

**CENTRAL MIDWEST CHAPTER, OLATHE, KS
HARLEY OWNERS GROUP®
BY-LAWS**

PREAMBLE

These By-Laws do not replace or supersede the Annual Charter for H.O.G. Chapters, or H.O.G.® operating policies.

NAME AND ADDRESS

The name of this organization shall be *Harley Owners Group, Central Midwest Chapter, Olathe, KS* and shall be further known as "The Chapter" in the By-Laws. The principal mailing address of the Chapter shall be that of the Sponsoring Dealer. It shall be the Director's responsibility to forward mail received to the proper officer if necessary.

MISSION

The mission of this chapter is to promote responsible motorcycling activities for Harley Owner's Group members by organizing and conducting activities and encouraging participation of the membership. We will encourage members to be involved in local, state, and regional H.O.G.® activities. We will strive to represent the Harley Owner's Group and Rawhide Harley-Davidson in a positive and dignified manner in community, state, and national functions. Above all, we will support and encourage the philosophy of "RIDE AND HAVE FUN."

ORGANIZATIONAL RIGHTS

This organization shall follow an orderly democratic process. No member or group of members shall claim or possess total control of the organization. All members have equal voting rights.

MEMBERSHIP

Conditions of Membership

1. There is no limit to the numbers of members this Chapter may have.
2. There is no age limit required for Chapter membership.
3. Active National H.O.G.® members are eligible for membership.
4. To become a member of the Chapter, applicants must present their national H.O.G.® card, pay the initial membership fee, and sign the Chapter Membership Enrollment form.
5. The annual membership dues will not exceed the maximum amount established by the national Charter. Dues are payable in advance on or before the first meeting in January of each year. There will be no prorating of membership dues with the exception of members joining in November and December. Their membership dues will cover until December of the following year.
6. Members whose dues are not paid by the first meeting of March of each year shall be automatically dropped from membership in the Chapter.
7. All members of the Chapter shall enjoy all benefits of the Chapter regardless of whether they are full or associate H.O.G.® member.
8. Only members' 18-years-old or older shall be eligible to vote on Chapter matters.
9. To be a member in good standing, members need to attend a minimum of 5 meetings, and participate in at least 5 chapter functions; ie. Volunteer, rides, LOH Activities, etc, within the calendar year.
10. Each member of the Chapter who wishes to run for office must be a member in good standing and at least 18-years-old.
11. To receive Chapter Awards, the member must be a member in good standing.
12. Each member shall be furnished a Chapter membership card that must be surrendered on demand, or when he/she resigns from the Chapter.
13. Chapter membership will be automatically suspended upon termination from the National H.O.G.® membership.
14. The Sponsoring Dealer may suspend or terminate a person's membership in accordance with the current Operating Policies of the Annual Charter or H.O.G.® Chapters.

OFFICERS

1. The Chapter shall have the following Primary officers, whose full duties are described in the Annual Charter for H.O.G.® Chapters and briefly below. Primary officers shall be elected as outlined in the *Election of Officers* section of the By-Laws.

1. **Director:** The general executive and head of the Chapter. Has the overall responsibility for the administration of the Chapter and implementation of Harley Owners Group policies. Conducts Chapter meetings. Coordinate chapter officer responsibilities. Coordinates communication between the dealership and the chapter.
2. **Assistant Director:** Assists the Director in carrying out his duties. In the absence of the Director, performs the duties and exercises the power of the Director. Promotes H.O.G.® and the H.O.G.® Chapter to potential new members. Conducts new member orientation. Informs the chapter members of H.O.G.® programs and benefits. Acts as liaison between Chapter and State Rally Committee.
3. **Treasurer:** Responsible for collection and disbursement of Chapter funds. Responsible for Chapter federal, state and local tax returns. Ensures all charitable contributions are managed according to H.O.G.® guidelines. Reports to the chapter on the financial status of the chapter. Provides annual Financial Statements to national H.O.G.®
4. **Secretary:** Oversees the administrative needs of the Chapter. Keeps and files the meeting minutes of the chapter. Obtains, files and maintains records of all insurance forms, including release and injury report forms. Oversees membership. Submits reports to national H.O.G.® Administers annual Chapter business meeting. Maintains a directory of all members and pertinent information on them.

2. The Director may appoint, with vote by the membership for approval, the following Discretionary Officers, whose duties are detailed in the Annual Charter for H.O.G.® Chapters.

1. **Activities Officer(s):** Oversees the Activities of the Chapter. Organizes and implements Chapter events once approved by the Board of Directors. Recruits volunteers for activities. Oversees the collection of release forms.
2. **Road Captains(s):** Plan routes for Chapter Rides. Promote and enforce safe riding techniques. Educate members about group riding techniques. Ensure members are familiar with hand signals. Act as guide for Chapter rides. One Head Road Captain will be designated to coordinate the Road Captain activities.
3. **Ladies of Harley Officer:** Oversees the administration of Chapter events pertinent to women. Encourage women to take an active part in Chapter events.
4. **Media Editor:** Organizes written material for the Chapter. Publish the Chapter newsletter.
5. **Safety Officer:** Provide Motorcycle Safety Foundation information to members. Educate members about Safe Rider Skills program. Assist Road Captains in planning Chapter rides and educating members about group riding techniques and hand signals.
6. **Photographer:** Provides photos for newsletters and webpage.
7. **Historian:** Maintains an accurate account of Chapter events and activities.
8. **Membership Officer:** Maintain membership records on all members.
9. **Webmaster:** Authors, edits, and updates Chapter website. Follows internet guidelines in Chapter Handbook. Present potential website material to sponsoring dealer for approval. Work with Media Editor to ensure information is consistent between website and newsletter.

3. The Director, at his/her discretion, may also appoint the following officers:

1. **Sergeant at Arms:** Responsible to keep order at Chapter events and meetings.
2. **Quartermaster:** Responsible to supply members with Chapter merchandise and deliver proceeds of merchandise sales to the Treasurer.

4. All officers will hold their office for one year. Officers may be re-elected for additional terms.

ELECTION OF OFFICERS

- 1. Nomination Procedure.** At the regular meeting held in October, any Chapter member may nominate a candidate for any open position. Nominees must be a member of the Chapter for at least one year, and all nominees must be in good standing. Nominations shall be taken for the Director, Assistant Director, Treasurer and Secretary.
- 2. Election Procedure.** In the event that two or more candidates are nominated for a position, a ballot election shall take place at the regular meeting held in November, and the results of the election immediately announced. The election committee shall consist of at least one current officer, and two members in good standing.
- 3. The Sponsoring Dealership** may interview the candidates for each position, and announce at the January meeting approval for these candidates for their position.
- 4. Officer installation** will take place at the first meeting held after the first of the year.
- 5. No member** shall hold more than one Primary Office Position at a time.
- 6. In the event** that a Primary Officer Position is vacated during the term of the office, the Sponsoring Dealership may appoint an interim to assume the position for the remainder of the term of office.

MEETINGS

- 1. Regular Meetings.** The regular meetings of the Chapter shall be held on the First Tuesday of each month. The order of business for these meetings shall be:
 - Director calls the meeting to order
 - The Pledge of Allegiance to the US Flag
 - Director's Report
 - Introduction of guests and new members
 - The Secretary presents the minutes of the previous meeting, approved and adopted
 - Old Business
 - New Business
 - Assistant Director's Report
 - Treasurer Report
 - Sponsoring Dealership Report
 - Activities Officer Report
 - Ladies of Harley Report
 - Road Captain Report
 - Safety Officer's Report
 - Media Editor's Report
 - Membership Report
 - Webmaster Report
 - Any Other Announcements or Reports
 - Closing
- 2. Officers Meetings.** The Chapter officers shall meet once each month prior to the monthly membership meeting to discuss the meeting agenda and approve Chapter activities.
- 3. Special Meetings.** Any Primary Officer may call a special meeting. Special meetings may be called upon the written request of ten members of the Chapter. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

THE GOVERNING BOARD OF TRUSTEES

1. Board Composition. The Director, Assistant Director, Treasurer, Secretary, and Sponsoring Dealer, or their representative shall constitute the Board of Directors.

2. Board's Duties and Powers. The Board of Trustees shall have general supervision of the affairs of the Chapter between business meetings, fix the hour and place of meetings, make recommendations to the Chapter, and perform such other duties as are specified in these By-Laws. The Board shall be subject to the orders of the Chapter, the directives of the Sponsoring Dealer and none of its acts shall conflict with action taken of the Chapter.

3. Board Meetings. Special meetings of the Board may be called by the Director or Dealer Sponsor and shall be called upon the written request of any member of the Board.

CHAPTER ASSETS

1. All trophies and awards received by the Chapter shall be displayed for the general public at Rawhide Harley-Davidson in a location determined by the Sponsoring Dealer.

2. If the Chapter disbands at any time, Chapter funds shall be used to pay any debt owed by the Chapter any remaining funds shall be donated to charity selected by the Dealer Sponsor.

3. The Central Midwest Chapter name and logo are property of Rawhide Harley-Davidson and shall not be used without written consent of the Sponsoring Dealer. Accepted uses include newsletters, letterhead, H.O.G.® merchandise that is licensed and approved by Sponsoring Dealer. Rawhide Harley-Davidson reserves the right to use the Central Midwest Chapter name and logo at its sole discretion.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Society may adopt and any statutes applicable to this organization that do not authorize the provisions of these By-Laws to take precedence.

AMENDMENT OF BY-LAWS

These By-Laws may be amended at any regular meeting of the Chapter by a two-third vote, provided that the amendment has been submitted in writing at the previous regular meeting and the Sponsoring Dealer approves the amendment. Dealer reserves the right to amend or modify these By-Laws at its sole discretion.

These By-Laws were adopted and passed by the Council by a majority vote during a meeting properly called on ____, 2015, and became effective at that time.

This the ___ day of _____, 2015.

Director

ATTEST TO:

SECRETARY