



# Muletown H.O.G. Chapter 2033

## By-Laws

Revised - January 2011

These By-Laws supersede any previous By-Laws of the Muletown Harley Owners Group Chapter 2033. These By-Laws will serve to supplement the Annual Charter and National H.O.G. Chapter Handbook. These By-Laws may, at any time, in part or whole, become obsolete by virtue of changes in, or conflicts with, Federal, State, or Local laws, and the Annual Charter for H.O.G. Chapters. At such time, these By-Laws will be amended to conform to any such changes.

### **PREAMBLE**

The Muletown Harley Owners Group Chapter regularly meets, conduct's rides and other events for the common interest of promoting responsible motorcycling activities for our members. This chapter was established to offer motorcycling benefits and services to our members, and to develop a close relationship between the Harley-Davidson rider, the Harley Davidson dealer, and the Harley Davidson Motor Company.

### **ARTICLE I – Purpose**

The purpose of this chapter is to promote responsible motorcycling activities for local Harley Owner Group (H.O.G.) members by conducting Chapter activities and encouraging members to participate in other H.O.G. events. Chapter activities and operations shall be conducted in a manner consistent with a family oriented, non-political, philosophy. We are dedicated to advancing the enjoyment, image, and safety of the sport of motorcycling.

### **ARTICLE II – Sponsorship, Name and Affiliations**

1. Our sponsoring dealer is Harley-Davidson of Columbia, TN, hereafter, referred to as “the sponsoring dealer”. The sponsoring dealer has absolute authority to require that this chapter conduct its operations and activities in accordance with the sponsoring dealer’s standards, the Chapter By-Laws, the Annual Charter, and National H.O.G Operating Policies. The sponsoring dealer has final authority over any and all matters pertaining to all aspects of this Chapter as set forth by the Annual Charter and National H.O.G. Operating Policies.
2. The name of this organization is Muletown Harley Owners Group Chapter 2033, hereafter, referred to as “Chapter”.
3. The Chapter is an unincorporated organization with Primary and Discretionary Officers comprised of members of the Chapter. The Chapter may conduct legitimate fund-raising activities to assist in paying or defraying chapter operating expenses or to raise funds for charitable purposes.

## **ARTICLE III – Officers**

1. An Officers' primary responsibility is to conduct the regular business of the Chapter.
2. Individuals must be a chapter member in good standing for a minimum one year before becoming eligible to hold one of the Primary Officer positions, Activities Director, Ladies of Harley Officer, Membership Officer or Head Road Captain.
3. All Officers, Primary (Director, Assistant Director, Secretary and Treasurer) and Discretionary (all other Officer positions) of the Chapter shall uphold these By-Laws, the Annual Charter and National H.O.G. Operating Policies and any specific requirements set forth by the sponsoring dealer. The sponsoring dealer has the right to terminate any officer at its discretion.
4. All Primary Officer positions will be appointed by the sponsoring dealership. Ideally, those serving in the Primary Officer positions will commit to a two-year term.
5. All Discretionary Officer positions that are felt to be needed in order to support the Chapters business shall be reviewed by the Board of Officers and recommended to the sponsoring dealer for approval no later than the end of November. Ideally, those serving as Discretionary Officers will commit to a one year term with an option for a second year.
6. All Primary and Discretionary Officers make up the "Board of Officers" and vote on all matters affecting the business of the Chapter – "*Robert's Rules of Order*" shall apply to all General Membership and Board of Officers Planning Meetings conducted.

### **Board of Officers - Voting Members**

#### **Primary Officers**

Director  
Assistant Director  
Treasurer  
Secretary

#### **Discretionary Officers**

Activities Officer  
Ladies of Harley Officer  
Head Road Captain  
Newsletter Editor  
Safety Officer  
Photographer  
Historian  
Membership Officer  
Webmaster

7. Officers who resign or are removed from office are not eligible to hold an Officer's position for a period of at least one year.

8. Outgoing Officers will be given a Certificate of Appreciation, or plaque expressing gratitude for their service. Officers who leave office completely will be given a "Certificate of Appreciation" or plaque showing the number of years serving the Chapter and a "Past Officer" patch. Presentations will be made at the December social meeting.
9. The following Primary Officers positions and responsibilities exist in the Chapter as set forth in the H.O.G. Chapter Handbook. The duties and responsibilities of the Primary (required) Chapter Officers shall be as follows:

**A. Director**

1. Shall uphold the Charter and the Chapter By-laws.
2. Shall preside over the General Membership and Officer Planning meetings.
3. With the Treasurer, be responsible for all money due, received, or disbursed by the Chapter.
4. Coordinate all Chapter Officer Responsibilities and insure that tasks are carried out in an efficient and timely manner.

**B. Assistant Director:**

1. Shall assist the Director in carrying out the Director's duties.
2. Shall be responsible for promoting membership, membership orientation, membership retention, and keeping the Chapter members informed of H.O.G. programs and activities.
3. Shall act as a liaison between the Chapter and the State Rally Committee in order to promote the State H.O.G. Rally.
4. Will assume all duties and responsibilities in the event of the Director's absence, illness, resignation, or demise until the sponsoring dealer appoints another member into the Director's position.

**C. Treasurer:**

1. Shall be responsible for the collection and disbursement of Chapter funds.
2. Shall be responsible for reporting the financial transactions to the membership on a monthly basis.
3. Shall be responsible for compliance with all revenue recording and reporting requirements as set forth by National H.O.G.
4. Shall insure that all Chapter funds are maintained in a Bank, Credit Union or the like that maintains records of deposits and expenditures and issues a monthly statement identifying same and is insured under FDIC rules.

**D. Secretary:**

1. Shall be responsible for the administrative needs of the Chapter.
2. Keeping the minutes of chapter annual business meetings and general meetings.
3. Oversees the position of membership officer if it exists, ensuring that all Chapter members are current H.O.G. members, having on file a signed copy of the Annual Chapter Membership Enrollment Form and Release of each member as signed on an annual basis.
4. Submitting to H.O.G. the H.O.G. Chapter Charter Application and any other reports as required by H.O.G.
5. Shall ensure that all insurance requirements are met (including participant signatures to required release forms).

**D. Secretary – cont.**

6. Shall ensure preparation of injury report forms, timely submission of injury report forms to the appropriate insurance company and shall be responsible for the maintenance and storage of release forms and injury reports.

10. The duties and responsibilities of the Discretionary (optional) Chapter Officers shall be as follows:

**A. Activities Officer:**

1. Shall be responsible for the administration, planning, and promotion of Chapter activities, and events.
2. Works with LOH Officer to help promote activities among LOH members.

**B. Ladies of Harley Officer:**

1. Shall be responsible for encouraging women members, with or without motorcycles to take an active part in Chapter activities and other LOH sponsored events.
2. Shall coordinate with the Activities Officer on projects and activities for LOH members.

**C. Head Road Captain:**

1. Shall coordinate with the Road Captains to help organize and plan rides for each Chapter sponsored ride and finds replacements in the event that a designated Road Captain cannot participate.
2. Plans departure times and ride routes in coordination with the Road Captains.
3. Assist Road Captains in deciding to cancel rides in the event of inclement weather using the Chapters 50/50 rule and information obtained from the Chapter website weather link.
4. Along with the Safety Officer, shall be responsible for conducting Road Captain Training with current and potential Road Captains.
5. Maintain a log of the Road Captains participation in leading and sweeping rides.

**D. Safety Officer:**

1. Shall be responsible for providing chapter members with information relating to the availability of rider training.
2. Assist the Head Road Captain in conducting bi-annual Road Captains safety training.

**E. Newsletter Editor:**

1. Shall be responsible for assembling and organizing written, oral (broadcast) and electronic material for chapter publications, e.g., newsletters, press releases.
2. All chapter publications, whether written, oral (broadcast) or electronic, shall be subject to approval by the sponsoring dealer prior to publication.
3. Shall advise the Officers and membership of deadlines for the submission of articles to be published in the Chapter newsletters. Ideally those dates would be at least one month in advance.

**F. Photographer:**

1. Shall be responsible for obtaining and organizing chapter photographs for use in Chapter publications and Chapter history albums.

### **G. Historian:**

1. Shall be responsible for the preparation and maintenance of a written account of the history of the Chapter, to include officer positions, Chapter activities and membership levels.

### **H. Membership Officer:**

1. Shall be responsible for ensuring that all chapter members are current H.O.G. members, having on file a signed copy of the Annual Chapter Membership Enrollment Form & Release of each member as signed on an annual basis.
2. Maintains Chapter membership report, and maintains membership report on the Chapter Officer section of members.hog.com.
3. Create and distribute Chapter Member ID Cards.

### **I. Webmaster:**

1. Shall be responsible for assembling and organizing material for the Chapter Web site in accordance to guidelines established by National H.O.G.
2. Seeks approval from the sponsoring dealer prior to publication of information to the Chapter website.

11. The duties and responsibilities of the **Road Captains** shall be as follows:

#### **Existing Road Captains**

1. Complete annual Road Captain training / Safety Course. (If not available for course an individual should contact a Chapter Officer of their interest in remaining a Road Captain for the Chapter. The Head Road Captain will then communicate any changes or requirements from previous courses.
2. Shall have planned, led and swept a Chapter sponsored ride during a calendar year.
3. Shall conduct pre-ride safety briefings prior to departure of any Chapter sponsored ride.

#### **New Road Captains**

1. Complete annual Road Captain Training / Safety Course.
2. Complete a Road Captain training ride.
3. Plan a Chapter sponsored ride.
4. Lead a Chapter sponsored ride.
5. Sweep a Chapter sponsored ride.  
(Upon completion you will receive your Road Captain Rocker)

#### **Basic Responsibilities**

1. Assist in planning Chapter sponsored rides and routes.
2. Educate Chapter members about Group Riding Techniques.
3. Conduct Pre-Ride safety briefings; including covering such topics as hand signals, staggered formation, etc. before a ride departs.
4. Assist in obtaining signed Release Forms for Chapter sponsored rides.
5. Be willing to assist a Lead or Sweep Road Captain in the event that their ride becomes too large a group.
6. Posses a valid divers license with a motorcycle endorsement.
7. Ideally will have completed a certified Motorcycle Safety Riders Course.

### **Road Captains – cont.**

8. Failure to complete these requirements will be grounds for automatic termination of an individuals Road Captain status in the Chapter.

### **ARTICLE IV – Membership**

1. In order to join the Chapter or renew membership, each individual must provide the following:
  - a. Proof of current National H.O.G. membership (either Life, Full or Associate).
  - b. A signed and completed Chapter Membership Enrollment and Release Form.
2. New members that join after November 1st will automatically be enrolled from that date forward through December of the following year
3. An expired membership in National H.O.G. automatically terminates membership in the Chapter.
4. Each member will be furnished a Chapter ID card.
5. Members who have not re-enrolled by the first Chapter meeting of a new year will be automatically dropped from the Chapters membership roster.
6. Terms for the calendar year shall be January 1 – December 31.

### **ARTICLE V – Dues**

1. The annual membership dues to join, or re-enroll in the Chapter will be \$20
2. Dues will not be prorated.
3. With the unanimous approval of the Board of Officers, there may be “special incentives” offered to the membership to reduce the cost of dues offered to those members who are re-enrolling.
4. At no time should the cost of dues be lower than \$15.00 and should not exceed \$24.00.

### **ARTICLE VI - Expulsion & Removal Of An Officer Or Member**

1. Any member of the Board of Officers may be removed for conduct unbecoming, as determined by the Board of Officers, provided the grievance is presented to the Board of Officers, in writing, and the Board of Officers, after weighing the evidence presented, votes in a majority to expel or remove the accused member.
2. The Board member in question can have representation by either a lawyer (The member in question will bear the expense of any and all legal representation) or a Chapter member.
3. After a member of the Board of Officers misses two (official) meetings in a row, the Director may contact and determine their desire for continued participation. If, in the opinion of the Director, that individual no longer intends to remain active; the Director will bring the matter to the Board of Officers for termination action. If the Board of Officers so approve, that person will be removed from the post and the Director will accept nominations from the Board of Officers for a person to fulfill the remaining term of that party so removed, subject to the approval of the sponsoring Dealer.
4. Any member of the Chapter may be removed for conduct unbecoming, as determined by the Board of Officers, provided the grievance is presented to the Board of Officers, in writing, and the Board of Officers, after weighing the evidence presented, votes in a majority to expel or remove the accused member.
5. The member in question can have representation by either a lawyer (The member in question will bear the expense of any and all legal representation) or a Chapter member.

6. The Chapter can override the Board of Officers with a 2/3 (two thirds) vote of the total current membership.
7. Membership: In order to suspend or revoke a membership in the chapter, the sponsoring dealer must do the following:
  - a. Notify the member in writing of the cancellation of his chapter membership. Give the reason for the cancellation in clear, concise terms.
  - b. Refund the member's chapter dues for the year (Prorated).
8. Send a copy of the cancellation letter to the appropriate Regional H.O.G. Manager.

## **ARTICLE VII - Activities and Events**

### **The following is a list of basic Chapter activities:**

1. Chapter general membership meetings are open events and normally will be held the third (3<sup>rd</sup>) Tuesday of each month, except in January. Such schedule can be changed by the Officers with approval of the sponsoring dealership. If meetings fall on or near a holiday or major event, the Officers will decide whether to move or postpone the meeting.
2. Officer meetings are closed and will be generally held the fourth (4<sup>th</sup>) Thursday of each month, with no less than six meetings per year and will be held at a location mutually agreed upon. Minutes of the meetings will be available to all officers, the dealer, and to the membership.
3. For scheduling purposes, the Pancake Breakfast Fundraiser will be held in April, the Annual Chapter Family Picnic will be held in September, the Annual Turkey Run in November and the Annual Christmas Party will be held in December.
4. The Chapter's responsibility for all sponsored rides will end upon arrival at the designated destination. Riders and passengers will assume risk and responsibility thereafter.
5. All rides, or events will be designated as Open, Closed, or Member Events and will be communicated as such in all forms of media used by the Chapter.

## **ARTICLE VIII – Operating Policies**

1. Chapter Activities:
  - a. Chapters must hold a minimum of four closed events per year.
  - b. Closed events are those chapter events which are open to Chapter members and one guest per member.
  - c. Member events are events that are open only to current Muletown Chapter H.O.G. members.
  - d. Open events are those Chapter events which are open to Chapter members, National HOG members and other guests as desired.
  - e. Guests may only participate in four Chapter sponsored rides, events or other activities. Should they choose to continue participation they would be strongly encouraged to join the Chapter in order to continue to receive the benefits of membership.
  - f. Only Chapter members will be eligible to participate in Chapter sponsored activities that include such things as Chapter Mileage Contest, Chapter Participation Contest, and other activities that include prizes or awards being given away, *except for the 50/50 drawings or Poker Runs.*

- g. The Chapter must publish a minimum of six newsletters per year to be eligible to maintain HOG affiliation. Newsletters can consist of any printed material informing the membership of activities, i.e. post cards, flyers, multi-page publications, etc. Activities listed in the newsletter must indicate whether it is an open event, H.O.G. member event or closed event.
- h. The Chapter will maintain a "Sunshine Fund" for the purpose of sending flowers to Chapter members in the event of a death to the Chapter member, the members spouse, children, grandchildren, or parents.
- i. The Chapter will adhere to the Alcohol guidelines as set forth in the National H.O.G. Chapter Handbook.

## **ARTICLE IX – Disclaimer**

While the Chapter may be affiliated with H.O.G., it remains a separate, independent entity responsible for its actions. All Harley Owners Group members and their guest(s) participate voluntarily and at their own risk in H.O.G. and H.O.G. chapter activities. The sponsoring dealer, H.O.G. and Harley-Davidson Motor Company, its subsidiaries and distributors and local chapter officers are and shall be released and held harmless by the member/guest for any injury or loss to the member/guest or to his or her property which may result from participation in H.O.G. and H.O.G. chapter activities. This means that each and every member of the local chapter and their guest(s) have no ground for legal action against the sponsoring dealer, H.O.G., Harley-Davidson Motor Company, its distributors and its subsidiaries, the local Chapters and their respective agents and employees for any injury resulting to them or their property.

## **ARTICLE X – Amendments**

These by-laws may be amended, with the sponsoring dealers approval, at any General membership meeting by a majority vote of the members present and in good standing (so identified by the Membership Officer), by a show of hands, provided that the proposed amendment has been posted in writing and read at two Chapter membership meetings. It shall be read only at the first meeting, and upon being read at the second meeting, thereby voted accepted or rejected.