

Revision R.01 (8/30/2021)

Updated Appendix A with “Auxiliary Combat Vets” trademark registration number
Added missing statement regarding medically retired members holding officer positions to 3.01(c) (Medical Retirement)
Added missing minimum CVMA time requirement for officers to 7.03 (State Officers) and 14.03(b) (Chapter Officers)

Revision R.02 (1/21/2022)

Updated Appendix A with “Supporter Combat Vets®” trademark registration number

Revision R.03 (2/27/2022)

Updated Appendix C with approved National Discipline Policy Revision D.

Combat Veterans Motorcycle Association By-Laws Revision S
25Jun2022

1.04(a)(xii) Administratively updated
3.01(a)(x) Removed “Life Members” IAW BLC P 1
3.02(a)(iv) Removed "issued by their state of residence" IAW BLC P 3
3.02(b)(i) Added "until the Support Member has attained Life Membership status (as indicated in the “Support Member-Life Membership” section below) IAW BLC P 4.
3.02(b)(iv) Added paragraph removing sponsor for SUP life members IAW BLC P 4
3.02(b)(v) Removed "issued by their state of residence"; added “registration and” IAW BLC P 5
4.01 Added additional good standing minimum time IAW BLC P 6
7.02(a) Updated RR election requirements IAW BLC P #6 and BLC P 7
7.03(a)(vi) Updated SR election and prior officer service requirements IAW BLC P 6, 8, 9
7.03(a)(vii) Updated interim SR information IAW BLC P 10
7.03(d)(i) Administratively removed requirement of SEB if there are three or more elected State position IAW Attorney direction
7.04(b)(i)(B) Administratively updated
18.02 Updated amendment information IAW BLC P 12

Combat Veterans Motorcycle Association By-Laws Revision S.01
08Jan2023

7.02(b) Regions administratively updated to realign States within Regions VIII, XI, X, and XI
Updated Table of Contents
Updated tabbing and alignment throughout

Combat Veterans Motorcycle Association By-Laws Revision T
10Jun2023

Throughout: Administratively updated “Regional” to “Region”

3.01(a)(vii) Removed colors reference IAW BLCP#1 which was passed by the membership

3.01(a)(vii); 3.01(c); 3.01(d) Administratively updated (deleted): “shall pay no future national dues, will have no vote in CVMA business items”.

3.01(a)(x) Administratively corrected “fiscal year” to “dues year”

3.01(c) Administratively updated “medically retired” to “medically exempted” and “medical retirement” to “medical exemption”







3.01(e) Administratively corrected “fiscal year” to “dues year”

3.02(b)(i) Added “initial”

7.02(b) Removed references to Region IX

8.01(a)(i)(E) Administratively updated to clarify that RR only announces the State three years in advance of their National Meeting

APPENDIX A – CVMA® Intellectual Property

	Mark	Country	Registration No.
	COMBAT VETS ASSOCIATION®	USA	6085367
	COMBAT VETERANS MOTORCYCLE ASSOCIATION®	USA	5797011
	CVMA®	USA	6080146
	AUXILIARY COMBAT VETS®	USA	6436851
	SUPPORTER COMBAT VETS®	USA	6481462
FM Logo		USA	2878643
FM Logo			
Skully		USA	6151261 VA 2-304-370
Skully			
AUX Logo		USA	7098773
SUP Logo		USA	7098774

APPENDIX B – REGIONAL ROTATION

NATIONAL MEETING REGIONAL ROTATION SCHEDULE

2023 – Region 8
2024 – Region 4
2025 – Region 1
2026 – Region 3
2027 – Region 6
2028 – Region 10
2029 – Region 5
2030 – Region 7
2031 – Region 2
2032 – Region 8

APPENDIX C – DISCIPLINE



Combat Veterans Motorcycle Association® (CVMA®)
National Board of Directors
11 East Kansas Street
Liberty, Missouri, 64068

NBOD

MEMORANDUM FOR RECORD

February 19, 2022
Expires: August 19, 2023

SUBJECT: CVMA® POLICY ON DISCIPLINE (Rev. D)

1. REFERENCES

- a. CVMA National Bylaws
- b. CVMA National Policy letter, Command and Staff Positions (Designates leadership positions within the CVMA.)

2. AUTHORITY

- a. Discipline may be enacted by the CVMA based on the clauses within the CVMA National Bylaws.

3. INVESTIGATIVE CONFIDENTIALITY OF FINDINGS AND REPORTS

- a. The Investigative Committee (IC) WILL NOT disclose any investigative findings or reports to any non- Member or any Member outside of the IC chain.
- b. Confidentiality of IC reports or findings WILL BE MAINTAINED AT ALL TIMES, strictly within the IC chain to protect any Member that may be determined to be innocent of charges.

4. CVMA BUSINESS CONTINUES IAW WITH THE BYLAWS

- a. CVMA Business will not stop at any level due to an investigation.
- b. Members who are under Administrative Hold or Suspension will have NO SAY in CVMA business.
- c. Appeals are NOT A REASON to cease normal conduct of CVMA Business.

5. INITIATING AN INVESTIGATION

- a. The assigned officer (e.g., Chapter Commander (CC)/Chapter Sergeant at Arms (CSAA)/State Representative (SR)/State Sergeant at Arms (SSAA)/Region Representative (RR) will complete an inquiry to determine if an investigation is required. Once complete, he or she will brief the Chapter Executive Board (CEB) on his or her findings only if it is a Chapter investigation. The investigative officer will complete CVMA Form 404 (Administrative Hold Memorandum Template) located on the Repository at combatvet.us to properly notify the Member(s) to be investigated of the specific allegations using the Chain of Command. The Member will be on Administrative Hold upon being notified (i.e., in person, Email, or certified mail). The NSAA will then annotate his or her 201 file indicating the Member is on Administrative Hold.
- b. If a member resigns while under investigation, the investigation MUST be finalized regardless of the members status with the Association.
- c. If a member resigns from the association after being accused of an infraction and the evidence supports the accusation, an investigation will be conducted.

APPENDIX C – DISCIPLINE

6. ADMINISTRATIVE HOLD

- a. Definition: Administrative Hold is a measure used to protect ALL parties during an investigation by separating the investigated Member(s) from CVMA participation in order to prevent influence in any direction during the process. Administrative Hold IS NOT a disciplinary action.
- b. Will not exceed 90 days unless the investigation is contingent on civil or criminal court action. Any exception must be approved by the NSAA.
- c. Administrative Hold is not subject to appeal.
- d. Member’s “Good Standing” WILL NOT be affected.

7. MEMBER NOTIFICATION

- a. Will be written and presented to the Member on CVMA Form 404 (Administrative Hold Memorandum Template) IN PERSON by the CSAA, CEB Member, SR/SSAA or NSAA when feasible.
 - i. May be sent via certified mail or email if geographic location prevents personal delivery.
- b. Comments placed in Member’s 201 file will be professional in nature and limited to the offense and duration of the infraction. Examples below:
 - i. “Member has been placed in an Administrative Hold pending outcome of investigation.”
 - 1. Placed in member’s 201 file by the NSAA.
 - ii. “Member Punitively Suspended for 90 days through NBOD sanction for violating CVMA By-Law, Article XX, Section X. Member is NOT in good standing for the duration of the suspension.”
 - 1. Placed in member’s 201 file by the NSAA.
 - iii. “Membership terminated and barred from reinstatement for violating CVMA By-Law, Article XX, Section X and CVMA policy XXXX.”
 - 1. Placed in member’s 201 file by the NSAA.

8. ADMINISTRATIVE HOLD

- a. Leadership will see a heading in red on the member’s 201 file.
- b. The Member does not have access to the National CVMA webpage account, CVMA store, or Members only Facebook page.
- c. The Member, under Administrative Hold, if required by his or her Chapter or State leadership, will submit his or her CVMA back patch(es) to the Chain of Command for the duration of the investigation.
- d. While under Administrative Hold, the Member is PROHIBITED from:
 - i. Wearing the CVMA logo. This includes the back patch and any CVMA labeled clothing. If it can be identified as CVMA it will not be worn.
 - ii. Participating in any CVMA business (i.e., meetings, events, e-mail, texts, or social media).

- iii. Accessing any CVMA Facebook or social media pages. This is MANDATORY and must be enforced by the CEB.
- iv. Congregating in areas (buildings, bars, etc.) where CVMA events are occurring that have an approved agreement between the establishment owners/managers and CVMA officials for events. Owners/Managers will be notified that those persons are not allowed at the location during the agreed-upon time only.
- v. Representing the CVMA in any Form.
- e. Any notation regarding Administrative Hold that fails to become substantiated through the course of the investigation, will be removed from the Member's 201 file by the NSAA and the Member will remain in "Good standing".

9. INVESTIGATED MEMBER IS A SPONSOR

- a. CVMA Members under Administrative Hold /Suspension are PROHIBITED from sponsoring another Member.
- b. AUXILIARY MEMBER SPONSOR. The Auxiliary Member will also be placed on Administrative Hold for the duration of the investigation pending the outcome.
- c. If the Administrative Hold fails to become substantiated, the notation in the Auxiliary Members 201 file will be removed by the NSAA.
- d. An Auxiliary Member under investigation will not impact the sponsor's status.
- e. SUPPORT MEMBER SPONSOR. If the sponsor is found guilty, the Supporter member will be required to find an alternate sponsor within 90 days to maintain membership in the CVMA.

10. INVESTIGATED MEMBER HOLDS A POSITION (ELECTED OR APPOINTED)

- a. Chapter Officer Position
 - i. State IC will be automatically instituted to conduct the investigation.
 - ii. A Regional IC can be initiated if circumstances do not allow for a State IC.
 - iii. Member will be temporarily removed from position and an interim Officer may be replaced by the CEB until the completion of the investigation.
 - iv. The interim officer will be responsible for all official duties and will have the same respect the position represents.
 - v. If found guilty and placed on Suspension, the Member must vacate his or her position and it will be filled in accordance with the Chapter Bylaws.
- b. State Officer Position
 - i. Automatic Region or National level investigation.
 - ii. The NSAA will temporarily remove the State Officer from his or her duties while he or she is on Administrative Hold. If the officer is the SR, the RR will cover the applicable duties to the extent possible and will work with the SEB, if present in that State, and the NBOD to ensure all duties and actions are covered. The RR may emplace an interim SR until the completion of the investigation. Upon completion of the investigation, if the State Officer is not guilty, they will resume his or her duties. If found guilty and placed on Suspension, the Member must vacate his or her position and it will be filled in accordance with National Bylaws.

- iii. Chapter officers within the State will be notified of the identity of the interim Officer if one is appointed.
- c. Regional Officer Position
 - i. Automatic National level investigation.
 - ii. The NSAA will temporarily remove the RR from his or her position while he or she is placed in Administrative Hold. After notifying and polling the SRs within the Region, the NBOD may appoint an interim RR.
 - iii. All RRs and SRs “within the applicable region” will be notified of the identity of the interim RR if one is appointed.
 - iv. If found guilty and placed on Suspension, the Member must vacate his or her position and it will be filled in accordance with National Bylaws.
- d. NBOD Position
 - i. The NSAA will conduct all investigations at the NBOD level. In the event the NSAA is being investigated or otherwise involved, the NPRES will appoint another NBOD officer to conduct the investigation.
 - ii. The NBOD will appoint an interim Board Member for the duration of the investigation to maintain good faith and confidence in the process. Nominations for the interim officer will be elicited from the Regional and State Representatives.
 - iii. If found guilty and placed on suspension, the member must vacate his or her position and it will be filled in accordance with National Bylaws.

11. INVESTIGATIVE COMMITTEE MEMBERSHIP

- a. Chapter Investigative Committee (CIC) will consist of:
 - i. CEB command position officers ONLY. CC as the Committee Chair, Executive Officer, Secretary, Treasurer, Sergeant at Arms, and Public Relations Officer (if in a Command position) are eligible to serve on a CIC. The Committee is REQUIRED to report investigation progress to the SR or SSAA.
 - ii. Staff Officers and non-CEB Members WILL NOT be in attendance for any IC activities or included on any IC correspondence.
 - iii. Findings will be forwarded and reviewed through the chain of command to the NBOD via the NSAA. The NBOD will be the final authority.
 - iv. Detachment Members will fall under the sponsoring chapter for investigative purposes.
- b. State Investigative Committee (SIC)
 - i. Will consist of the SR as the Committee Chair, SSAA (if applicable) and CCs or Chapter/Detachment command officers appointed by the SR. The Committee will consist of a minimum of five (5) Members. If the State does not have the required Committee Members, the Chair can formally request, through his or her RR, CCs from other States within the Region.
 - ii. If a Chapter officer is under investigation, that Member’s CEB will be excluded from the SIC.
 - iii. May suspend a member for up to 6 months (180 days) with the majority approval of the Member’s CEB. The findings will be forwarded and reviewed through the chain of command to the NBOD via the NSAA. The NBOD will be the final authority.
 - iv. The SR (Committee Chair) will send all findings and reports through the RR to the NSAA.

- c. Regional Investigative Committee (RIC)**
 - i.** Will consist of the RR as the Committee Chair and a minimum of three (3) SRs from within the Region.
 - ii.** If three (3) SRs are not available, the SSAAs from within the region may be used.
 - iii.** If three (3) Committee Members are still unavailable, the Committee Chair may request SRs outside of the region through other RRs.
 - iv.** The RR (Committee Chair) will send all findings to the NSAA with a recommendation of action. The NBOD will be the final authority.
- d. National Investigative Committee (NIC)**
 - i.** Will consist of the NSAA (Committee Chair) and a minimum of four (4) RRs
 - ii.** The results of the NIC will be reviewed by the then sitting Members of the NBOD minus the NSAA.

12. INVESTIGATIVE COMMITTEE ACTIVITIES (FOLLOWING PROPER NOTIFICATION)

- a. Conduct of Investigation**
 - i.** The Chapter Commander, State Rep and Region Rep “Committee Chairs” will appoint a lead investigator for all investigations.
 - ii.** The committee will gather and weigh all pertinent information and evidence (this includes re-interviewing witnesses and complainants if necessary). All findings will be sent to the Committee Chair in writing for review.
 - iii.** If additional charges are identified while the investigation is in progress, the committee chair will notify the member of the additional charge(s) in writing. This will allow the member to respond to the new allegation(s) in his or her defense.
- b. Submission of report(s)**
 - i.** The Committee findings will be compiled by the Committee Chair.
 - ii.** Reports will include (at a minimum):
 - 1. A written outline of the alleged infraction on CVMA Form 404 (Administrative Hold Memorandum Template). This will be given to the Member being investigated.
 - 2. A copy of all evidence obtained (sworn statements, pictures, e-mails, etc.) relevant to the investigation.
 - 3. The completed findings of each Committee Member will be documented using CVMA Form 400 (Investigation Decision Form) located on the Repository at combatvet.us and submitted to the Committee Chair.
 - 4. The Committee Chair’s recommendation will be included on CVMA Form 402 (State Investigation Committee Written Outline) located on the Repository at combatvet.us.
 - 5. All Forms will be sent to the NSAA through the chain of command for adjudication.

13. DISCIPLINE

- a. None.
 - i. The Administrative Hold will be removed from the Member’s 201 file by the NSAA. The Chain of Command and the Member will be notified of the findings.
- b. Probation- Chapter, State and Region function only
 - i. Probation is reserved for the Chapter/State/Regional level when it is decided that a period of supervision over a member is warranted instead of a Suspension.
 - ii. May be served consecutively with other discipline. Administrative Hold may NOT be counted as time served
 - iii. Probation allows a member to return to normal CVMA activities. However, any further negative behavior may result in additional disciplinary action.
 - iv. Probation will have an assigned duration not to exceed 180 days unless approved by the NSAA.
 - v. The probation duration will be added to the discipline tab of the Member’s 201 file by a Chapter, State, or Regional officer.
- c. Suspension – Member is required to SURRENDER his or her CVMA Back patch(es)
 - i. Member’s 201 file will have a heading in red indicating “Member is suspended”.
 - ii. Member’s status will be changed from Administrative Hold to Suspended by the NSAA.
 - iii. The Administrative Hold time may be counted as time served at the discretion of Discipline authority.
 - iv. The Punitive Suspension will also be annotated on the members 201 file by the NSAA.
 - v. While on suspension, the member is prohibited from:
 - 1. Wearing the CVMA logo. This included the back patch and any CVMA-labeled clothing. If it can be identified as CVMA, it will not be worn.
 - 2. Participating in any CVMA business (i.e., meetings, events, email, texts, or social media)
 - 3. Accessing any CVMA Facebook or social media pages. This is MANDATORY and must be enforced by the CEB.
 - 4. Congregating in areas (buildings, bars, etc.) where CVMA events are occurring that have an approved agreement between the establishment owners/managers and CVMA officials for events. Owners/Managers will be notified that those persons are not allowed at the location during the agreed-upon time only.
 - 5. Representing the CVMA in any form.
- d. Removal from CVMA – Member is required to SURRENDER his or her CVMA back patch(es)
 - i. Expulsion (duration) – Allows a member to potentially reapply for membership in the future. A duration must be assigned which will be annotated on the member’s 201 file by the NSAA.
 - ii. Banned permanently - The Member is barred from rejoining the CVMA at any future time and is considered “Out Bad.” This will be annotated on the Member’s 201 file by the NSAA.
 - iii. Member WILL NOT represent the CVMA in any manner.

14. MEMBERSHIP RENEWAL

- a.** Members who are on Administrative Hold or Suspended during the month of June will not be able to pay his or her National dues.
 - i.** The Member’s Point of Contact indicated on the Administrative Hold Memorandum may accept the annual dues from the Member and pay them on his or her behalf.
 - ii.** Chapter dues will be handled in the same manner.

15. APPEALS

- a.** Appeals must include evidence directly related to the alleged charge(s) and will only address the items listed in the Administrative Hold documentation.
- b.** Appeals may only be submitted to the next higher authority for reversal of the decision of the lower IC.
 - i.** Chapter investigations will be appealed to the State level.
 - ii.** State investigations will be appealed to the Region level.
 - iii.** Region investigations will be appealed to the NBOD level.
 - iv.** Removal from the CVMA will be appealed to the NBOD level.
- c.** Member will be notified in writing (e-mail) the findings of the IC.
- d.** Appeal submissions must be sent NLT fifteen (15) days from the send date of the punitive notification email. All appeal submissions will be sent to the next higher authority.
- e.** All appeals must be submitted via email through his or her Chain of Command to the next higher authority. Appeals will not be accepted after the fifteenth (15th) day.
 - i.** Note: Copies of Investigative Forms can be found under the “Repository” tab then under “Forms” on the National website.

16. The point of contact for this policy is the National Sergeant at Arms (NSAA).

Matt Jones
National President
Combat Veterans Motorcycle Association®

APPENDIX D - CONFLICT OF INTEREST

CONFLICT OF INTEREST POLICY COMBAT VETERANS MOTORCYCLE ASSOCIATION® (CVMA®)

Article I

Purpose

The purpose of the conflict-of-interest policy is to protect CVMA's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the NBOD decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the

APPENDIX D - CONFLICT OF INTEREST

interested person, he/she shall leave the NBOD meeting while the determination of a conflict of interest is discussed and voted upon. The remaining NBOD members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the NBOD meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the NBOD shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the NBOD shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the NBOD shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the NBOD has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the NBOD determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

APPENDIX D - CONFLICT OF INTEREST

Article V Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.



APPENDIX E – BLCP FORM



COMBAT VETERANS MOTORCYCLE ASSOCIATION®

BYLAW CHANGE PROPOSAL

<u>Submitter's Name & FM #</u>	/	<u>Chapter #</u>	/	<u>Email Address</u>	/	<u>Contact Phone #</u>
<u>Indicate:</u>	<u>Article</u>	/	<u>Section</u>	/	<u>Subsection(s)</u>	
<input type="checkbox"/> <u>Changes shown here</u>						<input type="checkbox"/> <u>See attached</u>
<input type="checkbox"/> <u>Justification for change shown here</u>						<input type="checkbox"/> <u>See attached</u>
Chapter#:	Chapter Meeting Date:		Voting Results: AYE _____, NAY _____			
Chapter Officer Name & Signature:						
State Rep Name & Signature						

APPENDIX E – BLCP FORM

COMBAT VETERANS MOTORCYCLE ASSOCIATION®

BLCP FORM INSTRUCTIONS & DIRECTIONS

When any full member (FM) in good standing desires to seek a national vote to change the bylaws of this association, they must correctly complete the “BYLAW CHANGE PROPOSAL FORM” and submit through their chain of command to the Bylaws Committee in the prescribed timeframe.

The remainder of these instructions are to make members aware of what they are submitting as a proposed change to the National Bylaws. National Bylaws can only be changed as per Section 18.02 of the National Bylaws.

- Is your request something that needs to be part of them?
- Is it for the greater good of the Association?
- Is there a conflict with another article or section in the Bylaws?
- Is this a State or Chapter issue? Should it be part of the chapter or state bylaws?
- Is this something that could or should be in a policy?
- Does my justification clearly explain why my proposal is needed by the Association?

The proposal shall include the following: (Please make sure the font size is large enough to easily read!)

1. Name and Chapter number of the individual FM in good standing submitting the proposal. (Only 1 submitter per proposal)
2. Email address & phone number of the submitter.
3. Specify the Article, Section and/or Subsection affected by the proposal as currently written per the latest updated version of the National By-Laws.
4. Print the proposed wording as it is to be considered.
All text to be deleted shall be shown by means of strikethrough, e.g., ~~must be 5'6" tall~~.
Added text should be shown underlined, e.g., motorcycle make isn't relevant.
5. Print a clear and simple reason/justification as to why the proposal is needed and should be considered by the Full members of the Association for adoption. Use additional sheet(s) if necessary to fully explain.
6. The BLCP will be presented to the Chapters FM's for vote to support or denial at a regularly scheduled chapter meeting within the allotted membership timeline.
7. The presiding chapter officer of the meeting will affix their printed name, signature (may be electronic), and position, verifying that the proposal has been checked, presented, discussed, and approved by the Chapter FM's for forwarding up the chain of command. The Chapter Officer will annotate the date of the chapter meeting and the voting results supporting the BLCP as verified by chapter minutes, then forward to the State Representative.
8. The State Representative will verify that the proposal has been presented, discussed, and meets the criteria of these instructions for proper form by affixing their printed name and signature (may be electronic) to submit to their Region Representative by the prescribed timeline.
9. Regional Representatives will present any BLCPS from their Region to the Bylaws Committee by the prescribed timeline.
10. The Bylaws Committee Chairperson will communicate with the submitting member if clarification is necessary on the change or intent of the change.