

METRO CHAPTER 1362
HARLEY OWNERS GROUP
CEDAR RAPIDS, IOWA

Guidelines

These guidelines are provided as supplemental information to the National H.O.G. charter and the H.O.G. Chapter Handbook These Documents are the official documents of the Metro Chapter 1362 Harley Owners Group the following Guidelines are strictly to provide clarity to some of the practices of the Metro Chapter 1362 Harley Owners Group

2/13 Approved by vote of Chapter 1362 Membership - Date: May 4th, 2019
Approved by Sponsor Ross Bowman Date: May 4th, 2019

Guidelines
Metro Chapter 1362 Harley Owners Group
Cedar Rapids, Iowa

Financial Accounts

Metro Chapter 1362 Harley Owners Group has no fewer than three financial accounts; a General Account, a Charity Account and a Down Biker Fund. The status of each account should be reported to the chapter membership at each regular meeting.

1. The General Account
 - 1.1 Will be used to maintain a record of funds raised and expended for Chapter related activities and expenses.
 - 1.2 Payments from the General Account to charities are not allowed.
 - 1.3 General Account funds are raised through the following activities
 - Annual membership dues.
 - All 50/50 drawings held by Metro Chapter 1362 Harley Owners Group.
 - If needed fund raising activities specifically identified in advance.
2. The Charity Account
 - 2.1 We will follow the HOG Charter and Handbook guidelines for charitable contributions.
 - 2.2 Shall be used to maintain a record of funds raised for charitable causes strictly for reporting purposes.
 - 2.3 Typically one charity is selected at the beginning of the fiscal year as the sponsored charity for that year. All charity fund raising activities held that year will be to support the sponsored charity.
 - 2.4 The chapter membership may elect to sponsor more than one charity in a fiscal year. As such a separate accounting record shall be maintained by the chapter treasurer for each charity. The benefitting charity must be identified before each fund raising event and shall be posted at the event.
 - 2.5 Charity Account activities can include any of the following but are not restricted to this list.
 - Raffles
 - Bake sales
 - Silent auctions
 - Chili cook off, pancake breakfast, Christmas wrap and similar activities
 - 2.6 Several activities may be held at the same time and for different charitable causes. A sign shall be posted at the point of sale announcing the recipient of proceeds at that site. As an example; a bake sale during a chili cook off. Proceeds for the cook off are for charity A, the bake sale proceeds are for charity B. A sign shall be posted at each point of sale.
 - 2.7 There shall be no spontaneous fund raising during a regularly scheduled chapter event or meeting, (ie. pass the hat).
3. Down Biker Fund (DBF)
 - 3.1 If a chapter member is in an accident that requires hospitalization or is in an out-of-state accident even if it does not require hospitalization the member may receive a payment of no-more-than \$200.
 - 3.2 The DBF shall only be funded from the General Account and shall be replenished immediately after a claim is paid.
 - 3.3 The DBF shall be maintained at not-more-than \$600 as long as the General Account has a balance of more than \$500.

Chapter Officer Selection Process

Metro Harley-Davidson has determined that each chapter officer position will be a one year term. As defined below.

Nominations

1. Each officer of the Chapter will have a tenure of one-year consisting of January through December.
2. Nominations for officer positions will be accepted starting at the regular October chapter meeting and will close at the start of the regular November meeting.
3. Any member in good standing may place their name in nomination for any of the primary officer positions desired.
4. A member may nominate themselves for more than one position
5. All members in nomination will have their name and office they are seeking published via the current media outlets available to the chapter.

Election Process

1. At the regularly scheduled November meeting, a vote by paper ballot for each office will be taken in the following order and tabulated before the next officer position vote.
 - Director – Position may be held no more than two consecutive terms
 - Assistant Director
 - Secretary
 - Treasurer
2. The member receiving the most votes in each election shall be declared the winner, however only one position may be held. (I.E. person A had nominated themselves for chapter director and assistant director. Person A wins the chapter director election, person A shall then be removed from the assistant director ballot.)

Dues

Annual Chapter membership dues may be paid at a regularly scheduled Chapter meeting or may be paid at Metro Harley-Davidson (apparel counter).

For information regarding the chapter dues refer to the Metro H.O.G. web site or ask one of the chapter officers. Dues will be determined by chapter officers and approved by majority vote of chapter members present at a regular meeting.

Amendments

1. The Chapter may see fit to amend these guidelines at any time.
2. Amendments must be presented and read at a meeting and voted on at the next regular meeting.
3. Amendments shall be approved when 80% of those active members present at a regular meeting vote to affirm.