



*Harley Owners Group*



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**CAPE FEAR HOG CHAPTER, #3473  
Fayetteville, North Carolina**

**BY-LAWS OF THE CAPE FEAR CHAPTER HARLEY OWNERS GROUP (HOG)**

**PREAMBLE**

This chapter shall be known as “The Cape Fear Chapter Harley Owners Group” and will further be known as the “Chapter” in the by-laws.

**PURPOSE**

The purpose of the Chapter is to promote responsible motorcycling activities for Harley Owners Group members by conducting Chapter activities and encouraging participation in other HOG events while maintaining a family-oriented philosophy.

**I. AUTHORITY**

- A. All the following by-laws governing the Chapter in the conducting of business and procedures can be overridden, and are only in effect, at the discretion of the Sponsoring Dealer.

**II. MEETINGS AND ORDER OF BUSINESS**

- A. The Chapter shall meet regularly on the 1<sup>st</sup> Saturday of each month at such times and places as may be determined by the Chapter. Whenever necessary, at the discretion of the Board of Directors, the date, time and place of the regular meeting may be changed provided sufficient notice is posted to the membership, in writing, within ten days of the meeting.
- B. Special meetings of the Chapter or the Board of Directors (BOD) may be called by the Director or a majority of the BOD. The notice for a special meeting shall state the business to be transacted and no business shall be transacted except that stated in the notice. Special Chapter meetings so called will require posted notice to the membership, in writing, at least ten days prior to said meeting.

- C. The BOD shall meet monthly, on the last Saturday of each month, at a time and place as designated by the Director. The Director may change the BOD meeting at will to eliminate any conflicts with other chapter business or events. The Director and /or Assistant Director will make reasonable attempts by telephonic communication of said changes to the BOD meeting.
- D. Roberts's Rules of Order shall govern the parliamentary proceedings of this Chapter unless otherwise provided in these by-laws. The order of business shall be:
- ⊙ Roll call or sign in.
  - ⊙ Reading of minutes of previous meeting.
  - ⊙ Treasurer's report.
  - ⊙ Committee reports.
  - ⊙ Unfinished business.
  - ⊙ New business.
  - ⊙ General discussion. (Optional)
  - ⊙ Distress of a member.
  - ⊙ Adjournment of meeting
  - ⊙ 50/50 drawing.

### **III. OFFICERS**

- A. The Chapter will have the following voting officers:

Director  
Assistant Director  
Secretary  
Treasurer  
BOD Member #1  
BOD Member #2  
BOD Member #3  
Alternate BOD Member

- B. According to the needs of the Chapter, the Chapter may have the following discretionary non-voting officers:

Activities Chairman  
Editor  
Ladies of Harley Officer  
Safety Officer/ Senior Road Captain  
Membership Officer  
Trustee  
Webmaster

#### IV. OFFICER'S DUTIES

- A. **Director:** The director's duties shall be to oversee the coordination and scheduling of all Chapter activities, and to uphold the constitution and by-laws of the Chapter. The Director will oversee all BOD and membership meetings and be the tie-breaking vote on the Board of Directors, should the Board be evenly divided on an issue.
- B. **Assistant Director:** To act in the capacity of the Director in his/her absence. To assist the Director in conducting Chapter business as the Director shall direct. To oversee New Member orientation. The assistant director will also be the Chapter liaison to the NC State HOG Rally committee.
- C. **Secretary:** The Secretary shall be responsible for the administrative needs of the Chapter to include but not limited to; recording attendance at the meetings and designated Chapter events, proper recording and reporting of the minutes of the Chapter meetings. The Secretary's execution of duties shall require close coordination with the Treasurer, Director, and Editor to ensure proper administrative procedures serving the best interest of the Chapter and its members.
- D. **Treasurer:** The Treasurer shall be responsible for the collection and disbursement of Chapter funds, as directed by the BOD and/or vote of the General Membership, reporting the financial transactions to the membership on a monthly basis. The Treasurer shall submit, to HOG National, the annual financial statement. The Treasurer shall be responsible for maintaining and controlling the sale of all HOG Chapter apparel such as T-shirts and Chapter patches/pins.
- E. **Activities Chairman:** The Activities Chairman shall be responsible for overseeing the coordination of Chapter activities and events, as directed by the BOD and/or General Membership vote, and shall keep the Director and the BOD apprised of the current status of activity coordination efforts, through regular update briefings. Activities will be handled and coordinated by the BOD, in the absence of an Activities Chairman.
- F. **Editor:** The Editor shall be responsible for typing and publishing a monthly newsletter and distributing a copy to each member of the Chapter. Additional courtesy copies may be mailed to other local, interested motorcycling organizations. One copy of each newsletter must be mailed to HOG National each month.
- G. **Ladies of Harley (LOH) Officer:** The LOH Officer will be responsible for encouraging women members to be active in Chapter activities. He/she will be

knowledgeable about LOH benefits and activities, and will be able to answer questions from interested parties. He/she will be responsible for coordinating LOH Chapter activities, to include LOH only events.

- H. **Safety Officer/ Senior Road Captain:** To qualify Chapter members to serve as Road Captains (who in turn shall be responsible for planning Chapter runs to include organization, route determination and safety briefing), and function as administrator of the Chapter's Safety Program.
- I. **Membership Officer:** The Membership Officer is responsible for maintenance of membership applications and files, identification (in conjunction with the Treasurer) of active members and issuance of membership cards and will maintain the membership roster with HOG National on a routine basis.
- J. **Trustee:** The Trustee shall be responsible for auditing the books of the Chapter Treasurer at least once a year. The Trustee shall not have a vote on the Board of Directors.
- K. **Webmaster:** The Webmaster, working with the Editor to ensure continuity of information between the newsletter and the website, shall author, edit, and update the Chapter website, following Internet guidelines from the Chapter handbook with prior approval from the Sponsoring Dealer and Chapter Director.

## V. ELECTION OF CHAPTER OFFICERS

- A. Officers will be elected for a period of one (1) year.
- B. Nominations to be made in October of the year of election.
- C. Elections to be held in November of the year of election.
- D. New Officers will be installed at the December membership meeting of the year of election.
- E. In order to run for an office, a member must be a Full National HOG Member in good standing and willing to accept the duties and responsibilities of the office he/she is nominated for.
- F. Election Procedures: Within 30 days of an election the membership will be notified, in writing of the impending meeting at which nominations for office will be held and the positions that nominations will be accepted for. Announcement in the monthly newsletter will suffice as written notification. At the following membership meeting, nominations will be accepted from the membership and the nominees names will be submitted to the members in good standing eligible to vote, in ballot form a minimum of 10 days prior to the actual election. One member will be appointed, subject to conformation of the membership, to receive, account for, and tabulate the ballots for office, cast during the November membership meeting.

- G. Vacancy elections: In the event of a BOD position being vacated before natural expiration of the term, the vacancy will be announced and nominations to fill the vacancy will be presented and voted on by the general membership present at the next occurring membership meeting. The vote shall be conducted by a show of hands for the affirmation or denial of a nominee to fill the position. The elected person(s) shall fill the position until the next BOD election. In the event no member is nominated or volunteers to fill a vacancy, the Board of Directors will fulfill the duties of the vacated position.
- H. The Maximum time that any single voting office may be held by any one individual as a period not to exceed three (3) years. This term limit is applicable to all voting officer positions within the Chapter.
- I. A member must accumulate a total of 20 participation points through chapter activities, to include attendance, rides, and volunteer service, from January 1<sup>st</sup> through October 31st to be eligible to run for office and/or vote in the Annual Chapter Officer elections in November of each year.
- J. These procedures are all subject to dealer approval, and any officer can be appointed or removed at any time by the sponsoring dealer.

## **VI. CHAPTER ADDRESS**

The principal mailing address of the Chapter will be the address of the Sponsoring Dealership (Cape Fear Harley-Davidson, Inc.). It is the dealership's responsibility to report all mail received and to forward such mail to the proper officer as necessary.

## **VII. MEMBERSHIP**

- A. A member in good standing shall be defined as any member who is currently paid up on their National HOG and local Chapter dues and is not under suspension, sanctioning or dismissal for disciplinary reasons. A member's local Chapter membership will be considered inactive, even if dues are paid, if their National HOG membership is not current
- B. There will be no age limit required for Chapter membership.
- C. Dues are established at \$12.00 per year for each member. Dues will be collected when a member first joins and prorated on a 12-month year. Thereafter, renewal for local Chapter membership will be in January of each year.
- D. All dues paying members of the Chapter will enjoy all the benefits of the Chapter regardless of whether they are a full or associate member of the National HOG, except as stated in Sec V. Para. (s) E, I.
- E. Each member shall be entitled to receive a copy of these Chapter by-laws.
- F. Each member will be furnished a Chapter ID card.

## **VIII. CHARTER MEMBERS**

Charter members shall be so recognized as those who put forth the effort and commitment to get the Chapter “off the ground.” The last date a charter member could join the Chapter was September 1987.

## **IX. VOTING**

Motions brought before the membership for a vote will be considered passed with a majority (51%) vote of those members in good standing present at that particular meeting.

## **X. RIDES & EVENTS**

The membership will decide if rides and events are to be open (anyone can attend) or closed (Chapter members only). On open rides, if guests accompany us, they will be required to sign in as guests of the Chapter.

## **XI. CHAPTER ASSETS**

- A. All Chapter trophies and awards will be kept at Cape Fear Harley-Davidson, Inc.
- B. If the Chapter disbands for any reason, at any time, any remaining funds will be distributed at the Sponsoring Dealers discretion.

## **XII. BOARD OF DIRECTORS**

- A. Organization: The Board of Directors shall be composed of the Director, Assistant Director, Secretary, Treasurer, and three (3) Board members. One alternate Board member will be elected to serve in place of any of the three Board member positions should one of those elected representatives be unable to attend a BOD meeting. A quorum of four members of the Board of Directors must be present to transact business.
- B. The duties of the Board of Directors include:
  - 1. Run the Chapter in the absence of both the Director and the Assistant Director.
  - 2. Review by-law changes prior to submission to the general membership.
  - 3. Review recommendations of any member of the Board of Directors for removal of any officer for non-participation or misconduct, and confirm by vote, acceptance or rejection of said removal.
  - 4. Review recommendations to suspend, sanction or discipline any member of the Chapter.

5. Be authorized to create special committees at the request of the director and to transact all other business of the Chapter not otherwise provided for.
6. Establish the annual budget for submission to the membership. Recommend funding amounts of Chapter events to the membership.
7. Approve expenditures up to the amount of \$100.00 (one hundred dollars) for the operational requirements of the Chapter.

### **XIII. CAUSE FOR EXPULSION & REMOVAL OF AN OFFICER OR MEMBER**

- A. Any member of the Board of Directors may be removed for conduct unbecoming, as determined by the Board of Directors, provided the grievance is presented to the Board of Directors, in writing, and the Board of Directors, after weighing the evidence presented, votes in a majority to expel or remove the accused member.
- B. 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.
- C. After a member of the Board of Directors misses two meetings in a row, the Director may contact and determine their desire for continued participation. If in the opinion of the Director, that individual is no longer intending to remain active, the Director will bring the matter to the Board of Directors for termination action. If the Board of Directors so approve, that person will be removed from the post and the Director will accept nominations from the membership for a person to fulfill the remaining term of that party so removed, subject to the approval of the membership at the next occurring membership meeting.
- D. Any member of the Chapter may be removed for conduct unbecoming, as determined by the Board of Directors, provided the grievance is presented to the board of Directors, in writing, and the Board of Directors, after weighing the evidence presented, votes in a majority to expel or remove the accused member.
- E. 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.
- F. The Chapter can override the Board of Directors with a 2/3 (two thirds) vote of those present at the next occurring membership meeting.

### **XIV. DISCLAIMER**

While the Chapter may be affiliated with H.O.G., the Chapter remains a separate, independent entity responsible for its actions. All Harley Owners Group members participate voluntarily and at their own risk in Cape Fear HOG Chapter activities. Cape Fear Harley-Davidson, Inc. (Sponsoring Dealer), H.O.G., Harley-Davidson, Inc., and the Cape Fear HOG Chapter are released and held harmless by the member for any injury or loss to the member or to his/her property, which may result from

participation in H.O.G. or Chapter activities. This means that all members of the Cape Fear HOG Chapter agree not to sue Cape Fear Harley-Davidson, Inc., H.O.G., Harley-Davidson, Inc., and/or the Chapter for any injury resulting to them or their property.

**XV. AMENDMENTS**

These by-laws may be amended, with Dealer approval, at any General membership meeting by a 2/3 (two thirds) vote of the members 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.

**As read, voted on and approved at the General Membership meeting on:**

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**Reviewed and approved by the Sponsoring Dealer on:**

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