

By-Laws
Bayside Chapter #5316, Harley Owners Group
Approved May 2015

I. Charter

a. Sponsorship and Affiliation

1. The Harley Owner Group, a Division of Harley-Davidson Motor Company, is the governing body for all H.O.G. Chapters including Bayside H.O.G.
2. Harley-Davidson Bayside is the sponsor of Bayside H.O.G. and has the absolute authority to require that the Chapter conducts its operation and activities in accordance within its standards.

b. Responsibilities/Dues

1. Bayside H.O.G. must adhere to the Annual Charter for H.O.G. Chapters and to H.O.G. Policies
2. Should H.O.G. determine, at its sole discretion, that a Chapter is not adhering to the "Charter", H.O.G. may rescind its recognition of the Chapter as a H.O.G. affiliated organization. Harley-Davidson Bayside may likewise rescind its recognition of the Charter at any time, at which time the chapter's H.O.G. affiliation shall cease.
3. A copy of the HOG Charter and Operating Policies will be held in the custody of the Secretary for review by members if requested.
4. The Chapter is to be a not-for-profit organization. Annual dues of fifteen dollars (\$15.00) will be collected from each member utilized solely to pay or defray the cost of chapter administration.
5. The Chapter may conduct legitimate fund-raising activities to assist in paying or defraying chapter operating expenses or to raise funds for charitable purposes.

II. Primary Officers

a. Director

1. Shall carry out duties as described in current US HOG Chapter Charter.

b. Assistant Director

1. Shall carry out duties as described in current US HOG Chapter Charter.

c. Treasurer

1. Shall carry out duties as described in current US HOG Chapter Charter.
2. Pay out funds by order of the Director or by vote of the Board of Directors or by vote of the membership. (All expenditures of \$100.00 or more must be approved by the majority of the Board of Directors) and no more than \$100 per month without BOD approval.
3. Any and all Chapter funds are to be 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.
4. Shall submit an annual finance report to H.O.G. no later than January 31 of each year.
5. Shall submit a monthly report identifying all receipts and disbursements.
6. Maintain a running comparison of current year finances with prior year chapter finances for presentation at annual meeting.
7. *The Director shall appoint an auditing committee at the last meeting in December of each year, who shall examine the books, accounts, and disbursements of the Treasurer for the previous year. This Committee should consist of no less than three (3) members, none of which can be a member of the Board of Directors. The Treasurer will assist and provide; Bank statements, reconciliation reports, a list of transactions, receipts/invoices of all expenditures and monthly Treasurer Reports for the previous Chapter year. The annual audit shall commence by January 1st of the new chapter year and shall be completed by the first Board of Directors meeting of the new chapter year and reported to the Board of Directors and membership. A copy will be forwarded to the dealership.*

d. Secretary

1. Shall carry out duties as described in current US HOG Chapter Charter.
2. Maintain a Chapter By-Laws, H.O.G. By-Laws and Charter and Operating Policies.

III. Discretionary Officers

a. Activities Officer

1. Shall carry out duties as described in current US HOG Chapter Charter.

b. Ladies of Harley Officer

1. Shall carry out duties as described in current US HOG Chapter Charter.

c. Senior Road Captain

1. Shall carry out duties as described in current US HOG Chapter Charter.
2. The Senior Road Captain shall be responsible for coordinating the planning of Chapter ride dates and keeping the Chapter informed of all Chapter rides.
3. The Senior Road Captain shall coordinate all rides with the Board of Directors.

d. Editor

1. Shall carry out duties as described in current US HOG Chapter Charter.

e. Safety Officer

1. Shall carry out duties as described in current US HOG Chapter Charter..

f. Photographer

1. Shall carry out duties as described in current US HOG Chapter Charter.

g. Historian

1. Shall carry out duties as described in current US HOG Chapter Charter.
- 2.

h. Membership Chairperson

1. Shall carry out duties as described in current US HOG Chapter Charter.

i. Member at Large

1. Shall carry out duties as described in current US HOG Chapter Charter.

j. Webmaster

1. Shall carry out duties as described in current US HOG Chapter Charter.

k. TAMA Representative

1. The TAMA Representative shall be responsible for representing Bayside H.O.G. at the monthly TAMA meetings and coordinating our events with them.

l. Social Media Coordinator

1. The shall be responsible for updating the monthly Calling Post and Social Media with current event information.

IV. Board of Directors

a. Voting Members

1. Director
2. Assistant Director
3. Treasurer
4. Secretary
5. Activities Officer
6. Ladies of Harley Officer
7. Senior Road Captain
8. Editor
9. Safety Officer
10. Photographer
11. Historian
12. Membership Chairperson
13. Members at Large (minimum 2)
14. Webmaster
15. Dealer Representative
16. TAMA Representative
17. Social Media Coordinator

b. Duties

1. Plan and schedule activities of the Chapter except when overruled by majority vote of the members present at the next General Meeting.
2. Approve or disapprove all expenditures over \$100.00 except when overruled by majority vote of the members present at the next General Meeting.
3. Each Officer will maintain documentation of how they perform their duties to pass on to their relief. This will include as a minimum.
 - a. An overview of how they perform their duties
 - b. List of important dates and deadlines
 - c. List of required reports/documentation and examples of each
 - d. List of any reports/documentation received from others
4. Officers will train the new officer on their job/duties before January 5th. All information and material will be turned over at that time.
5. All Chapter material and members personal information must be removed from personal and work computers by January 5th.

V. H. O. G. Officer Training (HOT) Preference/Reimbursement

Preference for attending H.O.G. Officer Training and subsequent reimbursement for room expense will be provided as follows:

1st Priority) Primary Officer.

2nd Priority) Any board member.

3rd Priority) Any member with approval of the Board of Directors.

Payment: The Chapter shall reimburse for the cost of two (2) rooms for the two day session. Rooms shall not exceed the cost per night of the Host hotel. No transportation or meal cost will be reimbursed by the Chapter.

Preference for attending H.O.G. Officer Training with no Chapter reimbursement provided space is available.

1st Priority) Any Primary Officer.

2nd Priority) Any board member.

3rd Priority) Any member with the approval of the Board of Directors.

VI. Rules of Conduct

a. Board of Directors Meetings

1. A quorum consisting of a majority of the voting Board of Directors must be present to constitute a legal meeting.
2. The highest ranking officer in attendance shall preside over the meeting. Ranking officers in descending order are: Director, Assistant Director, Secretary and Treasurer.
3. The presiding officer will only vote in a tie.
4. The presiding officer may not make any motion, but may ask for a motion to be made from the floor.
5. Board of Directors meetings are open to all members in good standing of Bayside H.O.G. Chapter.
6. For the purpose of preserving order, the presiding officer may request any person not a member Board to leave the meeting unless overruled by a majority vote of the members present.
7. No decision of the Board of Directors will be binding if overruled by a majority vote of the members present at a general membership meeting provided a quorum is in attendance. (See VII.g) for a definition of a quorum.

b. Special Meetings of the Board of Directors

1. Any member of the Board of Directors may request of the Director that a special meeting of the Board be convened. In the event that the Director cannot be contacted, the request may be made at the next highest ranking officer.
2. Any Chapter member may request a special meeting of the Board of Directors by contacting a Board member who will then request a meeting as stated in section VI.b.1.

3. When a special meeting may not be reasonably convened, a vote of the Board of Directors may be conducted by telephone or email. Such a vote must be conducted by a simple majority of officers (NOT including the Director) of the Board.

c. General Membership Meetings

1. The presiding officer may limit the time of discussion by and individual on a subject, but not the number of speakers. Such a limit may not be less than three (3) minutes and must be announced prior to the beginning of the discussion.
2. Any member who wishes to speak MUST be recognized by the presiding officer before speaking.
3. No other person will be permitted to speak until:
 - a. The recognized speaker relinquishes the floor, or
 - b. Is directly addressed by the recognized speaker.
4. If order cannot be maintained, the meeting may be adjourned by the presiding officer with the approval of one (1) other officer of the Board of Directors.
5. All proposed changes to the By-Laws of this Chapter must:
 - a. Be submitted in writing to the Board of Directors which will act as parliamentary committee.
 - b. Be approved by the sponsoring dealership.
 - c. Be publicized to the general membership, via the newsletter and at a general meeting, prior to any vote on the proposed change.
 - d. If approved as submitted or amended, to or by the Board of Directors, the proposed change must be approved by H.O.G. before adoption.
6. Minutes
 - a. Reading of the previous minutes may be dispensed with by the presiding officer.
 - b. When read, must be approved (or disapproved) as read or corrected, by a majority of the members present.
 - c. Minutes of the previous meeting only must be available to any member in good standing who wishes to see them.
 - d. All minutes must be made available to any member in good standing following a proper request to the Director and within (14) calendar days of the request.
7. Treasurer's Report
 - a. A report of the current financial status of the Chapter must be available at each general membership meeting.

- b. The report of the Treasurer is not subject to approval by a vote of the membership. The Treasurer is, however, responsible for answering any questions which may arise.
- c. All records of the Treasurer, concerning Bayside H.O.G., must be made available to any member in good standing following a proper request to the Director and within fourteen (14) calendar days of the request.

8. Alcohol

- a. Safe and responsible motorcycling activity is a major H.O.G. goal.

- The consumption and use of alcohol is a serious and personal responsibility involving the safety and welfare of family, riding friends and the individual H.O.G. member.

- Alcohol consumption before or during Chapter motorcycling activity is prohibited. Consumption of alcohol is permissible after riding activities have officially ended or at non-riding events. LIQUOR LIABILITY COVERAGE IS NOT PROVIDED BY THE CHAPTER GENERAL LIABILITY INSURANCE POLICY.

VII. Motions and Voting

- a. All motions must be seconded.
- b. Any motion may be ruled out of order by the presiding officer ONLY after the reason(s) for such a ruling is/are made known.
- c. When more than one motion on an issue is present, the last motion made and seconded, will be voted on first.
- d. Only members in good standing with H.O.G. and Bayside H.O.G. will be permitted to vote
- e. The presiding officer may, at their discretion direct that a motion lay over until the next general meeting.
- f. No vote will be deemed valid unless a quorum is present.
- g. A quorum consists of:
 - 1. For Board of Directors meetings: A majority of members of the Board of Directors.
 - 2. For general membership meeting: twenty (20%) percent of the Chapter membership.
- h. All votes will require a majority of the members present to pass except:
 - 1. Expulsion of a member: Unanimous vote of the Board of Directors.
- i. The presiding officer will vote only:
 - 1. At the Board of Directors meeting in the event of a tie.
 - 2. At general membership meetings in general election of officers.

VIII. Nominations of Primary Officer

- a. Nominations for the elected officers will be opened at the September General meeting and will be closed on November 1st. All nominations must be submitted to the Secretary.

IX. Election of Primary Officers

- a. Elections will be held at the November General meeting each year.
- b. Nominations for elected officers will be opened at the September general meeting and will be closed on November 1st. All nominations must be submitted to the Secretary.
- c. All nominations must be approved by Harley-Davidson Bayside prior to the November elections.
- d. The term of office for all elected and appointed officers will run from January 1st through December 31st.
- e. There is no term limit on any of the elected or appointed offices.
- f. A nominee for position of Director shall come from active Chapter participants and shall be familiar with all functions and responsibilities of the Board of Directors. Nominations shall be approved in accordance with paragraph IX.c.
- g. Only members in good standing with National and Bayside H.O.G. will be allowed to participate in the November elections.
- h. Bio's of each candidate will be run in the newsletter no later than the November issue.

X. National, State and Local Laws

- a. If any part of these By-Laws should be invalid for any reason whatsoever under and National State or Local law having jurisdiction over the subject matter of these By-Laws, then that part shall be considered deleted from these By-Laws and the remainder of the By-Laws will remain valid and in full force and effect.

XI. By-Laws

- a. These By-Laws shall be adopted and serve as operating policy for Bayside H.O.G. and must be available to all Chapter members at all times. Copies of these By-laws, H.O.G. Charter and H.O.G. Operating Policies will be held in the custody of the Secretary for review by the membership.