

By-Laws of the Heritage Riders Riding Club

ARTICLE I – NAME AND ADDRESS

The name of this organization shall be Heritage Riders and shall further be known as “club” in the By-Laws. The mailing address for the club is Heritage Riders, #1087, 76 Fort Eddy Rd. Suite 1, Concord, NH 03301.

ARTICLE II – PURPOSE and MISSION

Heritage Riders is a family oriented, non-political, non-profit social organization established and organized with the purpose and mission of riding our motorcycles and having fun. We also promote responsible motorcycling and related activities for our members and their families. We proudly adhere to the standards and operating policies of our By-Laws.

ARTICLE III – MEMBERSHIP

- A. There shall be no limit to the number of members this club may have.
- B. Members of this club are required to be at least 18 years of age.
- C. To become a Full member of the club, applicants must pay the yearly membership fee, sign the club membership enrollment and release form, own and ride a motorcycle, and maintain liability insurance and a valid driver’s license for said motorcycle.
- D. To become an Associate member of the club, applicants must pay the yearly associates membership fee, sign the club membership enrollment and release form. (Associate Membership is for persons who don’t own/ride a motorcycle and/or just want to participate in our activities. Full membership is for those that own and ride a motorcycle).
- E. A separate club membership enrollment and release form is needed for each member, whether rider or passenger. (Full or Associate member)
- F. The yearly membership dues shall be set at the January officer’s meeting for the following year. Membership dues cover a member from January 1st through December 31st in any given year. For any new member joining the club in October, November, and December, their dues will cover them through December 31st of the following year. These members will need to sign two club membership enrollment forms and releases: One set to cover the months of October through December of the present year and another set to cover the months of January through December 31st of the following year.
- G. The annual enrollment period starts on January 1st of each year and members must sign the club membership enrollment form and release at time of enrollment. Members whose dues are not paid by March 31st shall be automatically dropped from membership in the club.
- H. Full and Associate members must be in good standing to be eligible to vote on club matters.
- I. Any member of the club who wishes to run for elected office (Primary Officer) must have been a club member for a minimum of 12 months to be considered for nomination.
- J. The Primary Officers may suspend or terminate a person’s club membership, at their discretion, based on a majority vote of the Primary Officers. A member will be given two warnings, one verbal and one written when being considered for suspension. A 3/4 vote

majority vote of the Club Officers will suspend membership. In event of a tie the President will decide the outcome.

- K. Members are welcome to invite guests on rides and/or events. Once a guest has attended three rides, they will be asked to join the club to continue participating in club activities. In order to join they must meet the criteria for membership.
- L. Members and guests are expected to conduct themselves in an appropriate manner at rides and events. Members and guests are responsible for their own actions and safety and adherence to government and state laws; In addition, members are also accountable for their guest's behaviors.
- M. At the discretion of the Primary Officers and/or Road Captains, unruly guests and their sponsoring member may be asked to leave a ride/event in progress, and/or not attend future rides/events.
- N. All guests must sign the club release form in order to participate in rides. Riding under the influence of alcohol or drugs will not be permitted nor tolerated.
- O. By participating in club rides/events members and guests give their permission to use their photograph (unless otherwise directed by the member/guest) in club publications and website.

ARTICLE IV – Directors / OFFICERS

- A. The four directors of the club will be known as Primary Officers. Primary Officers shall be elected as outlined in Article V of the By-Laws. The club shall have the following Primary Officers:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
- B. The Primary Officers may appoint the following Discretionary Officer Positions:
 - 1. Head Road Captain
 - 2. Safety Officer
 - 3. Web Master
- C. Additional Discretionary Officers can be added as deemed necessary by the four Primary Officers. The President can appoint a member for the new position, the position will then be elected upon as outlined in Article V of the By-Laws.

ARTICLE V – ELECTION OF OFFICERS

- A. Officers of the Club shall be elected by a majority vote at a general meeting each October.
- B. Nomination Procedure: commencing August of current year, any club member may nominate a candidate for an open position. Nominees must be a member of the club for a minimum of 12 calendar months.
- C. Nominations shall be taken for the President, Vice President, Treasurer and Secretary position every 2 years.
- D. Candidates may only be nominated for one Primary Officer position at a time.
- E. 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 October and results of the election immediately announced. Term of office begins January 1st.
- F. The nominee with the highest number of votes shall be elected for the position.

- G. In the event of a tie, a runoff election, by raise of hand, shall be immediately conducted.
- H. No member shall hold more than one Primary Officer position at a time.
- I. In the event that a Primary Officer position is vacated during the term of office, the remaining Primary Officers shall appoint an interim officer to assume the vacated position for the remainder of the term of office. If the President steps down before the end of the term, the Vice President will become President until the end of the term. The remaining Primary Officers will appoint a new Vice President to serve out the remainder of that term.

ARTICLE VI – MEETINGS

- A. General Meetings. The club shall hold 4 meetings per year held at a time, place and date agreed upon by the Primary Officers. Items of business for these meetings shall include, but not limited to:
 - 1. Introduction of guests and new members
 - 2. Officer's reports
 - 3. Upcoming ride schedule
 - 4. Upcoming activities, if any
- B. Meetings shall be held at places, dates and times stated in Club Publications decided on by the Primary Officers. Breakfast/Lunch/Dinner meeting meals will be at the cost of each individual member.
- C. All Officers shall meet prior to the riding season and 1st club meeting of the season to discuss Club proceedings for the upcoming season. A second Officer's meeting may be scheduled mid-season as necessary to discuss Club activities or issues that may need to be resolved.
- D. Road Captains will meet prior to the riding season to schedule dates and times of rides.

ARTICLE VII – PRIMARY OFFICER DUTIES

- A. The Primary Officers shall have general supervision of the affairs of the club between its meetings, decide the hour and place of meetings, make recommendations to the club, and perform such other duties as are specified in these By-Laws.
- B. The Primary Officers have the final decision power and ability to override any decisions in a majority vote.
- C. Individual Officers duties:
 - a. *President*: shall uphold these By-Laws, conduct club meetings and coordinate club officer responsibilities and assist when necessary.
 - b. *Vice-President*: shall be responsible for President duties in his/her absence, promoting membership with the Secretary and Treasurer and assist other Officers with their duties if necessary.
 - c. *Secretary*: shall be responsible for administering and maintaining meeting minutes, annual reports, membership reports, insurance and legal documentation, event releases and enrollment releases. Also responsible for maintaining a current membership list and handling all club correspondence.
 - d. *Treasurer*: shall be responsible for collecting and disbursing club funds, collecting membership dues, working with Secretary and Vice-President on obtaining new members and assisting the Secretary with maintaining the current membership list.

- e. *Head Road Captain*: Organizing Club Rides along with ride leaders. Documenting Dates, places, KSU times to distribute to the members. Assists with Safety Officer Duties if Safety Officer is not present on rides.
- f. *Safety Officer*: Oversees rides and events to keep everyone safe. Informs individuals or groups of individuals of not following the club's riding policies. The Safety Officer will administer official warnings and consequences as outlined in Article X – Rider Responsibility.
- g. *Webmaster*: assembling and organizing material for the chapter web site, social media sites (if applicable). Assist with distribution of membership emails and ride/event schedules if necessary.

ARTICLE VIII – CLUB ASSETS/FUNDS

- A. The President and Treasurer have joint responsibility for Safeguarding Club Assets and as such, they will have signing authority over the distribution of Club funds.
- B. If the club disbands at any time, club funds shall be used to pay any debt owed by the club then any remaining funds shall be donated to charity.

ARTICLE IX – ALCOHOL POLICY

- A. All club rides end at the final destination.
- B. Alcohol consumption by a member or guest before or during a club riding event will not be tolerated. The club will not furnish alcohol before or during a ride.
- C. We expect each rider's full cooperation and understanding that this is not any one officer's or member's moral enforcement, but a policy for the safety and protection of all riders and the club.
- D. Primary Officers Have the authority to ask a member or guest to leave the ride if alcohol consumption is suspected.

ARTICLE X – RIDER RESPONSIBILITY

- A. All Members and guests accept the fact that motorcycling is a potentially dangerous activity that may cause injury or even death. It must further be understood that while riding with other riders from the Heritage Riders Riding Club, that the sole responsibility for safety is the individual riders. In no way will the Heritage Riders riding Club, its Officers or its ride leaders (Road Captains) be held responsible in the event of an accident that results in damage, injury and/or death. It is up to every individual to ride their own ride as safely as possible.
- B. If the Safety officer and or Road Captain needs to speak to a member about a specific safety issue, the Safety officer and/or President/senior officer present, shall issue an official verbal warning, stating that this is an official warning. If said person executes the unsafe issue a second time either on the same ride or a future ride, the Safety Officer and or the President or Head Road Captain will issue a written warning. If the issue occurs a third time the person is then asked to leave the ride/event and is suspended from the club. In order for the individual to become a club member again, they must go on a ride with the Safety Officer and Head Road Captain and demonstrate they understand the safety issues and are deemed safe to ride with the group again.

ARTICLE XII – AMENDMENT OF BY-LAWS

The By-Laws may be amended at any general meeting of the club by a two-thirds vote of those members in attendance (must be a quorum of at least 25% of membership present), provided that the amendment has been submitted in writing at the previous general meeting and approved by a majority vote of the Primary Officers and discretionary board (must be a quorum of at least 25% of advisory board members).

In the event of any conflict or differences, the By-Laws shall be the governing document.